

# Upload Submittals and Respond to Corrections

## Audience

- Applicants
- Owners
- Contractors

## Purpose

- Understand steps necessary to upload support documents for an application

## Required

- Open application that requires document upload

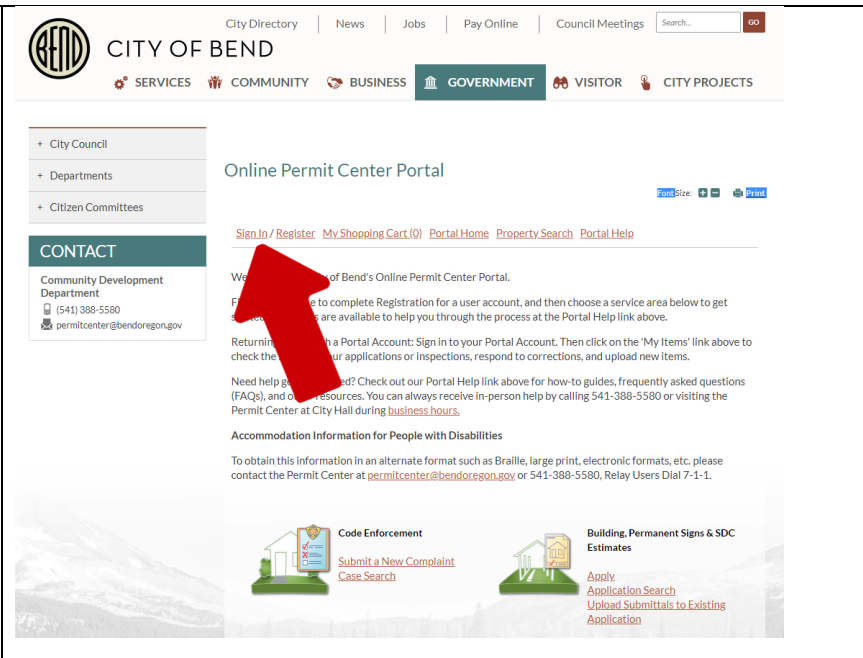
## Background

You will need an account to:

- Submit applications
- Request inspections
- Make payments on an application or permit

If you need to upload any submittal items after the initial application submission - perhaps in reply to a Notice of Incomplete Application or a Notice of Required Revision - you can upload documents on the Application Status page.

## Steps

|                        |  |
|------------------------|--|
| <p>First, sign-in.</p> |  |
|------------------------|--|

Click My Items.

## Online Permit Center Portal

Font Size: [Print](#)

Welcome Bend Customer

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.

From the My Items page, find your application in the service area in which it was submitted.

For example, if you are looking for a Building application, click on the My Building, Permanent Sign and SDC Estimates Applications service area.

### My Items

This page lists all the applications and other items in which you are a contact.

[Expand All](#) / [Collapse All](#)

— ▶ My Business Registration, Licensing & Temporary Sign Applications

— ▶ My Code Enforcement Complaints

— ▶ My Contractor Registration Applications

— ▶ My Building Permit, Permanent Sign & SDC Estimate Applications

— ▶ My Special Event, Noise Variance or Fire Request Applications

— ▶ My Engineering & Agreement Applications

While you can click Upload Submittals to go directly to the necessary page, we recommend that you review the Application Status page first.

— ▶ My Building Permit, Permanent Sign & SDC Estimate Applications

Show Active

| Reference Number  | Address                             | Type                              | Status                  | Date Created |
|---|-------------------------------------|-----------------------------------|-------------------------|--------------|
| <a href="#">PRAD202003012</a>                                   | 710 NW WALL ST, Bend, OR 97703      | Addition                          | Pending                 | 09/18/2020   |
| <a href="#">Description</a> : Add sunroom on SE corner of house |                                     |                                   |                         |              |
| <a href="#">Add A Revision</a>                                  | <a href="#">Add Fees to My Cart</a> | <a href="#">Upload Submittals</a> |                         |              |
| <a href="#">PRRE202003009</a>                                   | 726 NW WALL ST, Bend, OR 97703      | Renovation/Alteration             | Returned for Correction | 09/17/2020   |
| <a href="#">Description</a> : Expanding the deck                |                                     |                                   |                         |              |
| <a href="#">Upload Submittals</a>                               |                                     |                                   |                         |              |
| <a href="#">PRRE202003008</a>                                   | 726 NW WALL ST, Bend, OR 97703      | Renovation/Alteration             | Permit(s) Issued        | 09/14/2020   |
| <a href="#">Description</a> : Interior remodel                  |                                     |                                   |                         |              |
| <a href="#">Add A Revision</a>                                  | <a href="#">Request Inspection</a>  |                                   |                         |              |

[Apply](#)

To do this, click on your application's project number.

