

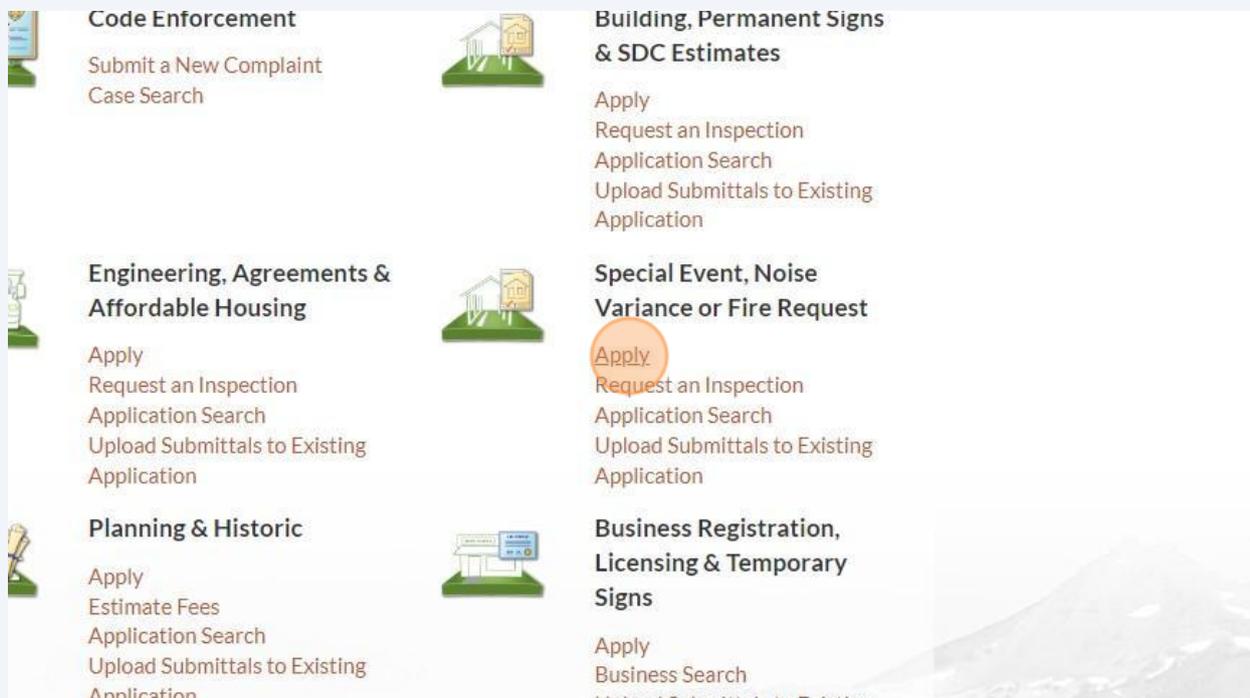
Food Cart Safety Inspection Permit Application

1 What you'll need to complete these steps:

1. A Registered Portal Account - How to create an account can be found here -<https://www.bendoregon.gov/home/showpublisheddocument/47859/63738954546500000>
2. A fee is required to proceed to the inspection. There are a few different options for how to pay for your inspection. More details found on step 18 when you're ready.
3. This checklist will be handy to be prepared for your inspection: <https://www.bendoregon.gov/home/showpublisheddocument/59503/638561948441970000>

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

3 Locate Special Event, Noise Variance or Fire Request and click "Apply"



4 Click this dropdown and select Food Cart Safety Inspection.

deniureregion.gov

6 Contacts 7 Upload Files 8 Review & Submit 9 Submitted

Special Event, Noise Variance or Fire Request - Description and Type
TMPPR20240000689

Required information is indicated with an asterisk (*).

Choose the application type:*

Please categorize the nature of the work being done:*

Please describe the work being done:*

The screenshot shows a web form with a progress bar at the top indicating steps 6 (Contacts), 7 (Upload Files), 8 (Review & Submit), and 9 (Submitted). Step 4 is highlighted. The form title is 'Special Event, Noise Variance or Fire Request - Description and Type' with ID 'TMPPR20240000689'. A note states 'Required information is indicated with an asterisk (*)'. The form has three required fields: 'Choose the application type:*', 'Please categorize the nature of the work being done:*', and 'Please describe the work being done:*'. An orange circle highlights the dropdown menu for the first field.

