



## HYDRANT METER REQUEST

This document outlines the procedure required to request a hydrant meter for use in a construction site 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 – Apply for a Building Permit

1. Navigate to the link titled “Apply for a Building Permit” beneath the Building Division header



#### Building Division

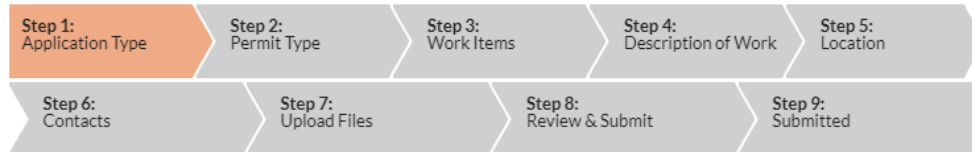
[Apply for a Building Permit](#)

[Request an Inspection](#)

[Application Search](#)


[Upload Submittals](#)

2. On the next screen, the portal is requesting the user to define the type of permit they are applying for. Open the drop down, and select “Fire Hydrant Meter Application”. The second field will automatically populate to “N/A”. The third field will require some descriptive text about the work being performed on the permit. Select the “Next Steps: Permit Type” button when ready.



#### Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type:\*  

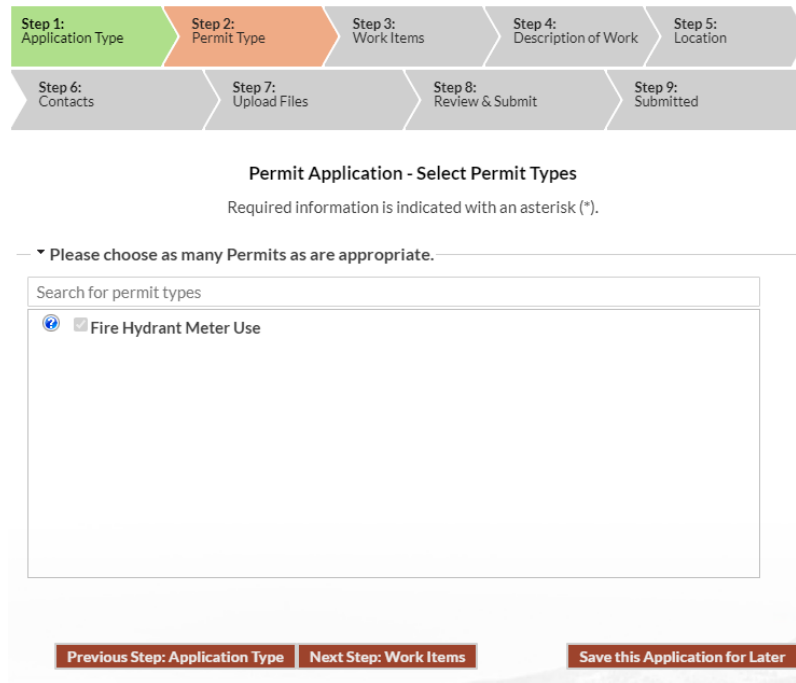
Please categorize the nature of\*  
the work being done:

Please describe the work being\*  
done:

Limit 4000 characters



- On the Select Permit Types screen, the Fire Hydrant Meter Use type is automatically selected. Click the “Next Step: Work Items” button to advance



- When you have reached the Work Items screen, you will see a text field for the Hydrant number. Below that are two entries: “Hydrant Meter Installation/Set-up” and “Hydrant Meter Relocation”. This document will not go into “Hydrant Meter Relocation”. Select the box next to “Hydrant Meter Installation/Set-up” and then click the blue question mark to the left of that box. A pop up will open with a link to a map. Within the map, zoom and pan to the hydrant that you would like to attach a meter to and click on the red circle. The resulting pop-up will have the hydrant number. Highlight and copy the Hydrant number, and then paste it into the text field for Hydrant # on the Work Items page as shown in the image below. Once the Hydrant number has been verified to be correct, click the “Next Step: Description of Work” button to advance.



### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

#### ▼ Fire Hydrant Meter Use Permit

Hydrant # click blue ? for look-up:

Please choose as many work items as are appropriate.

