



- + City Council
- + Departments
- + Citizen Committees

CONTACT

Community Development
Department
(541) 388-5580
permitcenter@bendoregon.gov

Online Permit Center Portal

Font Size:

[Sign In](#) [Register](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.

Returning Users with a Portal Account: Sign in to your Portal Account. Then click on the 'My Items' link above to check the status of your applications or inspections, respond to corrections, and upload new items.

Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (FAQs), and other resources. You can always receive in-person help by calling 541-388-5580 or visiting the Permit Center at City Hall during [business hours](#).

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 Permit Center at permitcenter@bendoregon.gov or 541-388-5580, Relay Users Dial 7-1-1.



Code Enforcement

[Submit a New Complaint](#)
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Building, Permanent Signs & SDC Estimates

[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)

Lodging Operator for Room Tax Remittance

Log into your Portal account.

From the Online Permit Center Portal home page, click Sign In.

Online Permit Center Portal

Font Size: Print

Welcome

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Engineering & Agreements

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[Application Search](#)
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Special Event, Noise Variance or Fire Request

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[Request an Inspection](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)



Planning & Historic

[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)



Business Registration, Licensing & Temporary Signs

[Apply](#)
[Business Search](#)
[Upload Submittals to Existing Application](#)
[Submit Excise Tax](#)
[Renew a Registration or License](#)

Business Registrations, Licensing & Temporary Signs

On the Portal Home page under Business Registration, Licensing & Temporary Signs,

Click Apply

Welcome [User Name]

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Business License Application - Basic Information

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

Description of Business

Business Name: *

Limit 100 characters

Choose the Licensing type: *

Please describe what your business does: *

Limit 4000 characters

Specialty License Details

Operating Business As:

Are you applying for?:

Emergency Contact

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):

Business License Application – Basic Information

- Business name: If you don't have a specific business name for your rental, you can enter your rental address. (Use the STR Name or Property Address – Room Tax)
- Choose Licensing Type: Select Specialty Licenses and Program from the dropdown list.
- Describe what your business does. (Short Term Rental)

Skip

- Specialty License Details
- Emergency Contact

Click Next Step: Classifications

Online Permit Center Portal

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Business License Application - Classifications

Required information is indicated with an asterisk (*).

▼ Please select one or more classifications that apply to your business

Search for classifications

- Land Development Sign Registration
- Lodging Intermediary for Room Tax Remittance
- Lodging Operator for Room Tax Remittance
- Marijuana Business - Processor
- Marijuana Business - Producer
- Marijuana Business - Retail
- Marijuana Business - Testing
- Marijuana Business - Wholesale

[Previous Step: Business Name](#) [Next Step: Classification Details](#)

Business License Application - Classifications

If you are an Online Retailer or Transient Lodging Intermediary select Lodging Intermediary for Room Tax Remittance.

All other applicants will choose Lodging Operator for Room Tax Remittance.

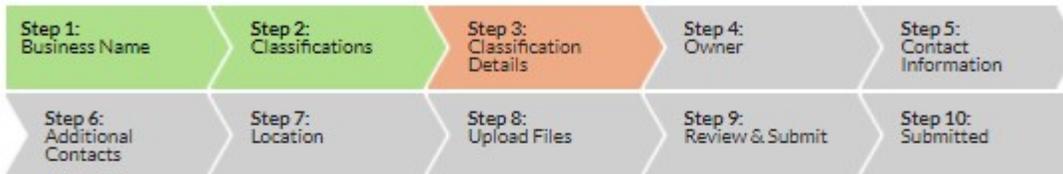
Click Next Step: Classification Details

Online Permit Center Portal

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Business License Application - Classification Details

▼ Lodging Operator for Room Tax Remittance

Type of Business: *

B&B
Boarding House
Hotel/Motel
House
RV Park
Townhouse/Condo

Previous Step: Classifications

Business License Application – Classification Details

Select the appropriate Type of Business from the dropdown list.

