

CityView: Process Updates and Clarifications



FROM: CITY OF BEND, COMMUNITY DEVELOPMENT DEPARTMENT (CDD)
TO: DESIGN AND CONSTRUCTION COMMUNITY
DATE: JULY 1, 2021

Overview

Due to recent process changes with the City's permitting software, CityView, the City of Bend would like to notify the design and construction communities of these recent changes as well as use this opportunity to notify the community of other areas of concern with the software and processes.

Completing a Tier I Right of Way (ROW) Sub-Permits

- This is only applicable on SFD/ADU/Duplex/Townhouse Building Permit applications.
 - See the next section for additional detail and background.
- Process Update
 - Select ROW Permit With No Street Cut to Add ROW Sub-Permit to Project (Portal Step 2- "Permit Type")
- Select Work Item in Portal Step 3 – "Work Items" (Currently, only SFD No Street Cut - On Building Application is available)

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Select Permit Types
Required information is indicated with an asterisk (*).

* Please choose as many Permits as are appropriate.

Search for permit types

- Building Permit
- Drainage
- Electrical
- Fire Detection and Suppression Systems
- Grading
- Mechanical
- Plumbing
- ROW Permit With No Street Cut

Previous Step: Application Type Next Step: Work Items Save this Application for Later

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Permit Application - Work Items
Required information is indicated with an asterisk (*).

* Building Permit Permit

Please choose as many work items as are appropriate.

Search for work items

- Construction Permit New or Addition Accessory Dwelling Unit
- Deck, Pergola, Porch and Porch Cover
- Fence
- Fire Hydrant on Private Property Applies
- Fireplace, Masonry
- Foundation
- New Address or Address Change
- Other Structures Than Buildings
- SFD No Street Cut - On Building Application

Previous Step: Application Type Next Step: Work Items Save this Application for Later

Tier 1 Right of Way (ROW) Sub-Permits

- Tier 1 Right of Way (ROW) Sub-Permits will only be available for SFD/ADU/Duplex/Townhouse Building Permit Applications.
- Tier 1 ROW permits are issued when work is proposed in the landscape strip or an unimproved area.
 - Street cuts, curb cuts, and/or pavement restoration will NOT be permitted under a Tier 1 ROW permit.
 - A Tier 1 ROW Permit shall not affect City infrastructure.
 - A Tier 1 ROW Permit will be required when any of the following, but not limited to the following, are proposed:

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- Utility installations within the landscape strip or an unimproved (unpaved) area that is not within a public easement;
- Sidewalk installations; and
- Driveway installations.
- Applicants are required to upload a site photo showing the existing property frontage in order to verify the appropriate ROW Tier is selected. Applications that exclude a site photo will be deemed incomplete and returned to the applicant. This will be the same requirement for all ROW permits.
- See the link below for additional Permit Tier information;
 - <https://www.bendoregon.gov/Home/ShowDocument?id=47887>

ROW Permit Creation

- All other non-Tier 1 ROW Permits will need to be applied for separately by the Applicant by applying through "Engineering & Agreements" on the Online Permit Center Portal.
 - PDED will no longer be assisting in creating ROW permits as had been done since the migration period. Applicants will be expected to apply for all necessary permits to complete their project.

Grading Permits and Drainage Permits

- Grading Permits and Drainage Permits for Commercial projects must be applied for separately (no longer reviewed and permitted under SIMP permits). The intent of the Drainage Permit is to review the drainage plan and verify stormwater facility calculations. Construction activities are typically not permitted under the Drainage Permit review, but are intended to be installed under a Grading Permit.
 - Grading permits and drainage permits for applicable residential construction will continue to be reviewed under the Building Permit (applicant must select applicable Permits during Portal - Step 2 "Permit Types" of the Building Application Process).

Application Expirations

- Each application has an allotted 6 months for review.
 - If the application is not approved after 170 days, the applicant will receive a notice of upcoming permit application expiration.
 - After 180 days, the applicant will receive a notice of expired application, and the project will be closed.
 - The applicant will be expected to monitor their permits and request extensions as necessary. Expired permits may be subject to additional fees in order to reactivate the permit.

Permit Expirations

- Each permit has an allotted 6 months to complete construction. The 6 month expiration date will automatically extend from the latest inspection request date, to a maximum of 365 days from permit issuance.
 - If the permit is not closed after 170 days, the applicant will receive a notice of upcoming permit expiration.
 - After 180 days of idle activity, the applicant will receive a notice of expired permit, and the project will be closed.
 - The applicant will be expected to monitor their permits and request extensions as necessary. Expired permits may be subject to additional fees in order to reactivate the permit.

ADA Ramp Reports / Construction Approval Items

- Although the Code has not changed on this, some construction items are now trackable with CityView that were not with previous permitting software. Due to this, these items will no longer be completed by City staff and will fall back on the applicant / engineer of record to complete, per code.
 - Please verify that all conditions and required documents are reviewed and completed with each project to avoid any deficiencies at closeout. This will also be reviewed at pre-cons.