Search for work items

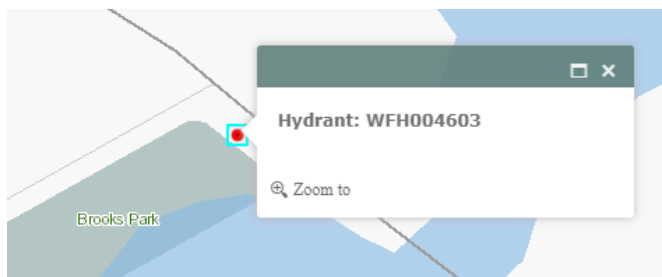
- Hydrant Meter Installation/Set-up
- Hydrant Meter Relocation

Previous Step: Permit Type    Next Step: Description of Work    Save this Application for Later

### Hydrant Meter Installation/Set-up

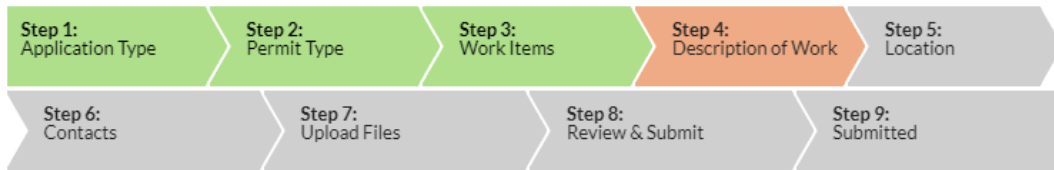
Additional Information

New Hydrant Meter Installation/Set-up Request. To look up the hydrant meter ID please use the web-mapping tool at this [link](#).





5. On the Description of Work page, please indicate the number of Hydrant meters you would like to have installed at the location. The number 1 automatically populates here. Click the “Next Step: Location” button to advance.



### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

— ▾ Fire Hydrant Meter Use Permit Work Items

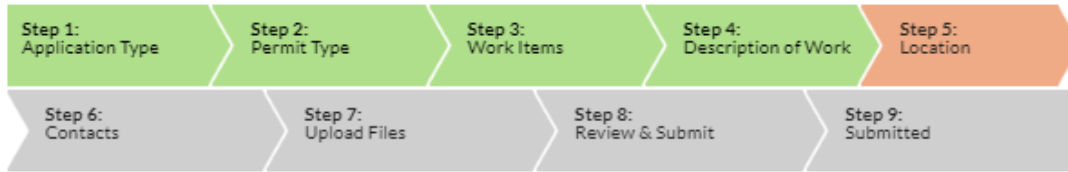
Hydrant Meter Installation/Set-up

EA: \*

Please enter the quantity for this work item in the units specified

[Previous Step: Work Items](#) [Next Step: Location](#) [Save this Application for Later](#)

6. The Location of Work Being Done page is intended to verify that the work will be done in an eligible area of the City. There is an option of using a map to find the location or using a text search field with an accompanying drop down to allow the user to search by address, tax lot number (property), or road segment. Options to choose from automatically populate as you type in the search field and the user can choose from the values that become present and it will populate the field below for Selected Locations. When the appropriate location has been selected, click the “Next Step: Contacts” button to advance.



### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

Enter the location for the subject property in the City of Bend by using the Search or Map tools below.

All applications must be within the Urban Growth Boundary, except Fire Permits and Inspections which may be requested anywhere in the City or Rural Fire District, as well as annexed locations and select properties eligible for extra-territorial services. Document & Agreement applications may select more than one location by clicking the 'Add Another Location' button.

Note: If the project location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

**Locations**

[Find location in Map](#)

Location Type(s) to Search For:

Search for location:

Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

**Find Locations Near Me**

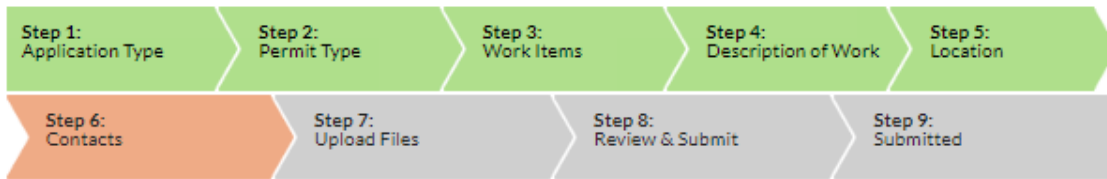
[Can't find address?](#)

The location you have selected: \*

**Add Another Location**

**Previous Step: Description of Work**   **Next Step: Contacts**   **Save this Application for Later**

- The Contacts page is intended to verify that all the contact information for the project is accounted for. Click the blue “Add Business from Address Book” hyperlink to find other important contacts for the project. Click the “Next Step: Upload Files” button to advance.



### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	CITY OF BEND, Address:710 NW WALL ST, BEND OR, 97703
Applicant	Kyle Winter, Address:62075 Boyd Acres Rd, Bend, OR, 97701, Phone:(541) 330-4001

[Add Business From Address Book](#)

Use this page to indicate Contractors, Developers, Engineers, Architects, or other businesses involved with the application. Contacts on an application will be able to view and pay fees, view additional status details, submit items, and request inspections.

[Previous Step: Location](#)

[Next Step: Upload Files](#)

[Save this Application for Later](#)

- The Upload Documents page is intended to provide a means of uploading documents early in the process, but is optional at this time and can be completed at a later date. When ready, click the “Next Step: Review & Submit” button to advance.



### Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
  - pdf,dwg,jpg,jpeg,png,tif,xlsx,xls,wav,mp4,mov
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (eg. k9dk38fj3.pdf)
  - See drawing file naming instructions for [Building](#) and [Engineering](#) applications.
- All plans shall be drawn to scale.
- Plan requirements:
  - Plans should be legible, include a north arrow, and be oriented to read left to right.
  - The footprint orientation should match the floor, foundation and shear wall plans.
  - Square footages indicated on each sheet shall match each other (ie square footage on floor plan matches square footage indicated on site plan for footprint).
  - Plans for other than new construction shall identify items as existing or proposed, so it is clear what exists and what is proposed to be permitted.
  - Drawings shall be uploaded as individual files/sheets and supporting documents including engineering packets shall be uploaded as multi-page files.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

You are required to upload all relevant submittal items when submitting your application to the City. If you need assistance, please contact the Permit Center at for [development@bendoregon.gov](mailto:development@bendoregon.gov) or 541-388-5580.

**Note: If your session is idle for more than 20 minutes, your session could time out and work will not be saved.**

**Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.**

▼ **Current Submittal**

Submittal #1) Permit Application Submittal (06/16/2020)

[Print Requirement Items](#)

Type	Status	Date Verified
▼ Hydrant Meter Use Permit Agreement	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>

▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:



- When you come to the Review & Submit page, please verify all of the information that you have submitted is accurate and correct. Click the button next to the “Do you agree?” text beneath the disclaimer, enter the information from the captcha into the text field beneath it, and press the “Submit Application” button.

**Permit Application - Review & Submit**

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ Permit Information

Permit Type: Fire Hydrant Meter Application  
 Category of Work: N/A  
 Description of Work: test for training material screenshots  
 Locations: Address  
 62975 BOYD ACRES RD, Unit:A, Bend, OR, 97701  
 Property  
 1712210000105  
 Contacts: Property Owner  
 CITY OF BEND, Address:710 NW WALL ST, BEND OR, 97703  
 Applicant  
 Kyle Winter, Address:62075 Boyd Acres Rd, Bend, OR, 97701,  
 Phone:(541) 330-4001

▼ Permit: Fire Hydrant Meter Use

Hydrant.# click blue ? for look-up: WFH004603

Work Item Description	Units	Quantity
Hydrant Meter Installation/Set-up	EA	1

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	

Outstanding Fees	Amount	Paid	Owing	Date Paid
Hydrant meter - Installation, setup, and retrieval fee	\$150.00	\$0.00	\$150.00	Not Paid
<b>Totals:</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	

Application and plan check fees are due at the time of application. Permit fees, deposits and additional review fees may be assessed during the review process, and must be paid prior to permit issuance.

Total Amount Payable Online:\$150.00

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.

Previous Step: Upload Files    **Submit Application**    Save this Application for Later

**Cancel Application**

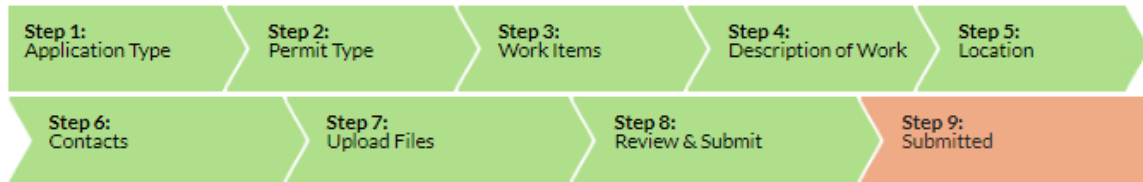




## Step 2 – Paying Fees

1. When the application has been successfully submitted, the fees that were present in the Review & Submit screen have been added to “My Shopping Cart”. Click the link to “My Shopping Cart (1)” near the top of the page to view the contents of your cart.

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



### Permit Application - Submitted

Application Number: **PRHY202001628**

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application or plan check fees have been paid. Once your application fees are paid, you can expect your application to be reviewed for completeness within 5 business days.

