



City of Bend Community Development Department
(541) 388-5580
permitcenter@bendoregon.gov
710 NW Wall Street, Bend OR 97703

APPLICATION STATUS FOR RESIDENTIAL BUILDING PERMITS

Timeframes depict how many business days the Permit Techs have to complete the activities:

Pending – While waiting for application fee, while waiting for prescreen to be complete. If prescreen is not approvable, status will change to **Submittals Incomplete** once the incomplete notice is sent and will stay in that status until prescreen is complete.

1-2 days typical, up to 4 days

In Plan Check – While reviews are pending, once reviews are complete workflow goes to the permit technician to verify final review status send correction if needed or route plans to be stamped if approved. Remains In Plan Check until either returned for corrections at which time the status changes to **Returned for Correction** and will change back to In Plan Check once corrections are returned and routed to the review divisions. Once the corrections are provided the workflow goes back to the Permit Techs and they route to the appropriate divisions.

1.5 days to route corrections back to review division

2.5 days if plan is approved, this includes the time routed to the staff that stamps the plans

Ready for Issuance – Once reviews are approved and plans are stamped the status changes to Ready for Issuance. This step includes the Verify Contractor License activity which the Permit Techs use to complete the final QA on the project which includes verifying all contractors are licensed and registered in our system, reviews were all routed, plans were stamped, conditions are placed, etc. If contractor information is needed the applicant will be emailed requesting the information needed, this status would remain until additional information is provided. Once the permit is approved through the QA process an email is sent to the applicant notifying them of fees due. The status will remain in Ready for Issuance until the fees are paid and the permit issuance is generated.

2 days for QA if contractor information is approvable

1 day to issue the permit once the fees are paid

Permit(s) Issued – Once the permit is issued the applicant will be emailed the General Permit Issuance notification as well as the Permit Job Card. Project remains in this status until all inspections are complete. Once the Building Final is approved the applicant requests the Prior to Occupancy inspection. The Permit Techs will issue the certificate of occupancy the day the Prior to Occupancy inspection is requested.

Closed – The status changes to Closed once the certificate of occupancy or certificate of completion are issued. You can only see closed projects by changing the view option in Portal from Active to Closed or All.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at building@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.