5 Enter your business's name so we know which mobile food unit we are inspecting.

TMPPR20240000689

Required information is indicated with an asterisk (*).

Choose the application type:*

Food Cart Safety Inspection

Please describe the work being done:*

Project/Tenant Name

Please fill out this field.

Limit 4

The screenshot shows the same web form as above, but with step 5 highlighted. The 'Choose the application type:*' dropdown now shows 'Food Cart Safety Inspection'. The 'Please describe the work being done:*' field is empty, with an orange circle highlighting it. A tooltip with an exclamation mark icon and the text 'Please fill out this field.' points to the 'Project/Tenant Name' field. The text 'Limit 4' is visible at the bottom right of the form.

6

By default, "Request for Fire Inspection" will be selected for you. Click to the next step.

Please choose as many Permits as are appropriate.

- Request for Fire Inspection

Previous Step: Application Type **Next Step: Work Items**

Powered by CityView

7

On the next page, click "Food Cart Safety Inspection". Click on to next step.

Contacts Upload Files Review & St

Special Event, Noise Variance or Fire Reque
TMPPR20240000689

Required information is indicated with an *

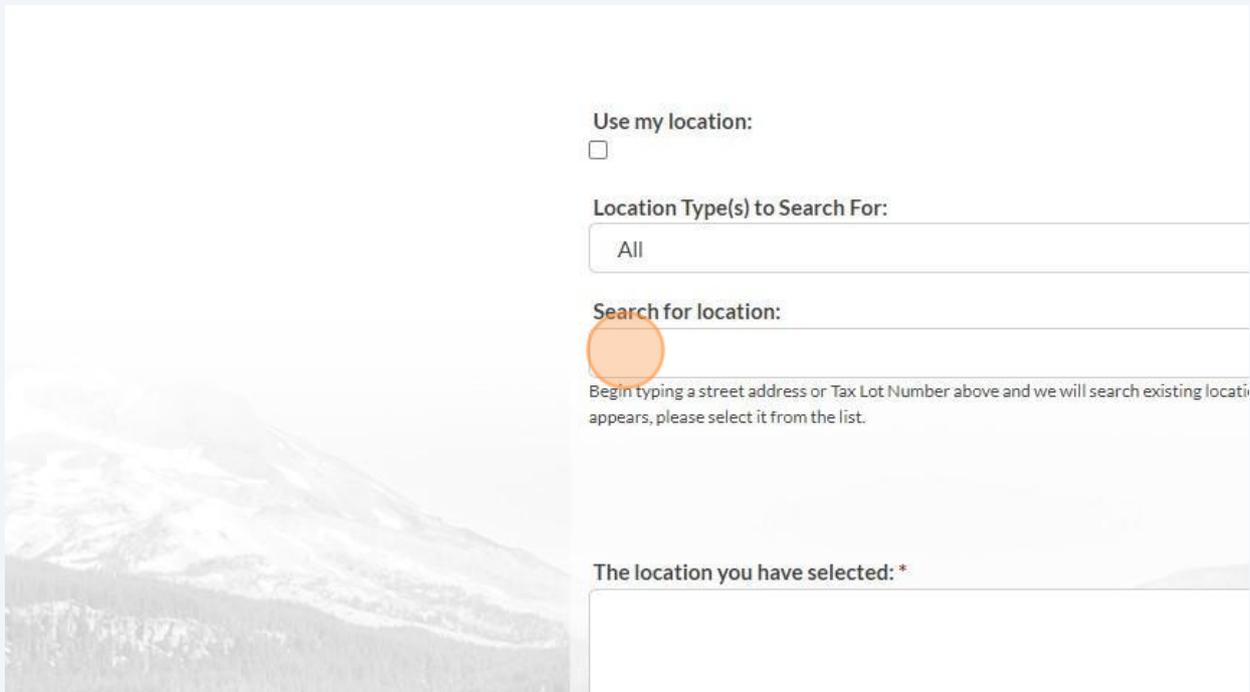
Request for Fire Inspection Permit ☺

Please choose as many work items as are appropriate.

- Food Cart Safety Inspection

8

Search for the location where your food cart is located. This is where the inspector will go to inspect your food cart. If the primary location of your food cart is located outside of City limits, you may be required to coordinate an inspection with the assigned inspector.



