

Hydrant Meter Permits Online Permit Center Portal (External)

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	Document Information
City Division	Utilities
Procedure Title	Hydrant Meter Permits
Procedure Owner	Kaitlin Ikenberry, Brandon Follose, and Aubrey Sheridan
Email Contact	permitcenter@bendoregon.gov
Creation Date	12/27/2023

SETTING UP A PORTAL ACCOUNT

If you do not have an existing Portal account, please register for an account. You cannot apply without a Portal account.

Direct URL to Register: https://cityview.ci.bend.or.us/Portal/Account/Register

URL to Portal Home: <u>https://cityview.ci.bend.or.us/Portal/</u>

Click Sign In:

	City Directory News Jobs Pay Online Council Meetings Search. BEND COMMUNITY SUSINESS COVERNMENT SUSING CITY PROJECTS
+ City Council + Departments + Citizen Committees	Online Permit Center Portal FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie FootSie
Community Development Department I [541] 385-5580 I permittenter@bendoregon.gov	Welcome the Gend's Online Permit Center Portal. First step: Bo 100 reads the Registration for a user account, and then choose a service area below to get started. Resources are an user below you through the process at the Portal Help link above. Returning Users with a Portal Accouncy in in to your Portal Account. Then click on the 'My Items' link above to check the status of your applications demispections, respond to corrections, and upload new Items. Need below attempt stated 07-beck on user account to the status of your applications demispections, and upload new Items.
	(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 Submit a
	Engineering, Agreements & Special Event, Noise Affordable Housing Variance or Fire Request

Introduction

Scroll to the bottom of the page and click Register:

Services	👬 COMMUNITY 😙 BUSINESS 🏦 GOVERNMENT 🔲 VISITOR 🔓 CITY PROJECTS
CONTACT Community Development Department @ (541) 308-5560 @ primiticenter referencingence, gov	Sign in . My Snopping Cart (U) Fortal Holles - Starch for a Property Fortal Help 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 O Email Address:*
	Password*
	Register a New Account S
	If you do not have an account, please click on <u>Register</u> to create one. Powered by
Come And Visit	Cat In Touch Stay Informed
<u>Come Anna Visit</u> 730 NW Wall St. Bend, OR 27203	Stary Informed Stary Informed City Administration (541) 388-5505 Utility Billing (541) 388-5500 Community Development (541) 388-5500 Community Development (541) 388-5500 Chromosoft Colspan="2">Community Development (541) 388-5500 Community Development (541) 388-5500 Chromosoft Colspan="2">Community Development (541) 388-5500 Chromosoft Colspan="2">Community Development (541) 388-5500 Chromosoft Colspan="2">Community Development (541) 388-5500 Chromosoft Colspan="2">Chromosoft Colspan="2">Chromosoft Colspan="2">Community Development (541) 388-5500 Chromosoft Colspan="2">Chromosoft Colspan="2" Chromosoft Colspan="2" Chromosoft Colspan="2" Chromosoft Colspan="2"

Wait to receive an email to confirm your email address and finish the registration process. If you do not receive an email, check your junk email box. Finally, if you still do not have a confirmation email, you may email <u>permitcenter@bendoregon.gov</u> to help finish the process.



Step 1 – Apply for a Hydrant Meter Permit

1. After signing in, click Apply under Building, Permanent Signs, & SDC Estimates



2. Select Fire Hydrant Meter Application



3. Fill out the information in the red-shaded boxes then click Next Step

	Choose the application type:"	0	
	Fire Hydrant Meter Application	*	
	Please categorize the nature of the work being done:*		
	N/A	*	
Γ	Please describe the work being done:"		
		Limit 4000 characters	
	 Utility Billing Customer 		
	Utility Billing Customer:*		
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	Complete Mailing Address (street, city, zip):-		
	Phone Number:*		
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4. Continue to the next step, nothing additional needs to be filled out in this screen.

