



# CityView Online Permit Center Portal - 3rd Party Review

- 1 Log into the Online Permit Center Portal

- 2 From the Portal Home click "My Items"

3

Scroll to the bottom of the screen, click "Engineering - Capital Improvement Projects (9)". The number in the parentheses will depend how many applications have you listed as a contact.

Note: You can collapse and expand individual sections by clicking the header or the section you wish to collapse/expand.

My Business Registration, Licensing & Temporary Sign Applications (0) ⊕

My Code Enforcement Complaints (0) ⊕

My Contractor Registration Applications (0) ⊕

My Building Permit, Permanent Sign & SDC Estimate Applications (0) ⊕

My Special Event, Noise Variance or Fire Request Applications (0) ⊕

My Engineering & Agreement Applications (0) ⊕

My Planning & Historic Applications (0) ⊕

Engineering - Capital Improvement Projects (9) ⊕

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4

Find the "Name" and "Type" of the application.

UPLOAD SUBMITTALS				
<a href="#">PLE00520250041</a>	Request for Information	Pending Application	01/30/2025	<a href="#">Name: RFI Test other users</a>
UPLOAD SUBMITTALS				
<a href="#">PLE00120250040</a>	Engineering - CIP Construction for Contractor	Pending Application	01/30/2025	<a href="#">Name: testing completed construction</a>
UPLOAD SUBMITTALS				
<a href="#">PLE00120250037</a>	NW WALL ST	Engineering - CIP Construction for Contractor	Pending Application	01/29/2025
<a href="#">Name: 1TEST Project Construction</a>				
UPLOAD SUBMITTALS				
<a href="#">PLE00520250034</a>	Request for Information	Pending Application	01/27/2025	<a href="#">Name: RFI subject</a>
UPLOAD SUBMITTALS				
<a href="#">PLE00120250027</a>	Engineering - CIP Construction	Pending	01/23/2025	

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Each project may have multiple applications. Application types you may see:

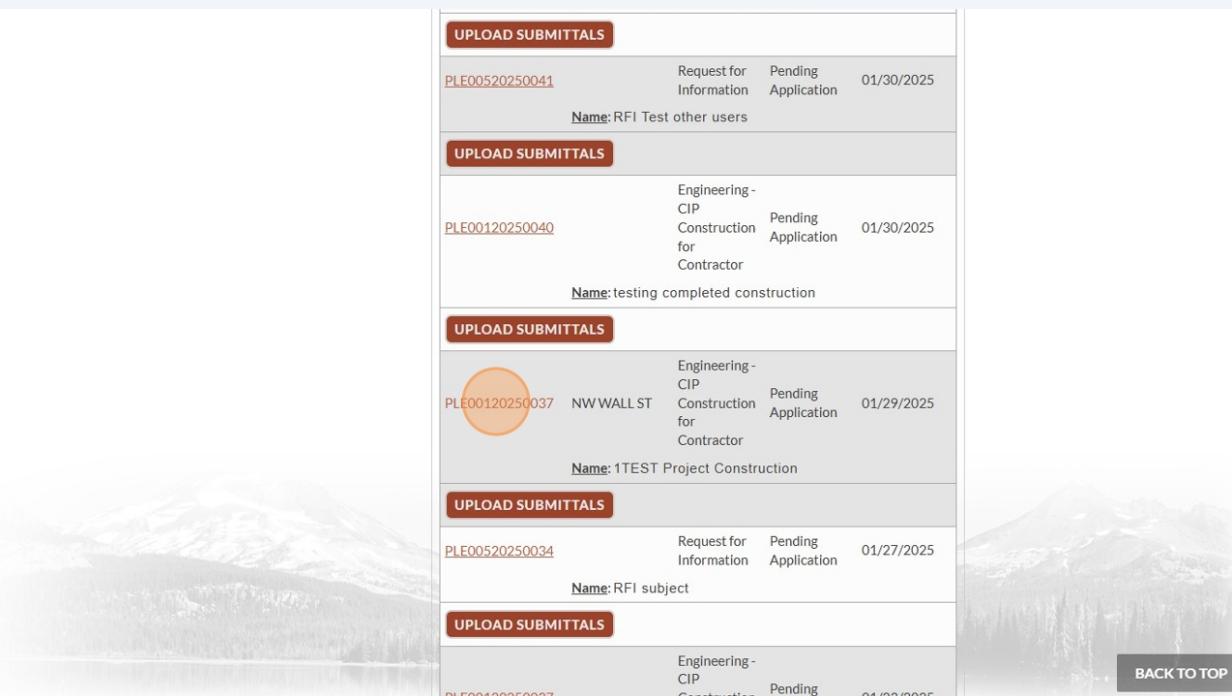
Engineering - CIP Construction for Contractor = location of all construction documents