Use my location:

Location Type(s) to Search For:
All

Search for location:
Begin typing a street address or Tax Lot Number above and we will search existing locations. As a location appears, please select it from the list.

The location you have selected: *

9

Click this button.



/10 NW WALL ST, BEND, OR 97703

Add another location

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

Powered by CityView

Get In Touch Stay Informed

10

The next page contains a list of instructions for how to upload submittals, however no submittals are required for this inspection. Instead, you are welcome to click the help bubble for a direct link to the checklist that will help guide you through all the inspection requirements.

Current Submittal ☺

Submittal #1) Permit Application Submittal (Click for Reviews) [Print Requirement It](#)
(07/25/2024)

Type	Status	Date Verified
🔗 Food Cart Safety Inspection Checklist (Information Only - Not Required) ?	Pending	

Upload Additional Documents ☺

Select any documents you wish to provide:

Provide a short description of this set of documents:

11

Click on Checklist if you'd like a copy of what our fire inspectors will be looking for. This checklist will also be emailed to you once you pay all inspection fees.

Submittal #1) Permit Application Submittal (Click for Reviews) [Print Requirement](#)
(07/25/2024)

Type	Status	Date Verified
🔗 Food Cart Safety Inspection Checklist (Information Only - Not Required) Additional Information		

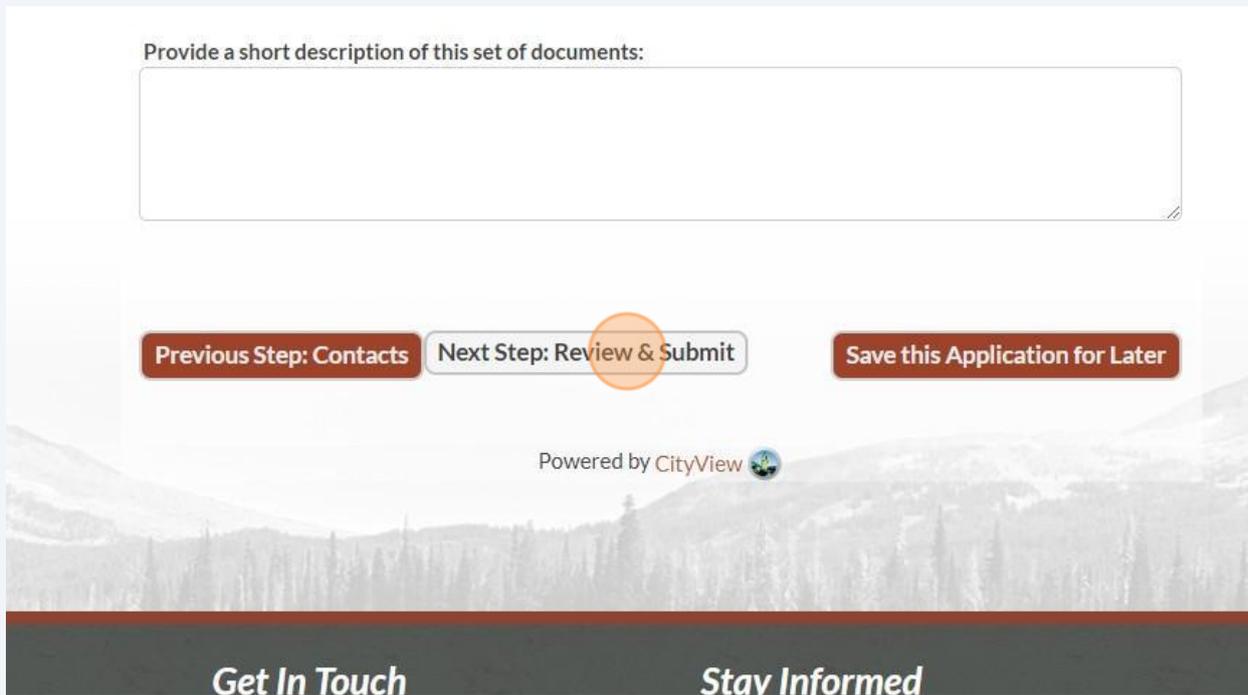
Be prepared for your inspection! Follow this [checklist](#) to make sure you pass the first time around.