Community Developm Department I 6411389-5580 B permitcenter@bendor	RVICES I COMMUNITY BUSINESS COVERNMENT VISITO	R CITY PROJECTS
	Required information is indicated with an asterisk (* Permit Types O Please choose as many Permits as are appropriate. Search for permit types Time Hydrant Meter Use	
	Previous Step: Application Type Next Step: Work Items Powered by CityView	
<u>Come And Visit</u> 210 NW Wall St. Bend. OR 97703	Get In Touch City Administration (541) 388-5505 Utility Billing (541) 388-5505 Community Development (541) 388-55500 Communications &	d_ Media BACK TO TOP ▲



5. Check the box next to Hydrant Meter Installation/Set-up item.

1 Application Type	2 Permit Type	3 Work Items	4 Location	5 Contacts
6 Unload Files		7 Review & Submit		8 Submitted
Opidad Piles	Permit	t Application - Worl TMPPR20240000017	< Items	Subinitied
	Required infor	mation is indicated with	an asterisk (*).	
Fire Hydrant Met	er Use Permit	\otimes		
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Please choose as many	work items as are a	appropriate.		
Search for work items	5			
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🕜 🗆 Hydrant Meter P	ermit Recertificatio	n		
🕜 🗆 Hydrant Meter R	elocation			

6. To proceed, you must have your Hydrant Number entered into the top red-shaded box. Not sure what your Hydrant Number is? Use the blue question mark on the item to navigate to the Hydrant Number search tool (next page).

6		Work Items	Location	Contacts
Upload Files		7 Review & Submit		8 Submitted
	Permit	Application - Work	Items	
		TMPPR20240000017		
	Required infor	mation is indicated with	an asterisk (*).	
Fire Hydrant Mete	er Use Permit	0		
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- 7. Proceed to the next step.
- 8. Enter the location of the Hydrant Meter and proceed to the next step.

services	👬 COMMUNITY 🎲 BUSINESS 🏦 GOVERNMENT 💏 VISITOR 🐐 CITY PROJECTS	
	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 to number (e.g., 171232CA05700). City staff will review and confirm the property location during application review.	
	Find locations near me Find location in map	
	Location Type(s) to Search For:	
	Search for location:	
	710 NW WALL ST, BEND, OR 97703	
	Begin typing a street address or Tax (of Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.	
	Can't find address?	
	The location you have selected: *	and the second s
	710 NW WALL ST, BEND, OR 97703	and the second
	Add another location	
	Previous Step: Work Items Next Step: Contacts	ВАСК ТО ТОР



Community Development Department G (541)3855500 B permitcenter@bendoregon.gov	Application Type	e Permit Type Work Items Location Contacts
		Permit Application - Contacts TMPPR20230000336
		Required Information Is Indicated with an asterisk (*).
	Use this page to ind application. Contac items, and request i	sdicate Contractors, Developers, Engineers, Architects, or other businesses involved with the acts on an application will be able to view and pay fees, view additional status details, submit t inspections.
	Туре	Contact
	Property Owner	CITY OF BEND, Address: PO BOX 2549, ADDISON TX, 75001
	Property Owner	CITY OF BEND, Address:720 NW WALL, BEND OR, 97703
	Applicant	Kaitilin Ikenberry, Address:710 NW WALL ST, BEND OR, 97703, Phone:(541) 388-5580 Emailikikenberry⊚bendoregon.gov
	Add Business From A	n Address Book
	Previous Step:	2: Location Next Step: Upload Files
		Powered by CityView 🚭

10. Review the contents of this agreement, <u>Hydrant Meter Agreement</u>, and then upload to the uploads section. Continue to the next step.