- B&B (Bed & Breakfast)
- Boarding House
- Hotel/Motel
- RV Park
- Townhouse/Condo
- House

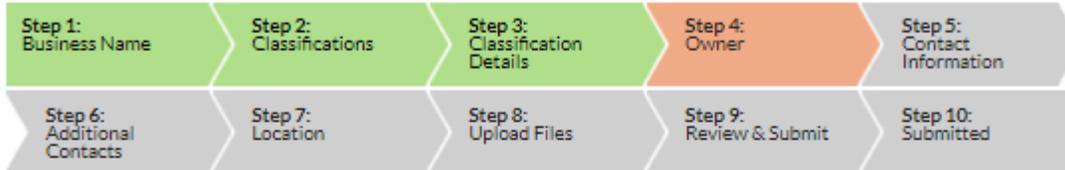
Click Next Step: Business Owner

Online Permit Center Portal

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Welcome [redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License Application - Business Owner

Required information is indicated with an asterisk (*).

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Use my name and address

[redacted]
Bend OR 97703

Primary: [redacted]

Search the address book

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

[Previous Step: Classification Details](#)

[Next Step: Contact Information](#)

Business License Application – Business Owner

Select one of the following options.

- Use my name and address

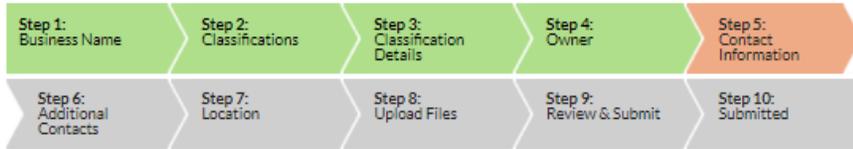
Or

- Search the address book for the business owner. As you start typing the name, several options will appear. Select from the correct name and address.

Click Next Step: Contact Information

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License Application - Contact Information

Required information is indicated with an asterisk (*).

Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.

Copy from the Business Owner

-or-

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

▼ Mailing Address and Contact Numbers

Preferred Contact Method:

Street Address:

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:

Email Address:

Contact Number(s): Type Contact Number Ext.

(*Please note: at least one contact number is required)

[Previous Step: Owner](#)

[Next Step: Additional Contacts](#)

Business License Application – Contact Information

Enter contact information by choosing one of the options below:

- Click the red box that says, “Copy from the Business Owner”
- Search for a person
- Enter the contact information in the bottom section

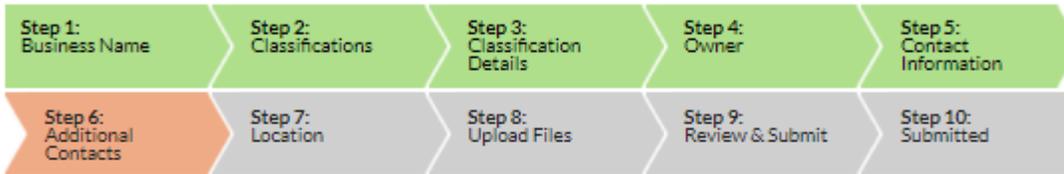
Click Next Step: Additional Contacts

Online Permit Center Portal

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Business License Application - Additional Contacts

Type	Contact
Business Owner / Responsible Party	

[Add Business From Address Book](#)

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

[Previous Step: Contact Information](#) [Next Step: Location](#)

Business License Application – Additional Contacts

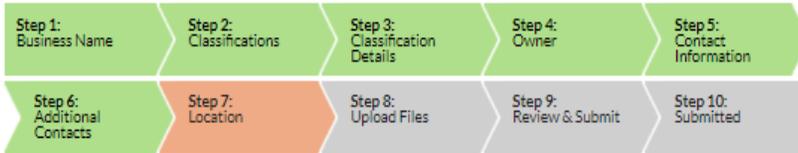
Skip this page

Do not Add Business from Address Book.

Click Next Step: Location

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License Application - Location of Business

Enter the address for your business's physical location in the City of Bend.

Business Registration: If you do not have a physical location within City limits, go back to Step 1 of this application and respond Yes to "Doing Business in Bend with no physical address?"

All other applications: Enter the location for the subject property in the City of Bend by using the Search or Map tools below. To select more than one location, click 'Add Another Location'.

Note: If the 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.

[Find location in Map](#)

Search for address:

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: Additional Contacts](#) [Next Step: Upload Files](#)

Business License Application – Location of Business

Start typing the address in the Search for address box and select your address from the list that appears.

After you have selected the address, it should appear in both boxes on the screen.