Upload Additional Documents ☺

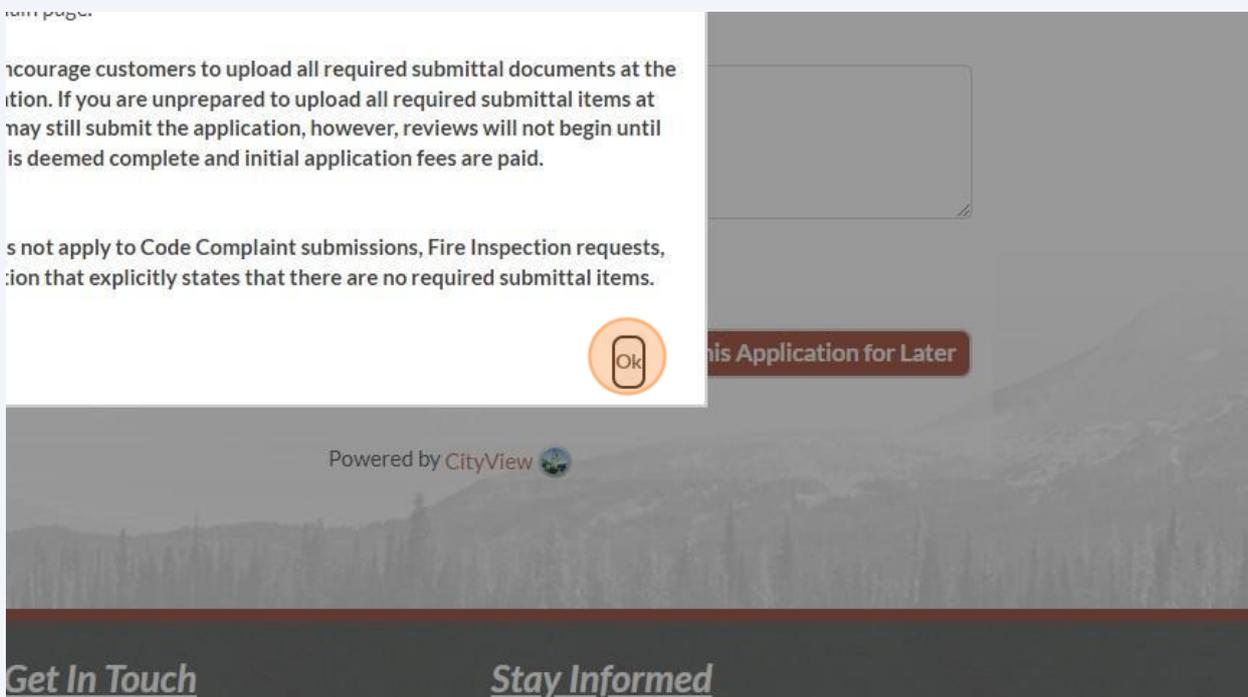
Select any documents you wish to provide:

Provide a short description of this set of documents:

12 Continue to the next step.



13 A pop up will appear, but you are welcome to disregard since uploads are not required.



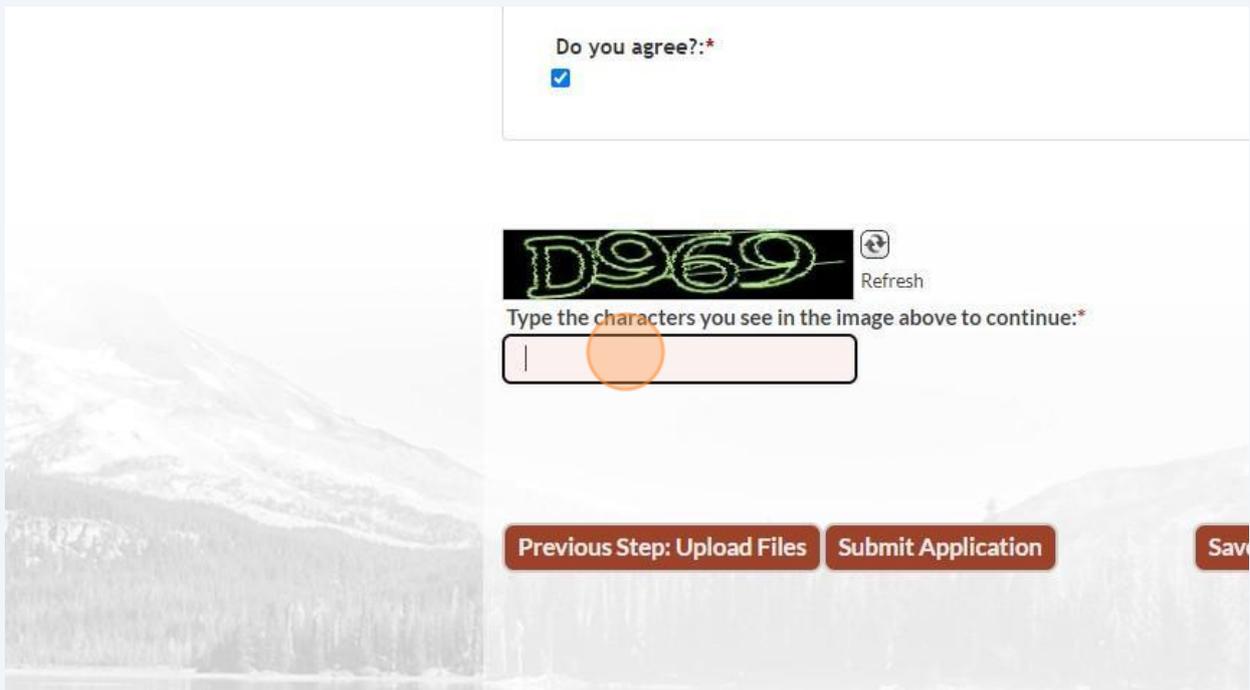
14

The final page will include a summary of all the information you have submitted. To fully submit, you must read the acknowledgement and click agree if you agree that you have the authority to submit this application.

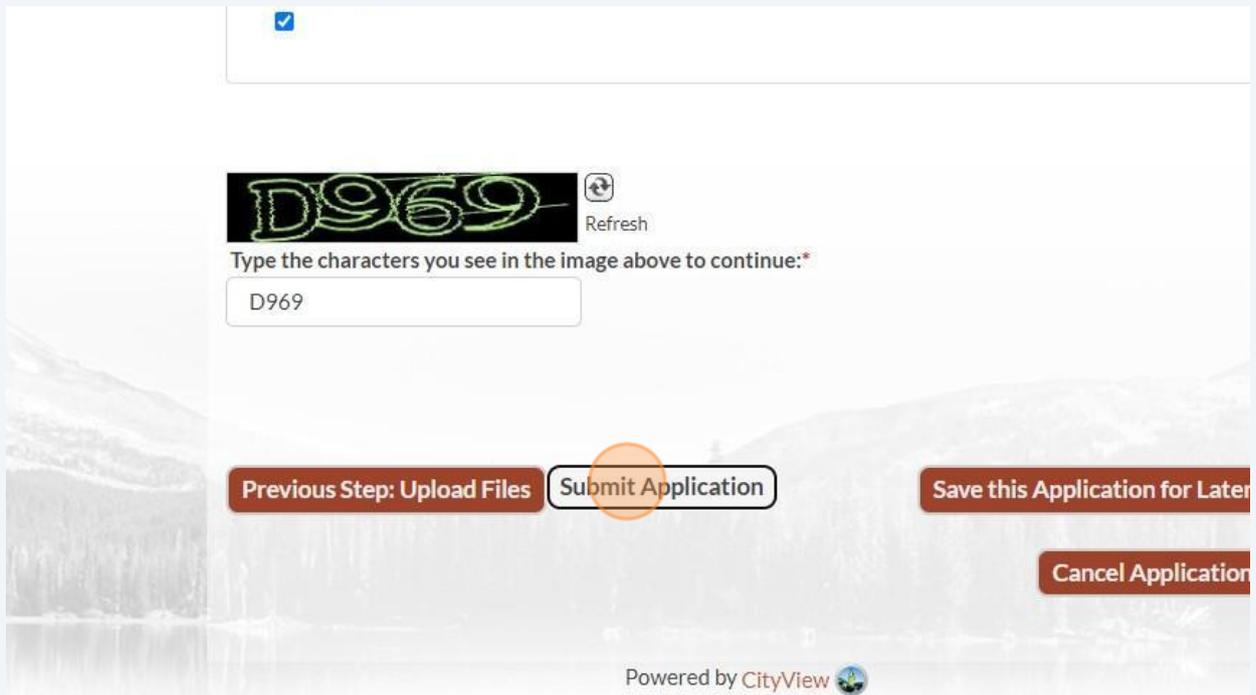


15

Lastly type the characters you see in the image to verify you are a human submitting the application.



