

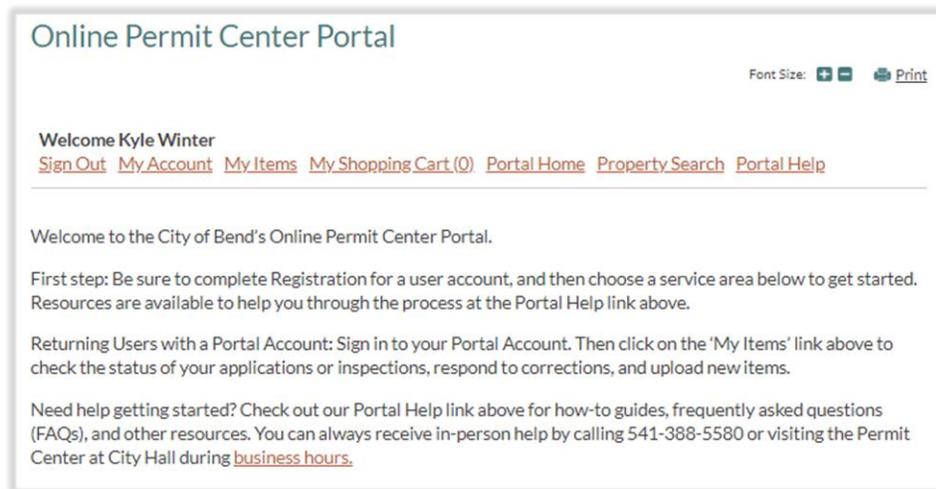


HYDRANT METER PICK-UP REQUEST

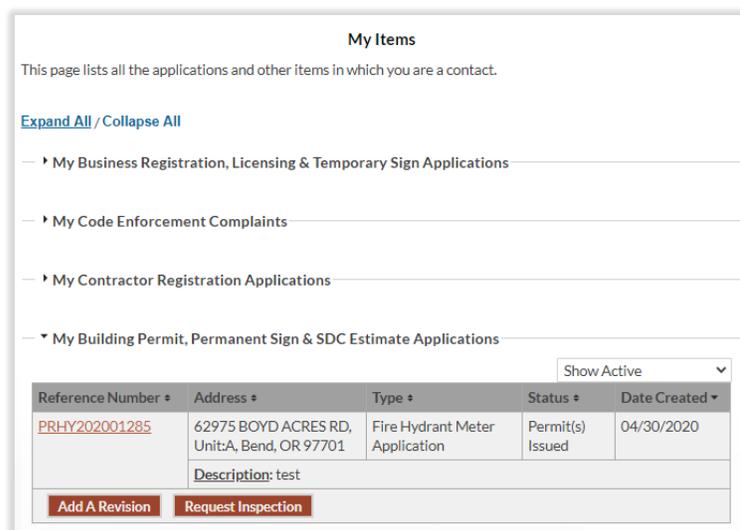
This document outlines the procedure required to request an already approved hydrant meter be picked up by the Utility department using the Online Permit Center Portal by CityView. This document will also be assuming that users have already created an account and are signed into said account

Step 1 – Open existing permit

1. Navigate to the link titled “My Items” beneath the “Welcome” text and adjacent to the “My Shopping Cart” link



2. On the next screen, expand the entry titled “My Building Permit, Permanent Sign & SDC Estimate Applications” by clicking the arrow to the left of the text. All Active permits will be listed below that heading. Scroll to the permit representing the hydrant meter you would like picked up, and click the “Request Inspection” button at the bottom of the permit entry.





- On the Request an Inspection screen, click the box next to “Hydrant Meter Pick-Up Request”. Click the “Next Step: Date & Time” button to advance

Step 1: Select an Inspection | Step 2: Date and Time | Step 3: Complete

Request an Inspection

▼ Please select inspections you wish to schedule

Search for inspections

- Hydrant Meter Pick-Up Request

Cancel | Next Step: Date and Time

- When you have reached the next screen, you will see a required field for the date you would like the hydrant meter picked up. Click the box to the right of the field to open a calendar view and select the date. The Notes and Contact Email fields are not required, unless you would like a notification email when the Inspector is en route to the job site to pick up the equipment. Click the “Next Step: Complete” button after entering the required text into the captcha.

Step 1: Select an Inspection | Step 2: Date and Time | Step 3: Complete

Request an Inspection

Inspection Type	Location
Hydrant Meter Pick-Up Request	62975 BOYD ACRES RD, Unit:A, Bend, OR 97701

▼ Please choose a date and time for your inspections

Select a Date: * 07/22/2020
Inspections can't be scheduled for a specific date after 11:30 PM the previous business day.

Recur every business day

Notes:

Contact Email:

Enter an email address here if you want to receive an email notification when the inspector is on his way to your job site.



5. You have now successfully requested a pick-up date. Please read all the text associated with turnaround times for the request and wait for notification of acceptance of the request.

Step 1: Select an Inspection Step 2: Date and Time Step 3: Complete

Request an Inspection - Complete

Your inspection date has been requested. Please be advised that Engineering inspections have a 48-hour turnaround, while Fire, Planning and Historic Inspections have a 5-business-day turnaround. All other inspections are generally handled within a 24-hr turnaround from the date of inspection request to the date of inspection completion.

▼ Details

Inspection Type: Hydrant Meter Pick-Up Request
Inspection Location: 62975 BOYD ACRES RD, Unit:A, Bend, OR 97701
Notes:
Date Requested: 07/22/2020