



CITY OF BEND

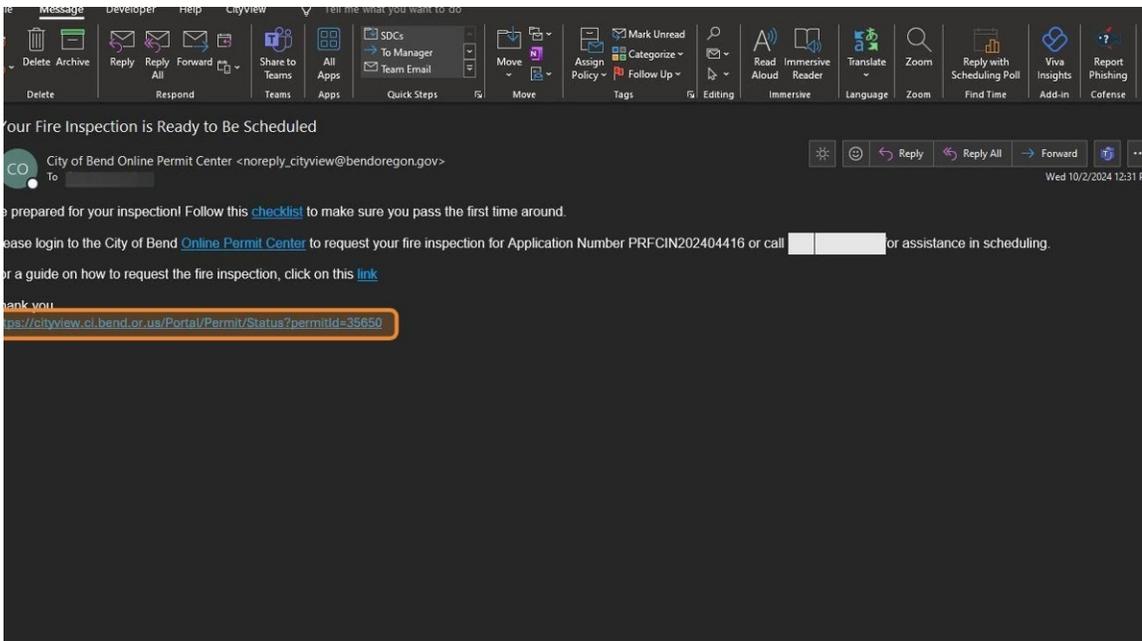
# How to Request a Fire Inspection for Mobile Food Units.

## Note to the Customer:

If after reviewing this manual and you are still having trouble requesting your mobile food unit inspection, please contact [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov) or call 541.388.5580, EXT. 1 between the hours of 8:00am and 5:00pm, Monday through Fridays, excluding holidays. Our customer service staff will help walk you through this process, answer any questions, and can even help with payments.

1. **Starting from the email?** Click on the URL provided in the email to take you directly to the application details.