16 Click Submit Application.



17 In order for your inspection to be requested, you must first pay your inspection fees.

Note: the following screen captures are current for the July 1, 2024 - June 30, 2025 Fee Schedule. Any proceeding fee schedules may differ in dollar figures.

18

To pay, you have a few different options. You are welcome to visit us in person, give us a call, or pay online. See options listed in the below screenshot or visit the direct website here: <https://www.bendoregon.gov/government/departments/community-development/online-permit-center/portal-help#Frequently-Tasks:\~:text=What are my payment options%3F>

What are my payment options?

Online Payments

- Electronic-check (EFT) – No payment processor service fee
- Credit and/or debit card – Payment processor service fee of 2.95% of the total, \$1.95 minimum
- Paypal – Payment processor service fee of 2.95% of the total, \$1.95 minimum
- Venmo – Payment processor service fee of 2.95% of the total, \$1.95 minimum

Phone Payments

- Credit and/or debit card – Payment processor service fee of 2.95% of the total, \$1.95 minimum
- Electronic-check (EFT), Paypal, and Venmo are not options for phone payments

In-Person Payments

- Checks - No payment processor service fee
- Credit and/or debit card – Payment processor service fee of 2.95% of the total, \$1.95 minimum
- Electronic-check (EFT), Paypal, and Venmo **are not** options for in-person payments

Mail

- Checks - No payment processor service fee
Checks can be mailed to: City of Bend, Attn. Permit Center, 710 NW Wall St., Bend, OR 97703
- Electronic-check (EFT), Credit and/or debit card, Paypal, and Venmo **are not** options for mail payments

How can my clients pay project fees?

How do I pay fees online using Portal?

Is my information secure?

Is my credit card and checking account information safe when I pay online?

Portal Help FAQs

Do I need to register for a Portal account?

How do I register for a Portal account?

What email address should I use to create my Portal account?

How do I request an inspection?

Can multiple parties have access to an active application, project, or license?

How do contacts get added to active applications, projects, or licenses?

How do business records get into the Address Book?

19 To pay directly on your portal account after submitting, click "My Shopping Cart"

BUT WAIT!

Please note that your application **will not be processed** until the application or plan check. Once your application fees are paid, you can expect your application to be reviewed for 5 business days.

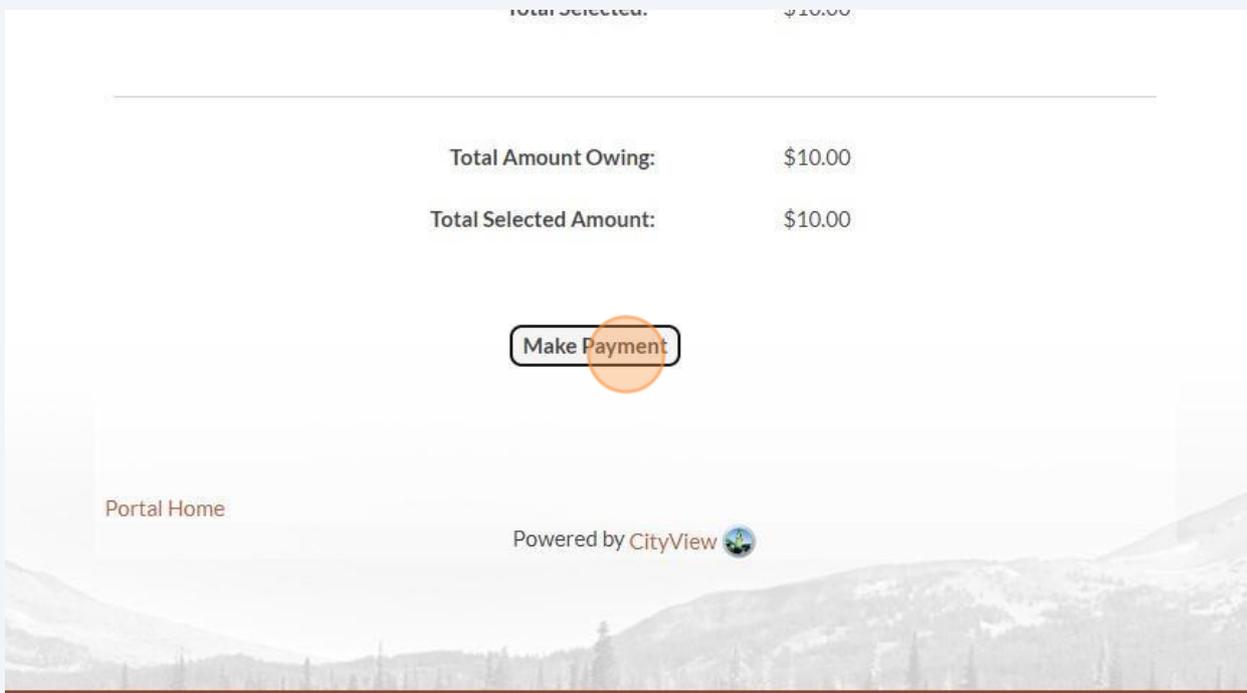
There are fees totaling **\$10.00** owing on this application.