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~	 Unravings that the uploaded as individe line/upling engineeing packets shall be studentized accuments will be stamped at the stamp will be packed in the upper recommended that this area, to the elimination of the stamp will be packed in the upper by our are required to upload all relevant submit the City. (You need astistance, please contac- permitsenter/@bendoregon.gov or 541-1388-55 Note: If your session is idle for more that work will not be assed. Once you have chosen the files you with to up located at the bottom of the page, to complete the city. (Figure 2000) 	ual hies/sheets and s uploaded as multi-ploaded as multi-ploaded as multi-ploaded as multi-ploaded as multi-ploaded as the second secon	upporting documents sign files, review. If the document. It is ft blank so that no mitting your application to at for session could time out and he "Next Step" button	
	Current Submittal ⊗			
	Submittal #1) Permit Application Submittal (12	2/27/2023)	Print Requirement Items	
	Туре	Status	Date Verified	
	⊘ Hydrant Meter Use Permit Agreement	Pending		
	Select a new document for this requirement: Browse.			Contra a
	Unload Additional Documents 🛛			
	Select any documents you wish to provide:			STATISTICS AND
	Browse			
	Provide a short description of this set of documents:			BACK TO TOP

11. Scroll to the bottom of the page, reviewing the information you have input up to this point for accuracy. You may move back steps if anything is incorrect. Finally, read and agree to the terms at the bottom of the page, enter the captcha and submit.

Procedure

	 Lacknowledge L have authority to submit to provided is current and accurate. Large to co- regulations, and requirements, and understa other approval does not negate or superrade standards, regulations, and requirements. Fi approval may be subject to revocation for m regulation, or requirement, or not inservice. 	his application, and affirm all the information comply with all applicable City standards, and that the granities of any a permit, license, or the requirement to comply with applicable insity. Lunderstand that a permit, license, or other on-compliance with any applicable standard, is an ormistore called to this applicable or other	
	submitted materials. Do you arrest	LEE OF OMISSIONIS FEMALES OF OILS SUPPLY ACCOUNT.	
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	Previous Step: Upload Files Submit Applicat Powered b	tion Cancel Application	Anna and the

- 12. After submitting, there will be a spot you can pay your fees on this permit. You must pay your fees before staff can issue your hydrant meter application. You can pay on the portal. Please note, checks and electronic funds transfer (EFT) do not have a surcharge, however all other payment methods have a 2.95% service charge.
 - a. You can pay in person at 710 NW Wall St, Bend, OR 97703, over the phone, 541.388.5580, or through the portal.



Hydrant Meter Application v.1 Last Revised Date: N/A



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+ Citizen Committees	Fort Size 🛛 🗖 🖷 Erice
CONTACT	Welcome Kaltlin likenergy Sign Out. My Account My Items My Shopping Cart (0) Portal Home Search for a Property. Portal Help
Community Development Department II (54) 386 5500 B permitcenter@bendoregon.gov	My Items This page lists all the applications and other Items in which you are a contact. Click Here to view the Items in your shopping cart.
	Expand All Collapse All My Business Registration, Licensing & Temporary Sign Applications
	My Code Enforcement Complaints 🛇
	My Contractor Registration Applications ${\mathfrak O}$
	My Building Permit, Permanent Sign & SDC Estimate Applications ⊗
	Reference Number Address Type Date Created
	PRHY202300226 710 NW WALL ST, BEND, 7 Hdv Pending 12/27/2023 OR 97703
	Add A Revision Add Fees to My Cart Upload Submittals Share

Step 2 – Hydrant Meter Relocation

1. Locate your existing Hydrant Meter Application Under **My Items** and Select **Add a Revision**



	Procedure
2. Select Fire Hydrant Meter	Use and proceed.
	City Directory News Jobs Pay Online Council Meetings South. 00 BEND COMMUNITY Correct BUSINESS COVERNMENT CONTROL STATEMENT COMPACTION CONTROL STATEMENT CONTROL STATEMENT CONTROL STATEMENT
+ City Council + Departments + Citizen Committees CONTACT Community Development Department □ (141) 385-550 ■ permitcenter@bendoregon.gov	Online Permit Center Portal Weicome Kattlin Ikenberry Sign Out. My Account. My Items My Shopping Cart (0) Portal Home Search for a Property Portal Help Permit Type Work Items Contacts Upload Files Review Salamit Submitted Permit Application - Select Permit Types PRHV202300226
	Regulared information is indicated with an asterisk (*). Permit Types ⑦ Please choose as many Permits as are appropriate. Search for permit types Cancel Next Step: Work Items

3. Enter your **Hydrant Meter Number** and select **Hydrant Meter Relocation**. Look back at <u>this step</u> if you don't know your number. Click through the next two steps (move through contacts and uploads sections unless you need to make a few changes) until you reach review and submit.

