



+ City Council

+ Departments

+ Citizen Committees

### CONTACT

Community Development Department

(541) 388-5580

permitcenter@bendoregon.gov

## Online Permit Center Portal

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

With an account you will be able to do more with the Online Permit Center Portal. Register an account to submit new applications, access application tracking, request inspections and make payments online.

#### Sign In

Email Address:\*

Password:\*

[Forgot your password?](#)

Login

#### Register a New Account

If you do not have an account, please click on [Register](#) to create one.

Powered by CityView

## Step by Step Instructions for Submitting STR License Application

### Log into your portal account

**Please Note: You are required to upload all relevant submittal items when submitting your application to the city. If your session is idle for more than 20 minutes, your session could time out and work will not be saved.**

You will need to Upload the following Documents

- [Proof of Notice](#)
- [Declaration of Notice](#)
- Parking Diagram
- [Fire Safety Self-Inspection](#)
- [Proof of Good Neighbor Guidelines Posting](#)
- [Short Term Rental Acknowledgment](#)

If you need assistance, please contact the Permit Center at [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov) or 541-388-5580.



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Online Permit Center Portal

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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 Case Search



Building, Permanent Signs & SDC Estimates

Apply Request an Inspection Application Search Upload Submittals to Existing Application



Engineering & Agreements

Apply Request an Inspection Application Search Upload Submittals to Existing Application



Special Event, Noise Variance or Fire Request

Apply 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



Contractor Registration

Contractor Registration Contractor Search Upload Submittals to Existing

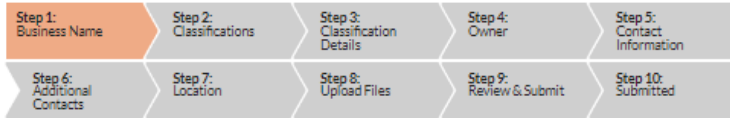


Property Information

Search for a Property

Click "Apply" under Business Registration, Licensing & Temporary Signs

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



**Business License Application - Basic Information**

TMPLC20220004655

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**

Doing Business As:

Are you applying for?:  ←

**Additional Business Owners**

Additional Business Owner / Responsible Party (Name, Email, Phone, Mailing Address, City, State, Zip).  
 May enter multiple contacts.:

**Emergency Contact**

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

**Authorized Agent for Short Term Rentals**

Short Term Rentals - Authorized Agent (Name, Email, Phone, Mailing Address, City, State, Zip):  ←

Enter your information per the red arrows in the screenshot to the left.

If you do not see a red arrow, you can leave that section blank.

Enter the Description of Business information

- Business Name – This may be the address of the property
- Choose the “Specialty Licenses and Program” Type
- Provide short description “Short Term Rental”

Under Specialty License Details

- Skip Doing Business As
- Select “Short Term Rental License”

Emergency Contact (required) & Authorized Agent (if applicable)

- Separate the information with commas (Name, Email, Phone, Mailing Address, City, State, Zip)



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CONTACT

Community Development Department

(541) 388-5580

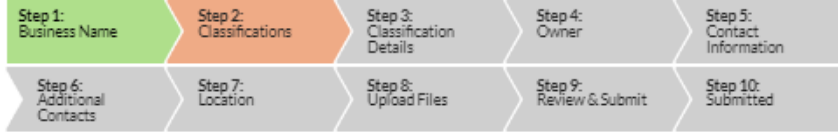
permitcenter@bendoregon.gov

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Business License Application - Classifications

TMPLC20220004655

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

Please select one or more classifications that apply to your business

Search for classifications

- Outdoor Cafe
- Portable Sign in Downtown District Registration
- Portable Sign Registration
- Private Security Company
- Secondhand Dealer
- Short Term Rental Operating License
- Sidewalk Vendor - Food Service
- Sidewalk Vendor - Retail

Previous Step: Business Name Next Step: Classification Details

Business License Application Classifications

Select "Short Term Rental Operating License"