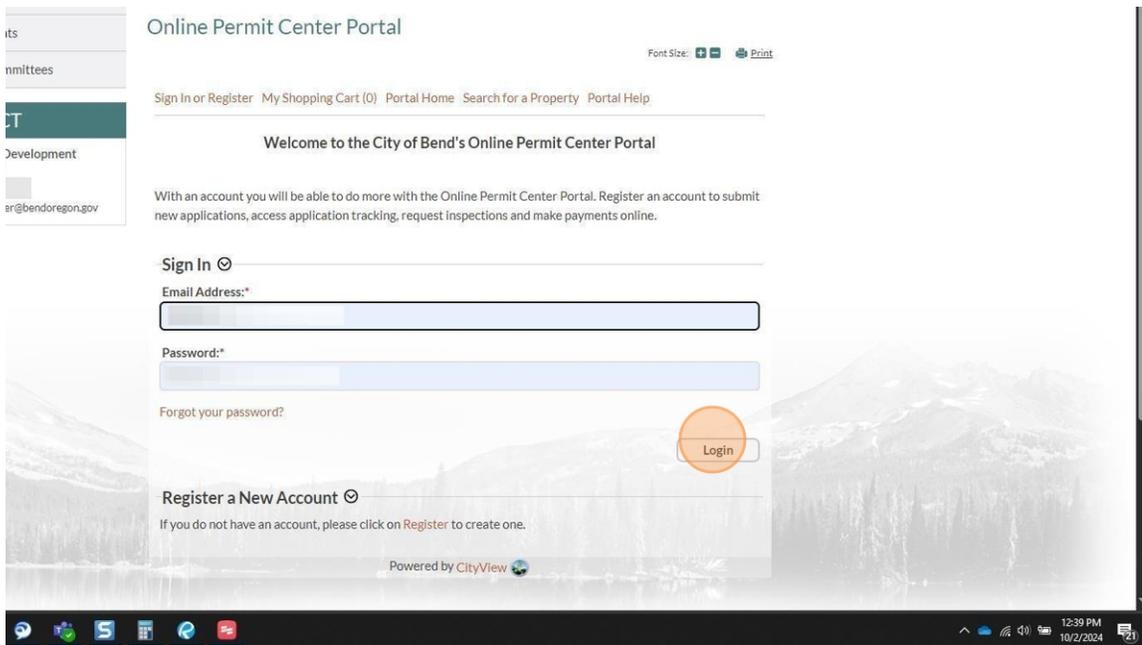
**Starting from Portal Home?** Proceed to [step 7](#)



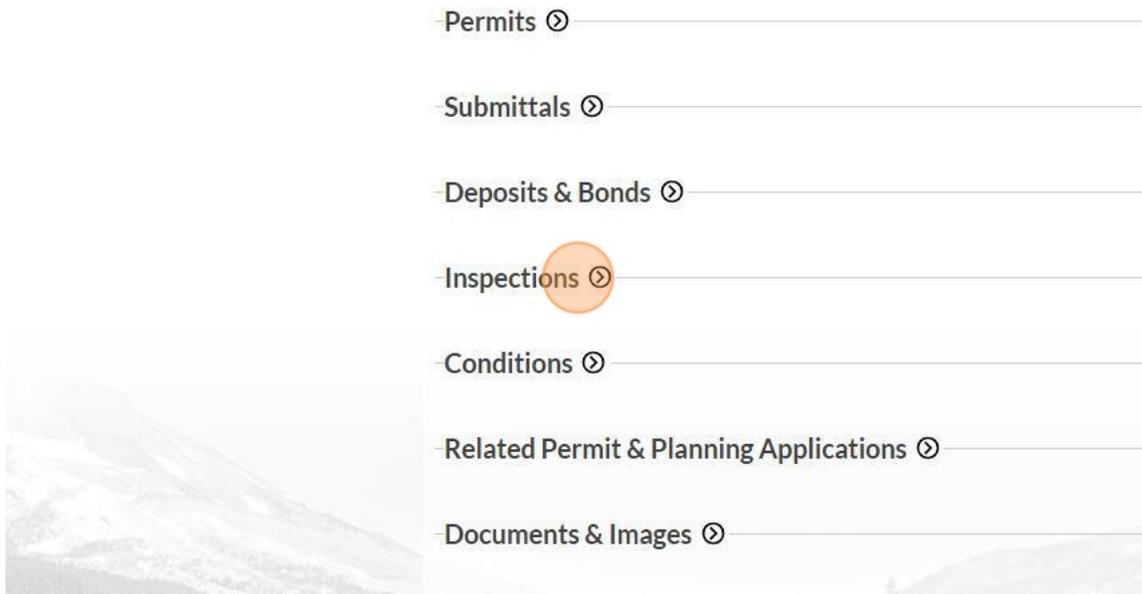
- If you were signed in on your browser, you might be brought to the Portal where it looks like this. You'll know you're signed in because it will say Welcome "John Smith"! and just below that, it will say "Sign Out". Do not sign out without first scheduling your inspection. If you are signed in proceed to step 5. Otherwise, proceed to the next step.