Scroll down to check the status of your application.

My Building Permit, Permanent Sign & SDC Estimate Applications

| Reference Number                               | Address                             | Type                              | Status                  | Date Created |
|--|-------------------------------------|-----------------------------------|-------------------------|--------------|
| <a href="#">PRAD202003012</a>                  | 710 NW WALL ST, Bend, OR 97703      | Addition                          | Pending                 | 09/18/2020   |
| Description: Add sunroom on SE corner of house |                                     |                                   |                         |              |
| <a href="#">Add A Revision</a>                 | <a href="#">Add Fees to My Cart</a> | <a href="#">Upload Submittals</a> |                         |              |
| <a href="#">PRRE202003009</a>                  | 726 NW WALL ST, Bend, OR 97703      | Renovation/Alteration             | Returned for Correction | 09/17/2020   |
| Description: Expanding the deck                |                                     |                                   |                         |              |
| <a href="#">Upload Submittals</a>              |                                     |                                   |                         |              |
| <a href="#">PRRE202002956</a>                  | 726 NW WALL ST, Bend, OR 97703      | Renovation/Alteration             | Permit(s) Issued        | 09/14/2020   |
| Description: Interior remodel                  |                                     |                                   |                         |              |
| <a href="#">Add A Revision</a>                 | <a href="#">Request Inspection</a>  |                                   |                         |              |

[Apply](#)

If you received a Notice of Incomplete Application or Notice of Required Revisions and are responding to it, you can see a copy of the correspondence in the Documents and Images section at the bottom of the page.

Documents & Images

| Date       | File Type | Document Name   |
|------------|-----------|---|
| 09/29/2020 | Plans     | <a href="#">S1,Deck Construction Details (Received)</a>                                     |
| 09/17/2020 | Plans     | <a href="#">A1,Elevation Plans</a>  |
| 09/17/2020 | Form      | <a href="#">G1,Special Inspection Agreement</a>   |
| 09/18/2020 | Form      | <a href="#">G2,Special Inspection Request</a>   |
| 09/29/2020 | Letter    | <a href="#">Notice of Required Revisions - Permitting (Generate/Send Correction Notice)</a> |

Permit Application Status (C) -

https://cityweb.ci.bend.or.us/Permit/Permits/Status/Reference/ReferenceNumber=PRAD202003012&data\_cy=ReferenceNumber

SERVICES COMMUNITY BUSINESS GOVERNMENT VISITOR CITY PROJECTS

Total Amount Payable Online \$0.00

- Deposits & Bonds: There are no deposits or bonds for this permit application.
- Inspections: There are no scheduled inspections for this permit application.
- Conditions: There are no conditions for this permit application.
- Related Permit & Planning Applications: There are no related items for this permit application.
- Documents & Images:

| Date       | File Type | Document Name   |
|------------|-----------|---|
| 09/29/2020 | Plans     | <a href="#">S1,Deck Construction Details (Received)</a>                                     |
| 09/17/2020 | Plans     | <a href="#">A1,Elevation Plans</a>  |
| 09/17/2020 | Form      | <a href="#">G1,Special Inspection Agreement</a>   |
| 09/18/2020 | Form      | <a href="#">G2,Special Inspection Request</a>   |
| 09/18/2020 | Form      | <a href="#">Notice of Required Revisions - Permitting (Generate/Send Correction Notice)</a> |
- Upload Documents: This application requires all documents to be attached to a submittal. [Click Here](#) to Upload Documents.

[Submittals & Fees](#)

[Download](#) [Print](#) [Close](#)

[BACK TO TOP](#)

The letter will include a numbered list of corrections with the document or plan set each pertains to.