Click Next Step: Classification Details



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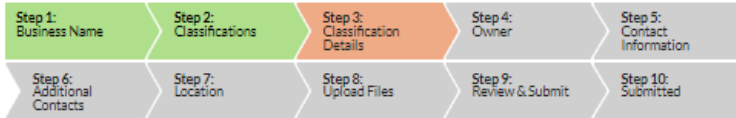
**CONTACT**

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#### Business License Application - Classification Details

TMPLC20220004655

Short Term Rental Operating License

Number of Approved Bedrooms:

Number of Approved Onsite Parking Spaces:

Approved Maximum Occupancy:

Where you are advertising your STR (website, etc.):

Use in last 12 months?:

Previous Step: Classification



## Business License Application – Classification Details

Enter the following information from your STR Land Use Permit Decision

- Number of Approved Bedrooms
- Number of Approved Onsite Parking Spaces
- Approved Maximum Occupancy
- Where you are advertising you STR (websites, URL, etc.)
- Use in the last 12 months – choose the most appropriate answer from the list provided

### Click Next Step: Owner

Short Term Rental Operating License

Number of Approved Bedrooms:

Number of Approved Onsite Parking Spaces:

Approved Maximum Occupancy:

Where you are advertising your STR (website, etc.):

Use in last 12 months?:

Previous Step: Classification Next Step: Owner

### Come And Visit

710 NW Wall St.  
Bend, OR 97703

### Get In Touch

City Administration (541) 388-5505  
 Utility Billing (541) 388-5515  
 Community Development (541) 388-5580



### Stay Informed

Events  
 News  
 Communications & Media  
 City Council



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- + Departments
- + Citizen Committees

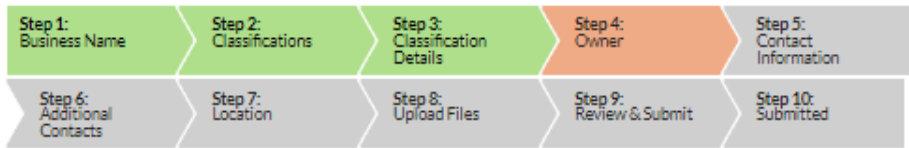
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#### Business License Application - Business Owner

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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

Julie Devoe  
 710 NW WALL ST  
 BEND OR 97703

Primary: [Redacted]  
 Preferred Contact Method: Email

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

### Identify the Owner or Responsible Party of the Property

Please select one or the other

- Use my name and address
- Or
- Look up the Owner by searching the address book.

### Click Next Step: Contact Information

- + City Council
- + Departments
- + Citizen Committees

**CONTACT**

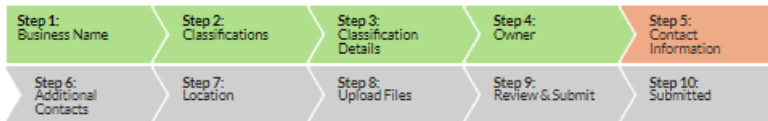
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 permitcenter@bendoregon.gov

## Online Permit Center Portal

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### Business License Application - Contact Information

TMPLC20220004655

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

Click on the red box that says “Copy from the Business Owner”

or

Enter your contact information in the spaces provided under Mailing Address and Contact Numbers

Click Next Step: Additional Contacts





- + City Council
- + Departments
- + Citizen Committees

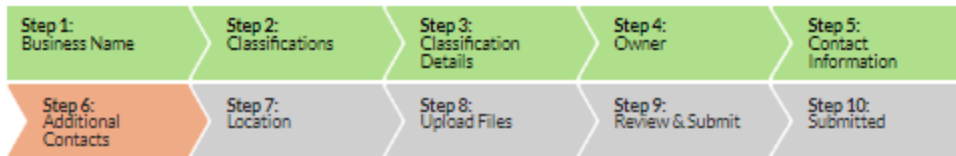
CONTACT

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

Online Permit Center Portal

Font Size:

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Business License Application - Additional Contacts

TMPLC20220004655

Type	Contact
Business Owner / Responsible Party	Julie Devoe, Address:710 NW WALL ST, BEND, OR, 97703, Phone: [REDACTED]

[Add Business From Address Book](#)

