

Finding Failed Review Correction Comments.

1 Navigate to <https://cityview.ci.bend.or.us/Portal/>

2 Click "Sign In"

The screenshot shows the homepage of the City of Bend's Online Permit Center Portal. At the top, there is a navigation bar with the city logo and menu items: SERVICES, COMMUNITY, BUSINESS, and GOVERNMENT. Below the navigation bar, there is a sidebar with a menu containing: + City Council, + Departments, + Citizen Committees, and a CONTACT section for the Community Development Department with the phone number (541) 388-5580. The main content area is titled "Online Permit Center Portal" and features a "Sign In" button, a shopping cart icon showing 0 items, and links for Portal Home, Search for a Property, and Portal Help. The page includes a welcome message and instructions for new and returning users, along with a link to Portal Help and information for people with disabilities.

3 After signing in, click "My Items"

The screenshot shows the top navigation bar with links for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, and VISITOR. On the left, there is a sidebar with a 'CONTACT' section for the Community Development Department, including the phone number (541) 388-5580. The main content area is titled 'Online Permit Center Portal' and contains a 'Welcome!' message. In the navigation bar below the title, the 'My Items' link is circled in orange. Other links in the bar include Sign Out, My Account, My Shopping Cart (0), Portal Home, and Search for a Property. Below the navigation bar, there is a welcome message and instructions for new and returning users, along with a link for help and accommodation information.

4 Click "My Building Permit, Permanent Sign & SDC Estimate Applications"

The screenshot shows a list of application categories under the heading 'Expand All | Collapse All'. The categories are: My Business Registration, Licensing & Temporary Sign Applications; My Code Enforcement Complaints; My Contractor Registration Applications; My Building Permit, Permanent Sign & SDC Estimate Applications (highlighted with a black box and an orange circle); My Special Event, Noise Variance or Fire Request Applications; My Engineering & Agreement Applications; and My Planning & Historic Applications.

5 Click your Permit Number. In this example it is "PRNC202400099"

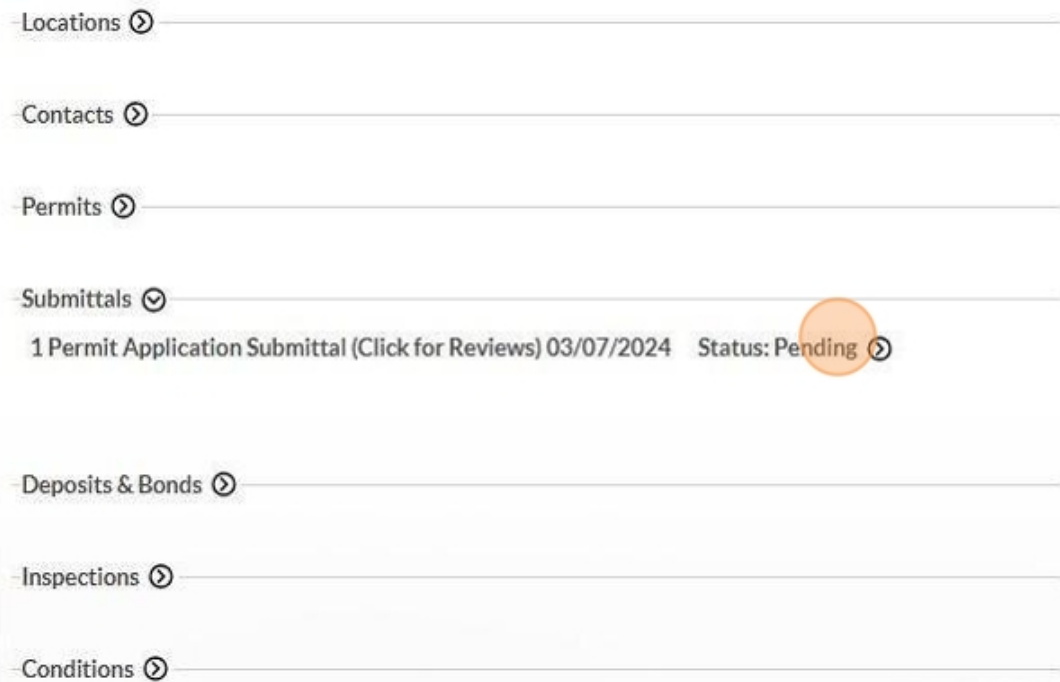
PRNC202400166	710 NW WALL ST, BEND, OR 97703	New Construction/Installation	Description: 123	Add A Permit	Add A Revision	Add Fees to My Cart	Upload Submittals	S
PRNC202400100	710 NW WALL ST, BEND, OR 97703	New Construction/Installation	Description: Initial conditions of rule completed	Add A Permit	Add A Revision	Add Fees to My Cart	Upload Submittals	S
<u>PRNC202400099</u>	710 NW WALL ST, BEND, OR 97703	New Construction/Installation	Description: Initial conditions of rule completed	Add A Revision	Request Inspection	Share		
PRNC202400098	710 NW WALL ST, BEND, OR 97703	New Construction/Installation	Description: Initial conditions of rule completed	Add A Revision	View Open Conditions	Request Inspection	Share	
PREL202400094	710 NW WALL ST, BEND, OR 97703	Electrical						