6 Upload Files		7 Review & Submit		8 Submitted
	Permi	t Application - Work	Items	
		TMPPR20240000014		
	Required infor	mation is indicated with a	an asterisk (*).	
ire Hvdrant Met	er Use Permit	0		
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lease choose as many	work items as are a	appropriate.		
Search for work items	5			
) 🗆 Hydrant Meter In	stallation/Set-up			
🗿 🗆 Hydrant Meter Po	ermit Recertificatio	n		
🔉 🗹 Hydrant Meter R	elocation			



4. To complete your submission, scroll to the bottom of the review page and submit, looking through your submitted information, enter the captcha and then hit submit application.

 Lacknowledge Lhave authority to submit this application, and affirm all the information provided is current and accurate. Largere to comply, with all applicable (Sty standards, regulations, and submits, and understand that the graniting of any a permit. license, or other approval does not neeted or supersede the requirement. Fuelly, lunderstand that a permit, lecense, or other approval rays beyond to revocation for non-compliance with any policable standard, regulation, and understands, unall that a permit, lecense, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or resultment, for any inaccuracies or omissions related to this application or other submitted materials. Do you agree?* 	
Refresh Type the characters you see in the image above to continue."	10 States
Previous Step: Upload Files Submit Application Cancel Application	

5. Wait for "Permit Application – Submitted" to show and pay any fees that are due to finish your submission.

Step 3 – Hydrant Meter Recertification (New Procedure Introduced January, 2024)

- 1. After having your Hydrant Meter for one year, you will be asked 30 days prior to your Hydrant Meter expiring to request a recertification.
 - a. You will have 30 days to return to your existing Hydrant Meter Application and request an inspection to ensure that your Hydrant Meter is still in compliance with standards and specs and for the City of Bend Utilities department to inventory meters that are being utilized.

(Continue to Next Page)



2. Return to your My Items section and select Add a Revision



3. Select Fire Hydrant Meter Use and proceed.

	BEND Image: Community I
+ City Council + Departments + Citizen Committees	Online Permit Center Portal
CONTACT Community Development Department G (14)385-530 E permitcentergbendorigon.gov	Welcome Kaltlin Kenberry Sign Out My Account My Items My Shopping Cart (0) Portal Home Search for a Property Portal Help
	Solomitted Permit Application - Select Permit Types PRH/V202300226 Required information is indicated with an asterisk (").
	Permit Types O Please choose as many Permits as are appropriate. Search for permit types Of Fire Hydrant Meter Use



4. Enter your existing Hydrant Meter Number and select Hydrant Meter Permit Recertification. Look back at <u>this step</u> if you don't know your hydrant number, or reference your recertification letter for the Hydrant Number. Click through the next two steps (move through contacts and uploads sections unless you need to make a few changes) until you reach review and submit.

Application Type	2 Permit Type	3 Work Items	4 Location	5 Contacts
6 Upload Files		7 Review & Submit		8 Submitted
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	Required infor	mation is indicated with	an asterisk (*).	
Fire Hydrant Meter	r Use Permit	⊗		
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Please choose as many we Search for work items	ork items as are a	appropriate.		
⑦ □ Hydrant Meter Inst	allation/Set-up			
⊘ ☑ Hydrant Meter Permit Recertification				

5. To complete your submission, scroll to the bottom of the review and submit, looking through your submitted information, enter the captcha and then submit.