Building  
City of Bend  
P.O. Box 431  
Bend, OR 97709

Mailed on September 29,  
2020

**NOTICE OF REQUIRED REVISIONS**

Application Type: Renovation/Alteration  
Project Number: PRRE202003009  
Applicant: Bend Customer

Required Action: Log into your Online Permit Center Portal account to make the required revisions to your permit application:  
[www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter)

Direct any questions to:  
building@bendoregon.gov

Bend Customer  
c/o M. Smith  
710 NW WALL ST, Ste 201  
Bend, OR 97703

**Required Revisions:**

City Staff have reviewed your application. The following revisions need to be made to your application in order for staff to approve it and issue your permit:

- Residential Building Code Review - Failed**
  1. See Document Markups - Site Plan, pg 1.
  2. See Document Markups - Correction Comment #1.
  3. See Document Markups - Correction Comment #2.
- SFD Planning Review - Failed**
  4. See Document Markups - Construction Details, pg 1.
  5. See Document Markups - Correction Comment #3.

**Required Action:** Log into your Online Permit Center Portal account at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter) to make the required revisions to your permit application.

Your permit application will expire 180 days after the Application Date: September 17, 2020.

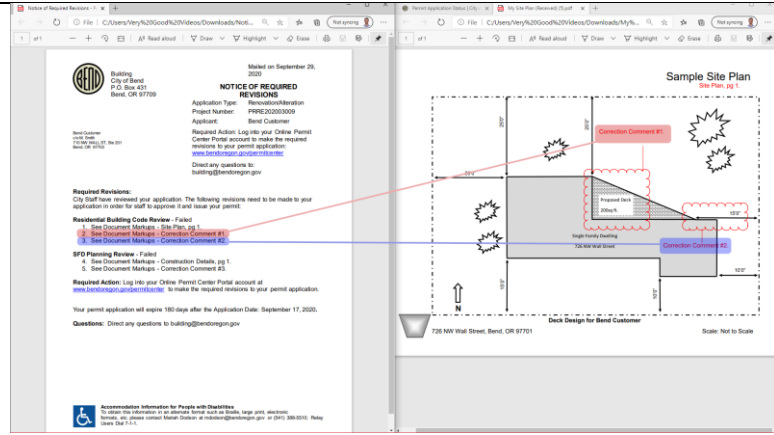
**Questions:** Direct any questions to building@bendoregon.gov

Any plan sets that have comments or markups from City staff reviews will be marked with a (Received) tag.

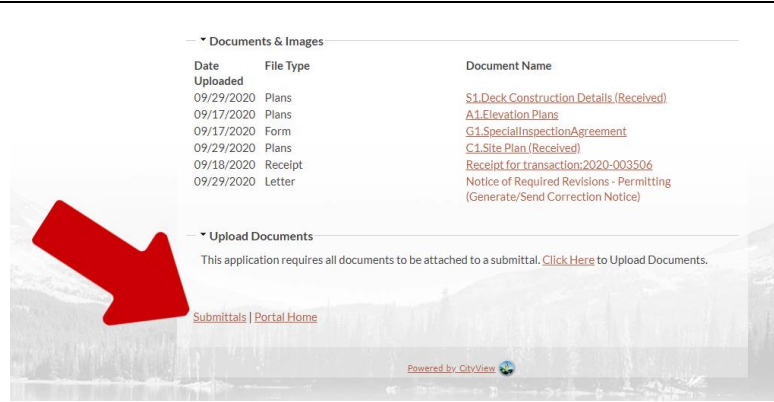
Documents & Images

| Date       | File Type | Document Name   |
|------------|-----------|---|
| 09/29/2020 | Plans     | S1.Deck Construction Details (Received)                                     |
| 09/29/2020 | Plans     | S2.Foundation (Received)  |
| 09/29/2020 | Plans     | S3.Foundation (Received)  |
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| 09/29/2020 | Plans     | S99.Foundation (Received)   |
| 09/29/2020 | Plans     | S100.Foundation (Received)  |
| 09/29/2020 | Letter    | Notice of Required Revisions - Permitting (Generate/Send Correction Notice) |

It is best to view the letter and the marked-up documents together to get a full picture of what edits to make.

