

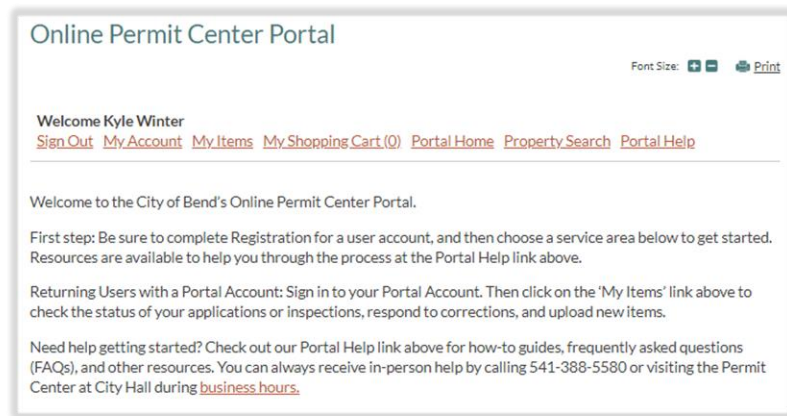


HYDRANT METER RELOCATION REQUEST

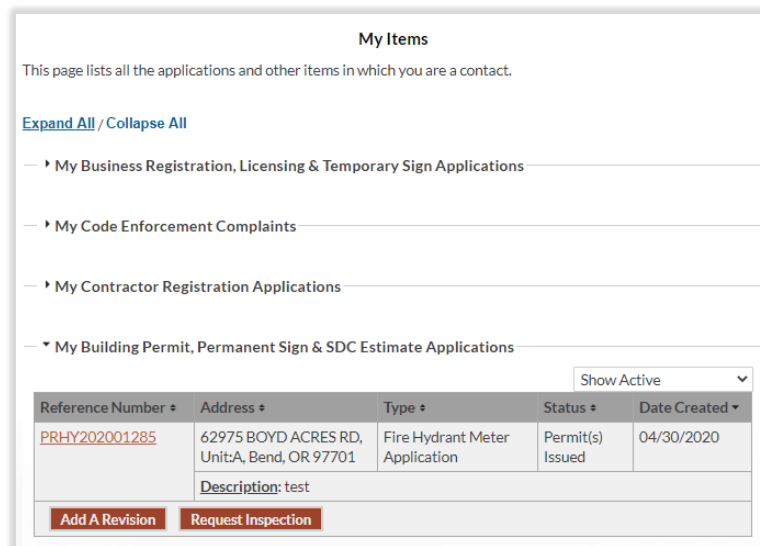
This document outlines the procedure required to request an already approved hydrant meter be picked up by the Utility department using the Online Permit Center Portal by CityView. This document will also be assuming that users have already created an account and are signed into said account. This process is also dependent upon the permit has NOT already had a Pick-Up Request processed.

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 “Add a Revision” button at the bottom of the permit entry.



3. On the Select Permit Types screen, click the box next to “Fire Hydrant Meter Use”. Click



the “Next Step: Work Items” button to advance

- When you have reached the Work Items screen, you will see a field requesting information for what is being changed. Please enter “Relocation” in this field. The next field is asking for the new Hydrant # where the meter will be moved. Use the map located in a hyperlink that appears when clicking the blue question mark for “Hydrant Meter Installation/Set-up” to find the Hydrant # and enter it into the Hydrant # field. Be sure to have the box next to “Hydrant Meter Relocation” checked before clicking the “Next Step: Description of Work” button to advance.



- When you have landed on the Description of Work page, verify that you only need 1 hydrant meter at the new location before clicking the “Next Step: Contacts” button to advance

- Verify that all the contact information is still correct, and add information if necessary using the “Add Business From Address Book” link before selecting the “Next Step: Upload Files” button to advance to the next screen.

Type	Contact
Property Owner	CITY OF BEND, Address:PO BOX 431, BEND OR, 97709
Applicant	Kyle Winter, Address:62075 Boyd Acres Rd, Bend, OR, 97701, Phone:(541) 330-4001

- Scroll near the bottom of the Upload Files page to find the already expanded “Upload



Additional Documents” heading and select the “Browse” button to find, select, and upload pertinent files. Click the “Next Step: Review & Submit” button to advance.

— **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

8. Verify the entered information is correct. Click the button stating you agree to the terms of use. Enter the information required in the captcha. Submit your application by clicking the button of the same name.