- If you are not signed in, it will not have a welcome sign like shown in the previous step and there will be a link to Sign In or Register. Click "Sign In or Register".

4. After entering your login credentials, click login.



5. A full summary page regarding your project will now be visible. Scroll down to Inspections and click on the little arrow on the right.



6. After opening inspections, you'll see "Fire Inspection". If the inspection ready to be scheduled, the status will be PENDING and a link to initiate the request will be visible. Click "Request?".

Locations ⊙

Contacts ⊙

Permits ⊙

Submittals ⊙

Deposits & Bonds ⊙

**Inspections ⊙**

Inspection	Outcome	Requested	Requested	Date Inspected
Fire Inspection	Pending	<a href="#">Request?</a>		

Inspector:

7. If for some reason, while logging in you are not directly in the application to request the fire inspection, click on My Items located at the top, just under your account name.

SERVICES COMMUNITY BUSINESS GOVERNMENT VISITOR C

City Council  
Departments  
Citizen Committees

**CONTACT**

Community Development Department  
permitcenter@bendoregon.gov

## Online Permit Center Portal

For

Welcome Kaitlin Ikenberry  
Sign Out My Account [My Items](#) My Shopping Cart (0) Portal Home Search for a Property

### Special Event, Noise Variance or Fire Request Application Status

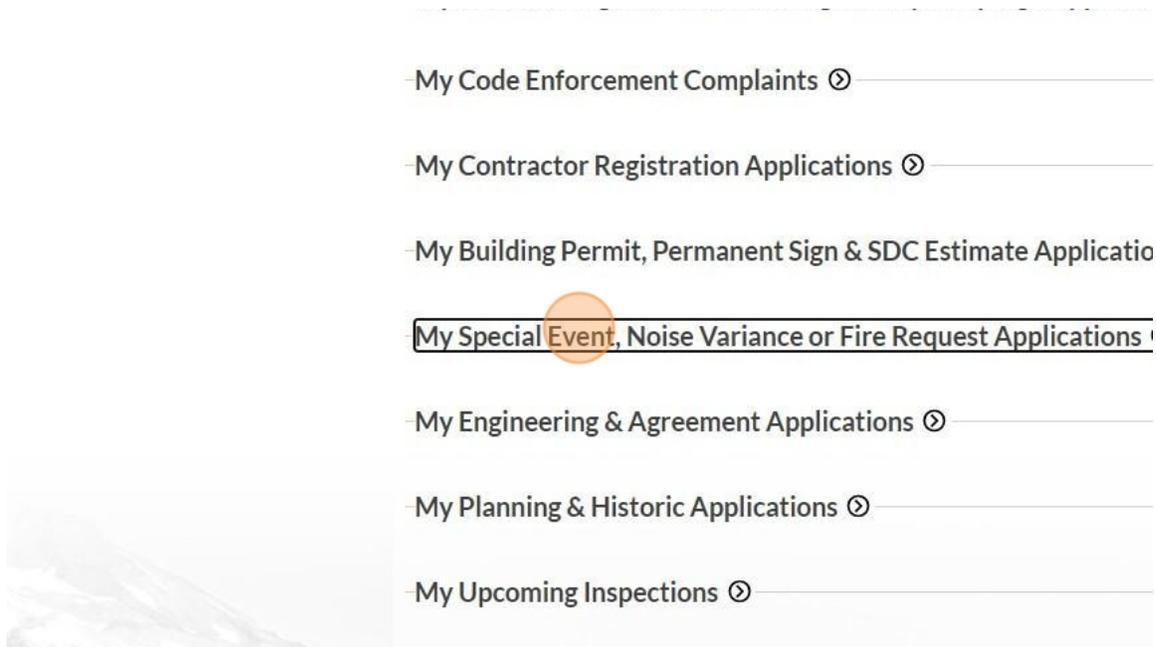
PRFCIN202404416

You will only be able to view fees or request inspections or view conditions if you are a contact application.