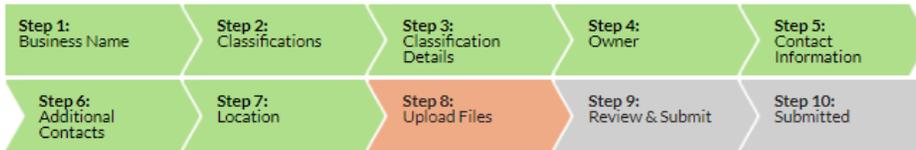
Click Next Step: Upload Files.

Online Permit Center Portal

Font Size: [Print](#)

Welcome John Q Public

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License 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:

Current submittal

Submittal #1) License Application Submittal (11/06/2020)

[Print Requirement Items](#)

Type	Status	Date Verified

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

[Previous Step: Location](#)

[Next Step: Review & Submit](#)

Business License Application – Upload Documents

If you are an authorized agent applying on behalf of the owner of the property, please upload your letter of authorization from the property owner here on this page.

Letter of Authorization for designating an Authorized Agent - An authorized agent is a property management company or other entity or person who has been designated by the owner, in writing, to act on their behalf. Upload this letter or email from the property owner with your Change of Information form to have them added to the STR Operating License and Room Tax Registration records.

- [Change of Information Form](#)

▼ Current Submittal

Submittal #1) License Application Submittal (09/04/2020)

[Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal items.		

Reminder

We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid.

Ok

[Previous Step: Location](#)

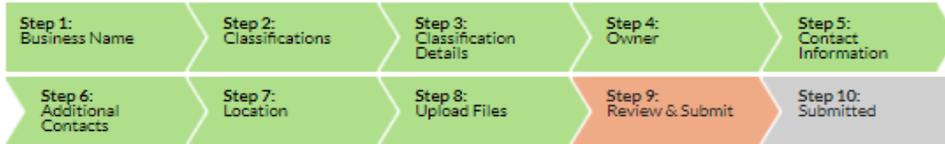
[Next Step: Review & Submit](#)

Reminder

Click Ok

Welcome [Redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License Application - Review & Submit

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

Business Information

Business Name: My Vacation Rental
 License Type: Specialty Licenses and Program
 Contacts: Business Owner / Responsible Party
 [Redacted], Address: 710 NW WALL ST, Bend, OR, 97703,
 Phone: [Redacted]

Locations: Address
 710 NW WALL ST, Bend, OR 97703

Property
 171232CA05700

Purpose/Description of Business: short term rental house
 Classifications: Lodging Operator for Room Tax Remittance

Specialty License Details

Doing Business As:
 Are you applying for?:

Emergency Contact

Emergency Contact (Name,
 Email, Phone, Mailing Address,
 City, State, Zip):

Additional Classification Details

Business License Application – Review & Submit

Review the application information submitted and if everything looks correct.

Scroll to the bottom of the page as shown on the next page and follow the instructions.

▼ Lodging Operator Details

Lodging Operator for Room Tax Remittance:
Type of Business: House

▼ Mailing Address

Preferred Contact Method: Email

Street Address: 710 NW WALL ST

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip: Bend
OREGON
97703

Email Address: [Redacted]

Contact Numbers: Primary: [Redacted]

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.

I Agree*

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



Previous Step: Upload Files

Submit Application

Cancel Application

Business License Application – Review & Submit “Continued”

- Check the box that says “I Agree” to acknowledge your understanding of the requirements
- Enter the captcha code

Click Submit Application.

Welcome [Redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Business License Application - Submitted

Application Number: **LCSL202000295**

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

Business Information

Business Name: My Vacation Rental

License Type: Specialty Licenses and Program

Contacts: Business Owner / Responsible Party

[Redacted], Address: 710 NW WALL ST, Bend, OR, 97703,

Phone: [Redacted]

Emergency Contact

[Redacted], Address: 710 NW WALL ST, Bend, OR, 97703,

Phone: [Redacted]

Locations: Address

710 NW WALL ST, Bend, OR 97703

Property

171232CA05700

Purpose/Description of Business: short term rental house

Classifications: Lodging Operator for Room Tax Remittance

Specialty License Details

Doing Business As:

Are you applying for?

Business License Application - Submitted

Your application has been submitted. Take note of the application number in red. This is your Room Tax Remittance number, also referred to in the system as License Number.

You do not need to print the page.