Click [My Shopping Cart](#) to pay your fees.

Note with electronic funds transfers, no payment processor fee is incurred. Credit/debit cards incur an additional service fee of 2.95% of the total, \$1.95 minimum.

If you do not wish to pay your application fees by credit/debit card or electronic funds transfer, please send your payment to City of Bend Permit Center, PO Box 431, Bend OR 97709. Please include your application number with your payment. You may also bring your payment to the Permit Center, City Hall 710 NW Wall Street, Bend OR. [Click here for Permit Center hours](#). Note that all service fees apply to credit and debit card payments made at the Permit Center.

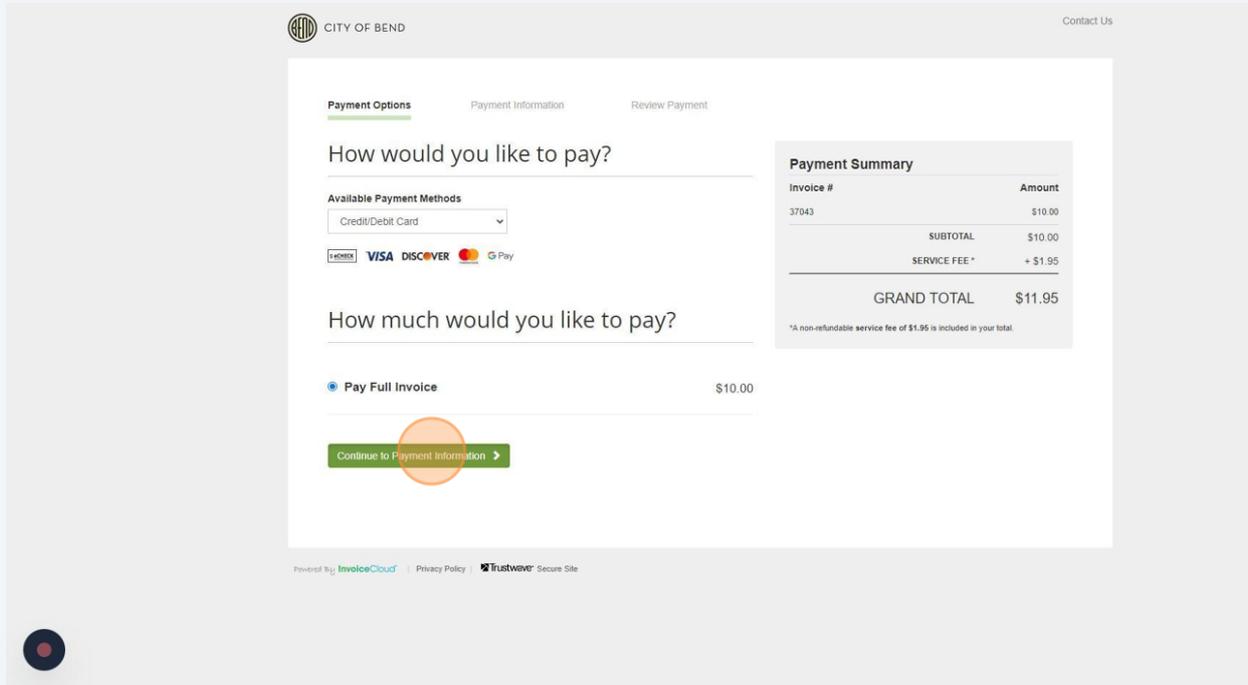
20 Click this button.