— **Permit: Fire Hydrant Meter Use**

Please list what is being changed on this permit:


Hydrant # click blue ? for look-up:

Work Item Description	Units	Quantity
Hydrant Meter Relocation	EA	1

I acknowledge I have authority to submit this application, and affirm all the information provided is current and accurate. I agree to comply with all applicable City standards, regulations, and requirements, and understand that the granting of any a permit, license, or other approval does not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally, I understand that a permit, license, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirement, or any inaccuracies or omissions related to this application or other submitted materials.

Do you agree?:*

Type the characters you see in the image below to continue.





- You have successfully applied to relocate an existing Hydrant Meter. The next step is to add the fees to your shopping cart by clicking the “My Items” link and navigating to the permit. Click the “Add Fees to My Cart” button that is between “Add a Revision” and “Request Inspection”. The page will refresh, and there will now be a “(1)” next to the “My Shopping Cart” link. Click the link to advance to your shopping cart.

Step 1:
Permit Type

Step 2:
Work Items

Step 3:
Description of Work

Step 4:
Contacts

Step 5:
Upload Files

Step 6:
Review & Submit

Step 7:
Submitted

Permit Application - Submitted

Application Number: PRHY202002172

Print This Page

Thank You! Your permit application has been updated.

There are fees totaling \$75.00 owing on this application.

Click [My Shopping Cart](#) to pay your fees.

— ▶ Permit Information

— ▶ Permit: Fire Hydrant Meter Use

— ▼ Permit: Fire Hydrant Meter Use

Please list what is being changed on this permit: Relocation

Hydrant # click blue ? for look-up: WFH001222

Work Item Description	Units	Quantity
Hydrant Meter Relocation	EA	1

— ▼ Documents & Images

Date Uploaded	File Type	Document Name
07/15/2020	Receipt	Receipt for transaction:2020-002324



Online Permit Center Portal

Font Size: [Print](#)

Welcome Kyle Winter

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

▼ PRHY202005856

Please select the fees you wish to pay now by checking the "Pay" checkbox on [Remove Fees from My Cart](#) the fees below.

[Select All Fees](#) [Deselect All Fees](#)

Fee Type	Amount	Amount Paid	Pay?
Hydrant Meter Relocation Fee	\$75.00	\$0.00	<input checked="" type="checkbox"/>

Totals: \$75.00 \$0.00

Total Selected: \$75.00

Total Amount Owing: \$75.00

Total Selected Amount: \$75.00

[Make Payment](#)

[Portal Home](#)

- Once in your populated shopping cart, click the "Make Payment" button at the bottom of the page. Follow instructions provided in the initial meter request documentation to make the payment and allow for City staff to accept the relocation.



Payment Options

Payment Information

Review Payment

How would you like to pay?

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
Electronic Funds Transfer (e-check): No service fee

Credit/Debit Card

How much would you like to pay?

Pay Full Invoice \$75.00

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
769	\$75.00
SUBTOTAL	\$75.00

GRAND TOTAL \$75.00

Any applicable service fees and/or discounts will be displayed before processing your payment



Please enter your card information

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
Electronic Funds Transfer (e-check): No service fee

Cardholder Name *

Ulysses Grant

Card Number *

4111111111111111

CVV * [WHAT'S THIS?](#)

154



Expiration Date *

November 2022

Billing Address *

62975 BOYD ACRES RD

Country *

United States

City *

BEND

State *

Oregon

Zip *

97701

Email *

KWINTER@BENDOREGON.GOV

[Continue to Review Payment](#)

| [Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
769	\$75.00
SUBTOTAL	\$75.00

GRAND TOTAL \$75.00

Any applicable service fees will be displayed before processing your payment



Payment Options Payment Information **Review Payment**

Review your Information

Please review the service fees applied to this transaction.

Your Credit/Debit Card [Edit](#)

Ulysses Grant
XXXXXXXXXXXX1111
11 / 2022

Billing Address

62975 BOYD ACRES RD
BEND, OR
97701
KWINTER@BENDOREGON.GOV

Payment Summary

Invoice #	Amount
769	\$75.00
<hr/>	
SUBTOTAL	\$75.00
SERVICE FEE *	+ \$2.21
<hr/>	
GRAND TOTAL	\$77.21

[Process Payment \\$77.21](#)

Payer agrees to the [Invoice Cloud Payer Terms and Conditions](#)

* If you have a question on the bill, please contact us at (541) 388-5580.
Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.



Thank you for your payment!

A Receipt for this transaction has been sent via email for your records.

[Click here to Print a receipt with additional details](#)

Total Payment Amount

\$77.21

Payment Message

APPROVED 542162

Payment Method

Visa
XXXXXXXXXXXX1111

[Return to home page >](#)

Need Help?

You may reach us at (541) 388-5580.
You may email your questions to permitcenter@bendoregon.gov.

[Email Us](#)