	 Lacknowledge I have authority to submit this application. and affirm all the information provided Is current and accurate. Jargee to comply with all applicable (5by standards, regulations, and requirements, and understand that the granting of any a permit. Jiense, or other approval loses not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally. Understand that a permit, lisense, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirements, or any inaccuracies or omissions related to this application or other submitted materials. Do you agree?.* 	
[Type the characters you see in the image above to continue."	
	Previous Step: Upload Files Submit Application Cancel Application	and the second



- 6. Wait for "Permit Application Submitted" to show and pay any fees that are due to finish your submission.
- 7. After City staff have reviewed your request and all fees have been paid, you may now request an inspection to have your Hydrant Meter tested.

Citizen Committees	Toommunity Set Business 🟦 GOVERNMENT 🖶 VISITOR 💲 CITY PROJECTS	•
CONTACT	Welcome Kaitlin Ikenterry Sign Out. My Account My Items Phy Shopping Cart (1) Portal Home Search for a Property Portal Help	
Community Development Department ☐ [41] (1885560 ∰ permitcenter@bendoregon.gov	My Items This page lists all the applications and other Items in which you are a contact. Click Here to view the Items in your shopping cart.	
	Expand All Collapse All My Business Registration, Licensing & Temporary Sign Applications ©	
	My Code Enforcement Complaints @	
	My Contractor Registration Applications 🛇	
	My Building Permit, Permanent Sign & SDC Estimate Applications S	
	Address Type Status Date Created PBH/200200226 710 NW WALLST, BEN The Meter Permit(s) 12/27/2023	
	Description: Descr	
	Add A Revision Request Inspection Share	

8. Select **Hydrant Meter Permit Recertification Inspection** and request a date/time for someone from City of Bend Utilities to come inspect your Hydrant Meter.

+ City Council + Departments	Online Permit Center Portal	Print
+ Citzen Committees CONTACT Community Development	Welcome Kaitlin likenberry Sign Out My Account My Items My Shopping Cart (1) Portal Home Search for a Property Portal Help	
Community Dereopinent Department € (541)388:5580 ঊ permitcenter@bendoregon.gov	Select an Inspection Date and Time Complete Request an Inspection	-
	PRHY202300226	
	Inspections O	
	Please select inspections you wish to request	
	Search for inspections	
	Hydrant Meter Permit Renewal/Inspection	
	Hydrant Meter Pick-Up Request	
	Cancel Next Step: Date and Time	
	Permit Details ⊗	
	Permit Application Number: PRHY202300226	
	Permit Type: Fire Hydrant Meter Application	

9. After completing and passing your inspection, your Hydrant Meter has been renewed for another year.



Step 4 – Hydrant Meter Pick-Up Request – Hydrant Meter No Longer Needed

1. When you are done using your Hydrant Meter, return to your My Items and select Request and Inspection on the Hydrant Meter's permit.

+ Citizen Committees	
CONTACT	Welcome Kaitlin Ikenberry Sign Out My Account My Items My Shopping Cart (1) Portal Home Search for a Property Portal Help
Community Development Department ☐ 141 396-5500 ∰ bernitenter@berdoregon.gov	My Items This page lists all the applications and other Items in which you are a contact. Click Here to view the Items in your shopping cart.
	Expand All Collapse All My Business Registration, Licensing & Temporary Sign Applications ©
	My Code Enforcement Complaints ⊘ My Contractor Registration Applications ⊘
	My Building Permit, Permanent Sign & SDC Estimate Applications
	Reference Number Address Type Status Date Created
	PRHY202300226 710 NW WALL ST, BEN TP Conflict Permitts 12/27/2023 OR 97703 Issued 12/27/2023 Description: Descri
	Add A Revision Request Inspection Share

- 2. Select **Hydrant Meter Pick-Up Request** and request a date/time for someone from Utilities to come pick up your Hydrant Meter.
- 3. Your overall application will then be closed out.