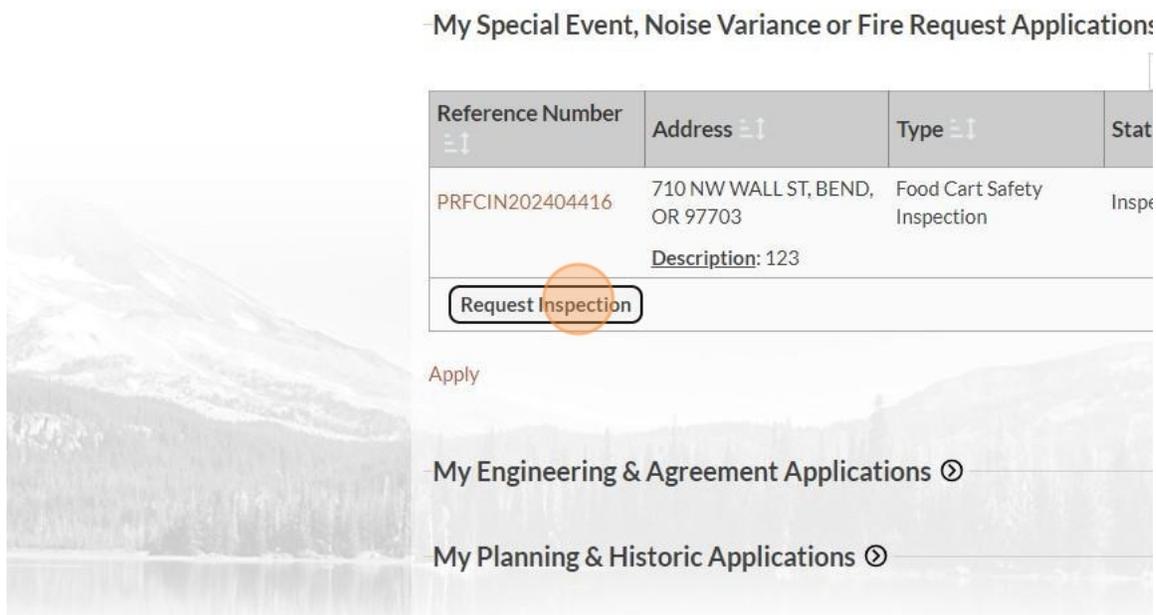
Expand All | Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to c

8. Click "My Special Event, Noise Variance or Fire Request Applications".



9. You should see your application for the food cart safety inspection. You may click "Request Inspection" to navigate to the scheduler.