6 Scroll down slightly and click here on Submittals.

Locations	⌵
Contacts	⌵
Permits	⌵
Submittals	⌵
Deposits & Bonds	⌵
Inspections	⌵
Conditions	⌵

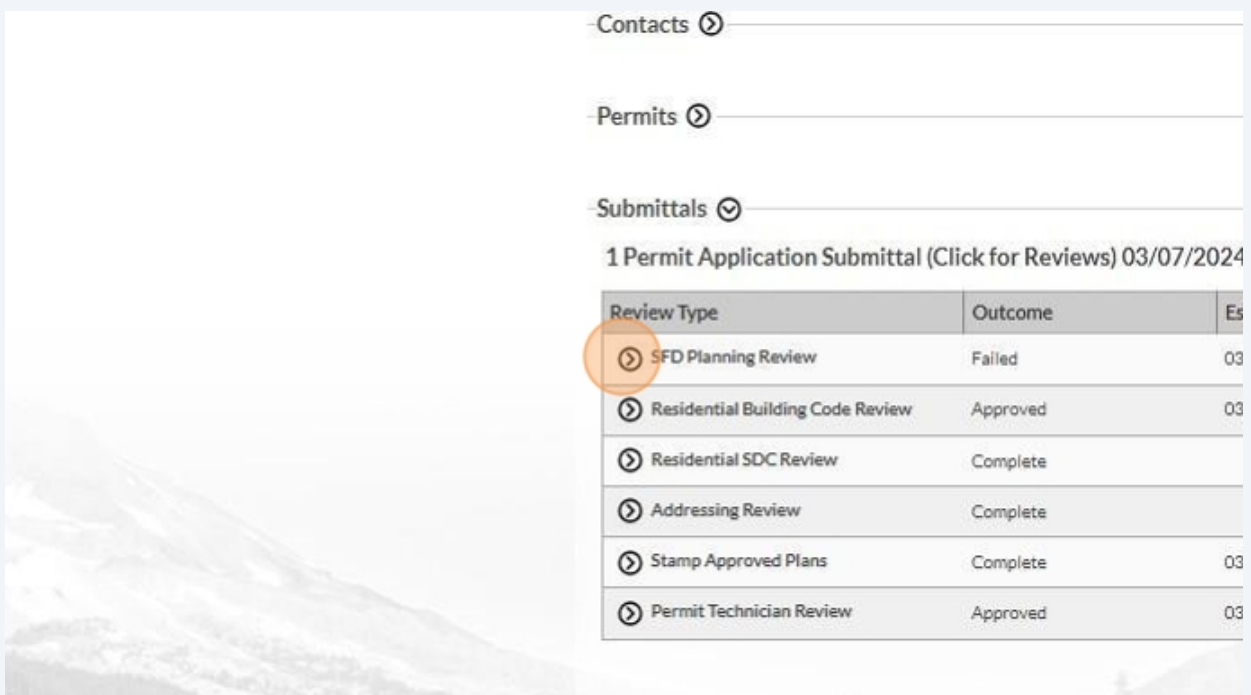
7

Click "1 Permit Application Submittal (Click for Reviews) 03/07/2024 Status: Pending". The beginning "1" shows which submittal cycle it is in.



8

You will see the list of reviews during this review cycle. Depending on what review you are interested in, click and open this review to view the correction comments and assigned reviewer. Use your correction notice as a guide for how to proceed and which reviews to look at.



9

If there are correction comments on review, you will see them like the example below. Only comments with a status of OUTSTANDING or CARRIED FORWARD are considered "Failures". Some comments may have been resolved and will also appear here. If you are pre-reviewing failed comments before ALL reviews have been completed, you must be aware of this status difference. Correction notices will only show OUTSTANDING or CARRIED FORWARD comments.

As always, the best guide for finding corrections that need to be fixed is the final, formal summary PDF when all reviews are complete.

Submittals ☺

1 Permit Application Submittal (Click for Reviews) 03/07/2024 Status: Pending ☺

Review Type	Outcome	Est. Completion Date	Completed
☺ SFD Planning Review	Failed	03/17/2024	03/19/2024
Reviewer: / Send Email			
Correction 1: Cut or fill is prohibited within 2 feet of property lines. Status: Outstanding Date Status Changed: 03/19/2024			
Comments: Cut or fill is prohibited within 2 feet of property lines.			
Correction 2: Approved Septic Authorization is required Status: Outstanding Date Status Changed: 03/19/2024			
Comments: An approved Septic Authorization is required for this project. Complete the Septic Authorization form https://www.bendoregon.gov/home/showpublisheddocument/43016/6376497457484300-00 . Applicant Information, Property Information and Summary of Use Requested must be filled out, signed and uploaded for the City to process			
Reviewer Comments:			
☺ Residential Building Code Review	Approved	03/17/2024	03/08/2024
☺ Residential SDC Review	Complete		03/07/2024

10

What if I can't see anything under the review? Unfortunately, you may be unable to see the full list of corrections in this format until all reviews have been completed. However, the email that was received notifying you that there are corrections contains the same information that will be displayed on portal as soon as this new feature is fully functional.