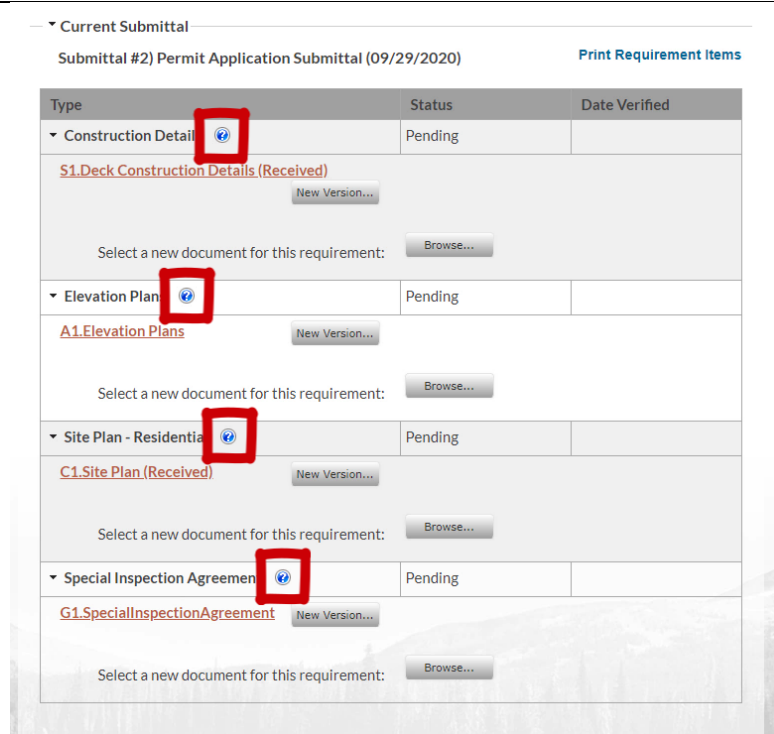


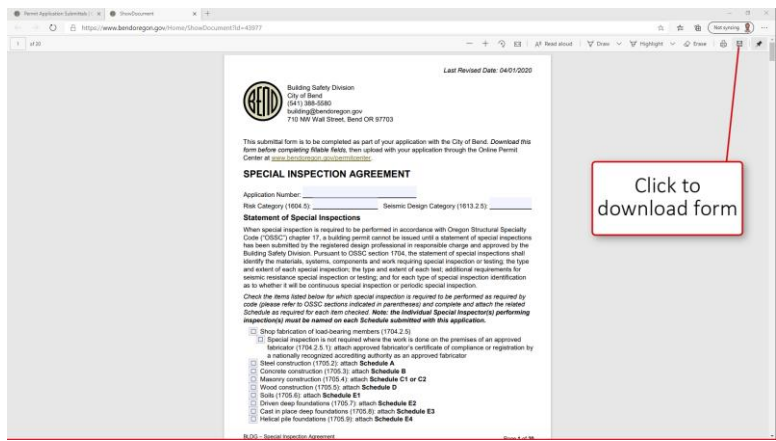
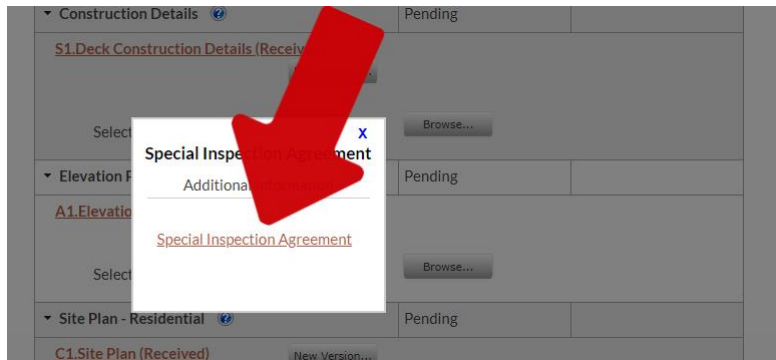
Once you have made your adjustments and are ready to upload documents, click the Submittals link.



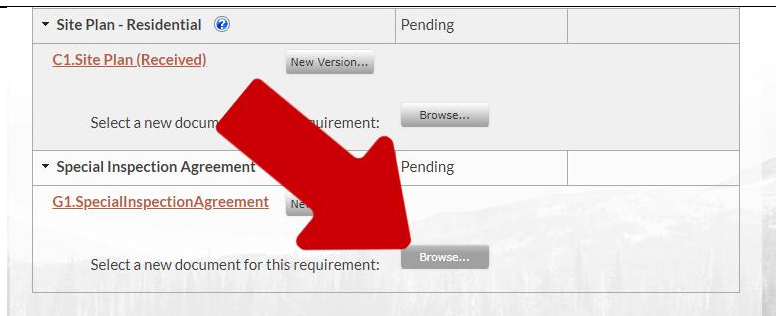
Review the Guidelines provided at the top of the page which list instructions for file types and naming conventions.

Blue question marks provide additional information about each upload and a link to the needed form if applicable.