Previous Step: Contact Information | Next Step: Location

Business License Application – Additional Contacts

Skip this page

Click Next Step: Location





- + City Council
- + Departments
- + Citizen Committees

**CONTACT**

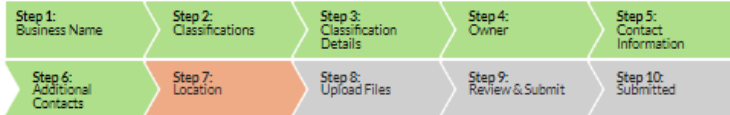
Community Development Department  
 (541) 388-5580  
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### Online Permit Center Portal

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#### Business License Application - Location of Business

TMPLC20220004655

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](#)

Use my location:

Search for an 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

Enter your STR address

You can check the box next to “Use my location”

Or

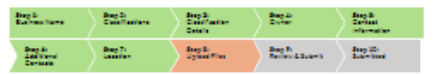
You can “Search for an address”

Once you have made your selection, you should see the address in the box below.

Click Next Step: Upload Files

Online Permit Center Portal

Welcome Julie Davis  
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Business License Application - Upload Documents  
 THPLC0000004000

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittal 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, xls, xlsx, wav, mp4, mov
- Recommended naming conventions:
  - The filename should match the submittal item title it is uploaded to below (e.g. acknowledgment form).
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9d38f3.pdf)
- All plans shall be drawn to scale.

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 [permits@cityofbend.org](mailto:permits@cityofbend.org) or 541-338-5588.

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 #4) License Application Submittal (06/30/2022) [Print Requirement Items](#)

Type	Status	Date Verified
• Proof of Notice to Neighbors	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Declaration of Notice	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Parking Diagram	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Proof of Use	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Fire Safety Self-Inspection Reply Card	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Proof of Good Neighbor Guidelines Posting	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	
• Short Term Rental Acknowledgement	Pending	
Select a new document for this requirement:	<a href="#">Browse...</a>	

Upload Additional Documents  
 Select any documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

[Previous Step: Location](#) [Next Step: Review & Submit](#)

## Business License Application – Upload Documents

Submitted documents should be under 40MB in size.

Accepted file extensions: pdf, dwg, jpg, jpeg, png, tif, xlsx, xls, wav, mp4, mov


You will need to Upload the following Documents

- [Proof of Notice](#)
- [Declaration of Notice](#)
- [Parking Diagram](#)
- [Fire Safety Self-Inspection](#)
- [Proof of Good Neighbor Guidelines Posting](#)
- [Short Term Rental Acknowledgment](#)

For Additional Information visit the [City of Bend Short Term Rental Program](#) webpage

**Click Next Step: Review & Submit**

Select a new document for this requirement: [Browse..](#)

▼ Short Term Rental Acknowledgement  Pending

### Reminder


**Reminder:** If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

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.

**Note:** This does not apply to Code Complaint submissions, Fire Inspection requests, or any application that explicitly states that there are no required submittal items.

[Ok](#)

[Previous Step: Location](#) | [Next Step: Review & Submit](#)

Powered by [CityView](#) 

This reminder box will pop up, click "Ok" to continue.



▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Short Term Rental Application Fee	\$280.00	\$0.00	\$280.00	Not Paid
<b>Totals:</b>	<b>\$280.00</b>	<b>\$0.00</b>	<b>\$280.00</b>	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online:\$280.00

▼ 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.

I Agree:\*

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



Previous Step: Upload Files

Submit Application

Cancel Application

## Review and Submit

Here is a closer picture of the previous page.



- + City Council
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**CONTACT**

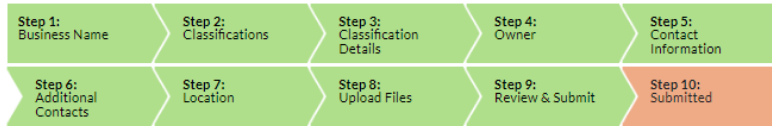
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## Online Permit Center Portal

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### Business License Application - Submitted

Application Number: LCSL202201427

[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.

There are fees totaling \$280.00 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.

## Business License Application - Submitted

On this page you will confirm the application was submitted and you can pay the application fees, by clicking on the **“My Shopping Cart”** link.