There are fees totaling **\$150.00** owing on this application.

2. Your shopping cart will have the Permit Number and a summary of the fees applied to the account. Click the “My Shopping Cart” button in the middle of the page to proceed.

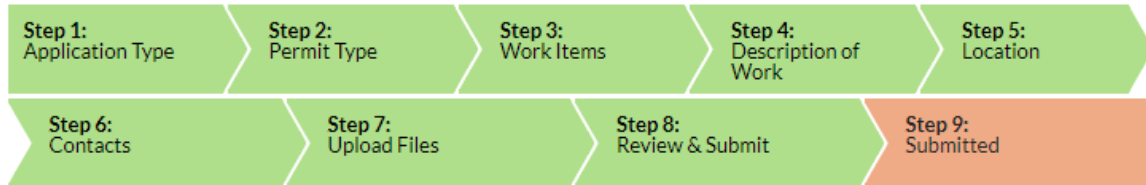


## Online Permit Center Portal

Font Size: [Print](#)

Welcome Kyle Winter

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



### Permit Application - Submitted

Application Number: **PRHY202005856**

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application or plan check fees have been paid. Once your application fees are paid, you can expect your application to be reviewed for completeness within 5 business days.

There are fees totaling **\$150.00** owing on this application.

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

Note with electronic funds transfers, no payment processor fee is incurred. Credit/debit card transactions incur an additional service fee of 2.95% of the total, \$1.95 minimum.

If you do not wish to pay your application fees by credit/debit card or electronic funds transfer, please mail your payment to City of Bend Permit Center, PO Box 431, Bend OR 97709. Please include your license or application number with your payment. You may also bring your payment to the [Permit Center](#) located at City Hall 710 NW Wall Street, Bend OR. [Click here for Permit Center hours](#). Note that payment processor service fees apply to credit and debit card payments made at the Permit Center.

3. The next page summarizes the fees and presents a Make Payment button near the bottom that should be pressed to move forward.



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

**My Shopping Cart**

▼ PRHY202001628

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

**Select All Fees** **Deselect All Fees**

Fee Type	Amount	Amount Paid	Pay?
Hydrant meter - Installation, setup, and retrieval fee	\$150.00	\$0.00	<input checked="" type="checkbox"/>

**Totals:** \$150.00 \$0.00

**Total Selected:** \$150.00


**Total Amount Owing:** \$150.00

**Total Selected Amount:** \$150.00

**Make Payment**

- Review the information presented at the next page. It will explain the applicable fees and allow you to choose a payment method of Credit/Debit Card, EFT (Check), or Google Pay. Click the "Continue to Payment Information" button to advance.



 CITY OF BEND Contact Us

**Payment Options**    Payment Information    Review Payment

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### 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 ▾

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### How much would you like to pay?

**Pay Full Invoice**    \$150.00

[Continue to Payment Information >](#)

#### Payment Summary

Invoice #	Amount
768	\$150.00
SUBTOTAL	
\$150.00	
GRAND TOTAL	
\$150.00	

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

5. On the next page, enter your payment information. In this case, the information on the credit card as well as the billing address. Click the Continue to Review Payment button at the bottom to proceed.



Payment Options

**Payment Information**

Review 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 \*

Abraham Lincoln

Card Number \*

4111111111111111

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

123



Expiration Date \*

November 2024

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
768	\$150.00
<hr/>	
SUBTOTAL	\$150.00
<hr/>	
GRAND TOTAL	\$150.00

Any applicable service fees will be displayed before processing your payment

- Review your information prior to pressing the Process Payment button in green. When reviewed and verified to be accurate, press the Process Payment button.



Payment Options      Payment Information      **Review Payment**

## Review your Information

Please review the service fees applied to this transaction.

**Your Credit/Debit Card** [Edit](#)

Abraham Lincoln  
XXXXXXXXXXXX1111  
11 / 2024

**Billing Address**

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

### Payment Summary

Invoice #	Amount
768	\$150.00
<hr/>	
SUBTOTAL	\$150.00
SERVICE FEE *	+ \$4.42
<hr/>	
<b>GRAND TOTAL</b>	<b>\$154.42</b>

[Process Payment \\$154.42](#)

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.

- The next page is a notification that your payment was accepted and provides a means for printing a receipt. You have successfully completed a Hydrant Meter request. Click the blue Return to Home Page button at the bottom to go back to the public Portal.



## 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**

**\$154.42**

**Payment Message**

APPROVED 262222

**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](mailto:permitcenter@bendoregon.gov).

[Email Us](#)