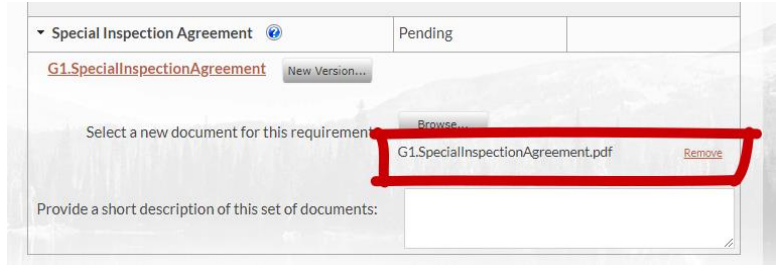
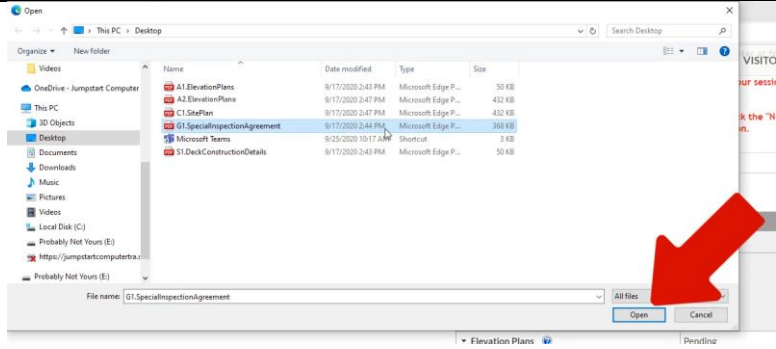
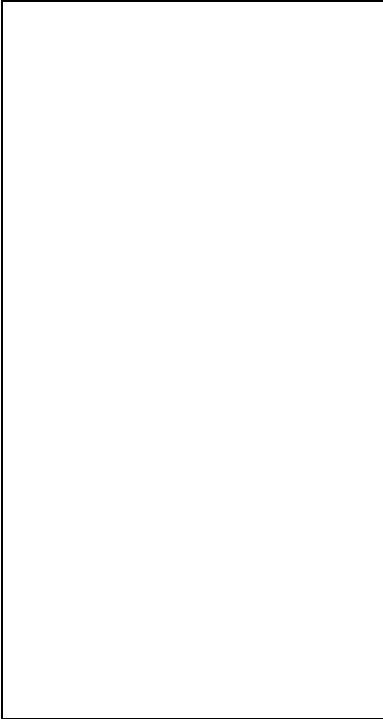




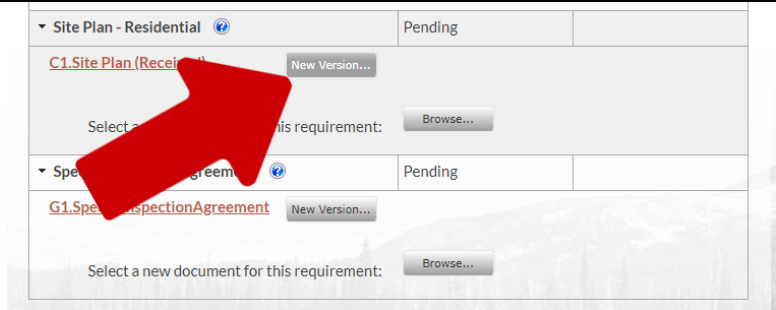
If this is the first time you are uploading the submittal item, click Browse, select your document and click open to add it to the upload queue.