21

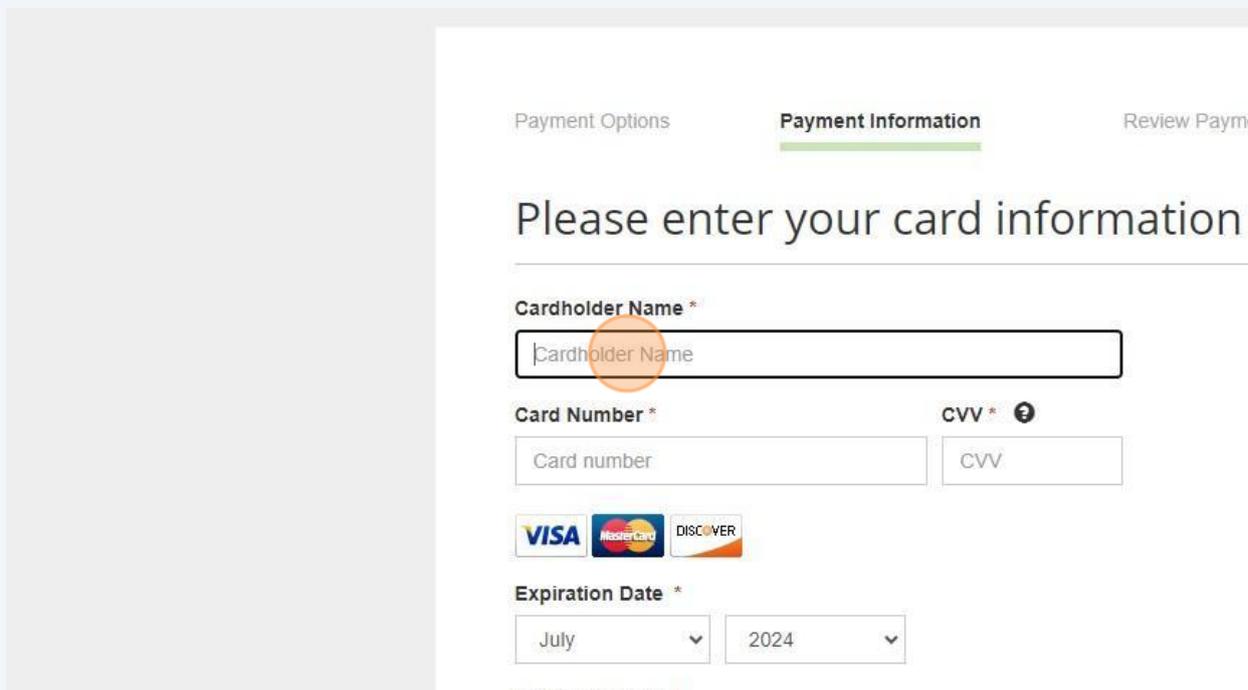
You will be redirected to a payment screen which will look like the below screenshot. Click "Continue to Payment Information".

ATTENTION: When using credit cards, debit cards, PayPal, and Venmo the card and/or financial institution charges an additional 2.95% processing fee or \$1.95 minimum. The City of Bend does not keep this fee. Rather, it goes directly to the financial institution to cover the processing fees.



22

Enter all your payment information.



23

To finish processing the fee, you will be asked to agree to the terms and conditions. In doing so you will be able to click process payment and continue to the next step.

You will receive an emailed receipt, or you may access it directly in the Food Cart Inspection application the fee was associated with under Documents and Images.

Still not sure where to find your receipt? You are welcome to request the information from permitcenter@bendoregon.gov

Invoice #	Amount
37043	\$10.00
<hr/>	
SUBTOTAL	\$10.00
SERVICE FEE *	+ \$1.95
<hr/>	
GRAND TOTAL	\$11.95

*A non-refundable service fee of \$1.95 is included in your total.
[Fees Disclosure](#)

I agree to the [Invoice Cloud Terms and Conditions](#).

[Process Payment \\$11.95](#)

[Need Help?](#)