10. Click "Fire Inspection".

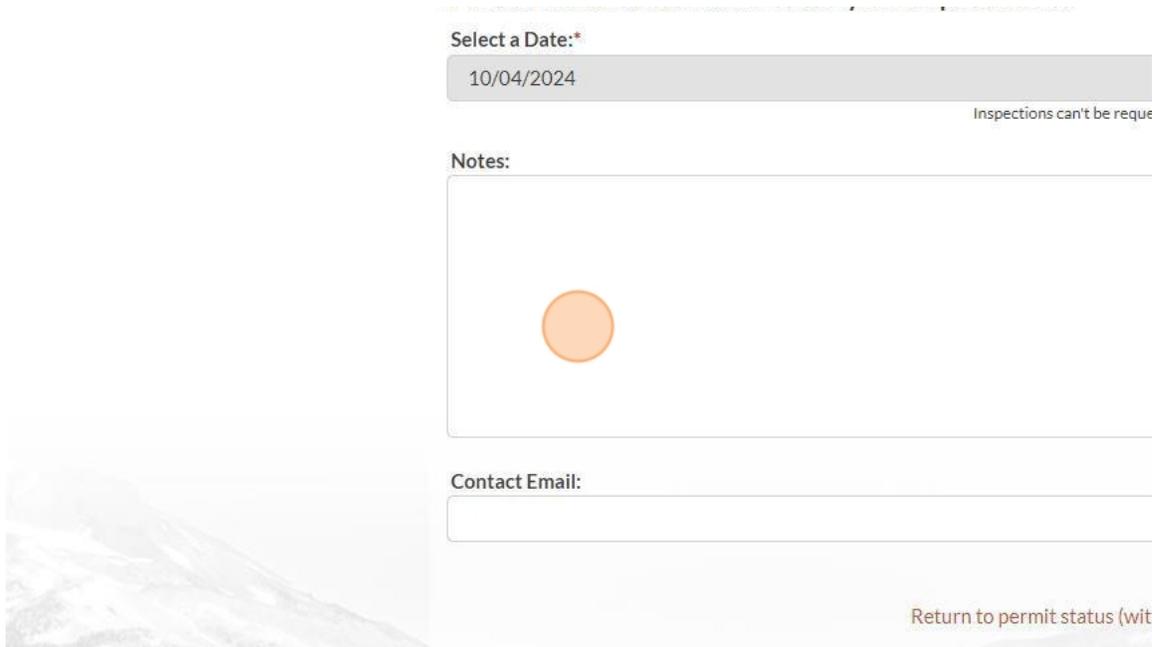
The screenshot shows the 'Request an Inspection' form for permit PRFCIN202404416. At the top left, there is a contact information box with a phone icon and the email address 'permitcenter@bendoregon.gov'. The main header includes 'Select an Inspection' and 'Date and Time'. The title 'Request an Inspection' and the permit ID 'PRFCIN202404416' are displayed. The 'Inspections' section is expanded, showing a search bar and a list with one item: 'Fire Inspection', which is currently unselected. At the bottom of this section are two buttons: 'Cancel' and 'Next Step: Date and Time'. The background of the form features a scenic image of a snow-capped mountain range.

11. Click this button to set the date and time.

This screenshot shows the same 'Request an Inspection' form, but now the 'Fire Inspection' checkbox is checked. The 'Next Step: Date and Time' button is highlighted with an orange circle, indicating it is the next step to click. The 'Permit Details' section is partially visible at the bottom of the form. The background image of the snow-capped mountains remains the same.



14. Next, you are welcome to add any important notes or information the inspector should know. The additional contact information is not necessary, however you can enter a different contact if the inspector cannot reach you.



The screenshot shows a web form with a light gray background. At the top, there is a date selection field labeled "Select a Date:\*" with the value "10/04/2024". Below this is a "Notes:" section with a large, empty text area. Underneath the notes is a "Contact Email:" field. At the bottom right, there is a link that says "Return to permit status (wit".

15. Fill out the security captcha and proceed to the completion step.



The screenshot shows a web form with a light gray background. At the top right, there is a link that says "Return to permi". Below this is a security captcha section. The captcha image shows the characters "CX46" with a "Refresh" button. Below the image is a text prompt: "Type the characters you see in the image above to continue:\*" and an empty input field. At the bottom, there are two buttons: "Previous Step: Select an Inspection" and "Next Step: Complete". Below the buttons is a section titled "Permit Details" with a dropdown arrow. Underneath, it says "Permit Application Number: PRFCIN202404416".

16. A successfully scheduled inspection will look like the below screenshot.



Your inspection date has been requested. Please be advised that Engineering Inspections have a 48-hour turnaround, while Fire, Planning and Historic Inspections have a 5-business-day turnaround. All other inspections are generally handled within a 24-hr turnaround from the date of inspection request to the date of inspection completion.

**Details** ☺

**Inspection Type:** Fire Inspection  
**Inspection Location:** 710 NW WALL ST, BEND, OR 97703  
**Notes:** You can meet me outside by the sidewalk.  
**Date Requested:** 10/04/2024

**Permit Details** ☺

**Permit Application Number:** PRFCIN202404416  
**Permit Type:** Food Cart Safety Inspection  
**Status:** Inspections  
**Locations:** Property  
171232CA05700  
Address  
710 NW WALL ST, BEND, OR 97703

17. After your inspection has been completed, you will receive the results of that inspection via email.

**END**