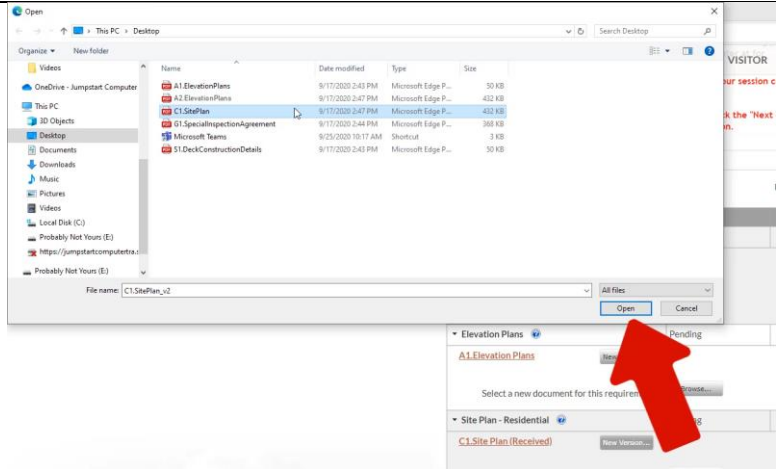


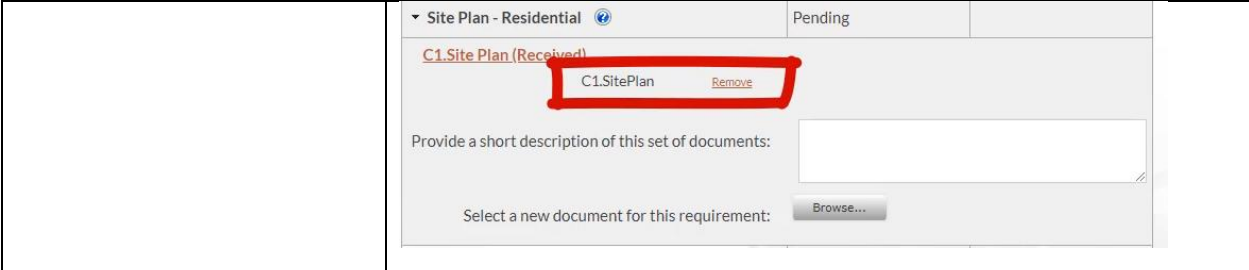


If you are uploading a new version of a document previously uploaded, it is very important that you click New Version to select your document in order for the documents to version properly.

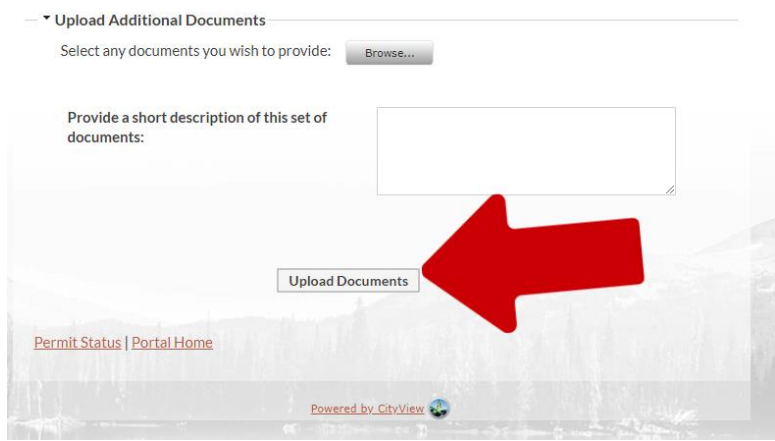


Again, select your document and click open to add it to the upload queue.

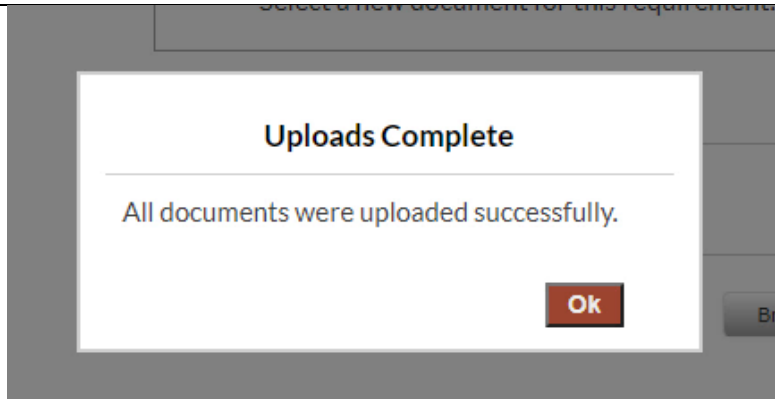




Once you have added all documents, scroll to the bottom of the page and click Upload Documents.



The uploads complete message confirms that your uploads were successful.





**Course:** Portal Help – Upload Submittals and Respond to Revisions

**Coverage:** This course and documentation is based on CityView, version 2020.4.4.

**Authors and Publisher**

Community Development Department, City of Bend, Oregon

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**Date:** September 2020

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**Ordering / Contact Information**

City of Bend, [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov)

LR: 9/15/2020

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To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Permit Center at [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov) or (541) 388-5580; Relay Users Dial 7-1-1.