Engineering - CIP Construction for Engineer = location for communication between consultant and city staff

Engineering - CIP Construction for Inspector = location for daily inspection reports and photos

5

To open the application click the number "PLE00120250037".



UPLOAD SUBMITTALS				
<a href="#">PLE00520250041</a>	Request for Information	Pending Application	01/30/2025	
<u>Name:</u> RFI Test other users				
UPLOAD SUBMITTALS				
<a href="#">PLE00120250040</a>	Engineering - CIP Construction for Contractor	Pending Application	01/30/2025	
<u>Name:</u> testing completed construction				
UPLOAD SUBMITTALS				
<a href="#">PLE00120250037</a>	NW WALL ST	Engineering - CIP Construction for Contractor	Pending Application	01/29/2025
<u>Name:</u> 1TEST Project Construction				
UPLOAD SUBMITTALS				
<a href="#">PLE00520250034</a>	Request for Information	Pending Application	01/27/2025	
<u>Name:</u> RFI subject				
UPLOAD SUBMITTALS				
<a href="#">PLE00120250027</a>	Engineering - CIP Construction	Pending	01/23/2025	

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The maroon color indicates hyperlinks or ability to open files throughout the Portal.

6 This will take you to the "Engineering Project Application Status" page

Welcome CIP Engineering Test  
Sign Out My Account My Items My Shopping Cart (0) Portal Home  
Search for a Property Portal Help

Engineering Project Application Status  
PLE00120250037

You will only be able to view fees or view conditions if you are a contact on the planning application.

[Expand All](#) | [Collapse All](#)  
Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

**Summary**

**Project Number:** PLE00120250037  
**Project Name:** 1TEST Project Construction  
**Project Type:** Engineering - CIP Construction for Contractor  
**Application Types:** 3rd Party Review  
**Application Status:** Pending Application  
**Date Entered:** 01/29/2025  
**Property Owner's Full**  
Name:  
Planner:  
Planner Email:

7 Scroll down until you see "Submittals"

Application Types  
3rd Party Review  
Application Status: Under Review

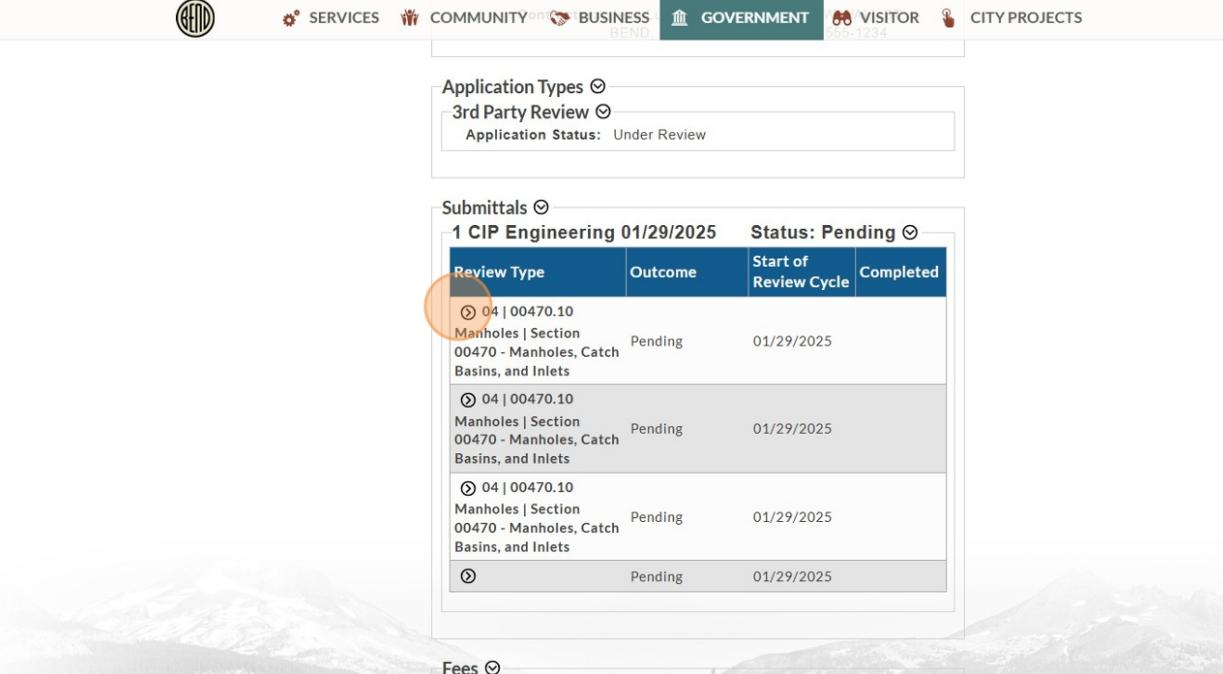
**Submittals**

Review Type	Outcome	Start of Review Cycle	Completed
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
	Pending	01/29/2025	

Fees

8

You have been assigned as the 3rd party reviewer for each submittal section you see.



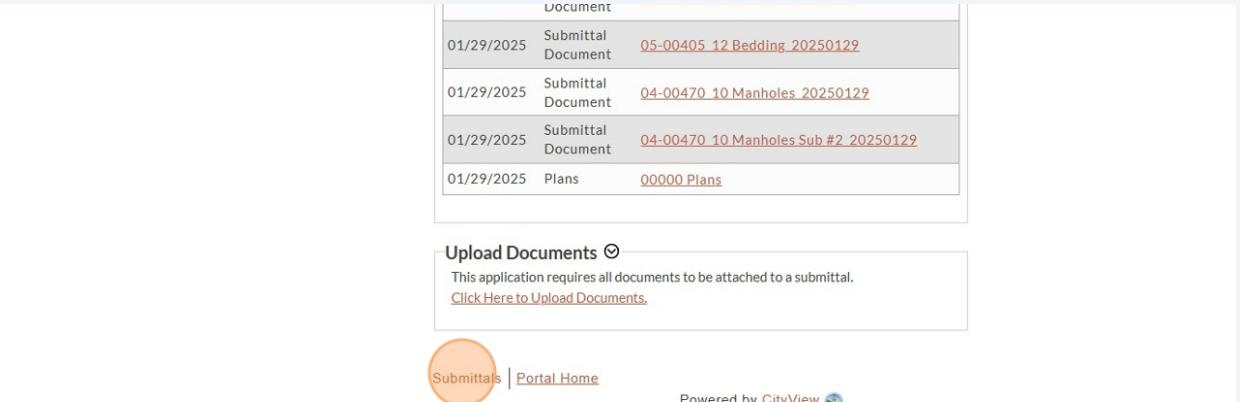
The screenshot shows a web interface for managing submittals. At the top, there are navigation links: SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. The GOVERNMENT section is highlighted. Below the navigation, there's a box for 'Application Types' showing '3rd Party Review' and 'Application Status: Under Review'. The main content area is titled 'Submittals' and shows a table for '1 CIP Engineering 01/29/2025'. The table has columns: 'Review Type', 'Outcome', 'Start of Review Cycle', and 'Completed'. The first row, which is highlighted with a red circle, shows '04 | 00470.10' in the 'Review Type' column. The other rows show '04 | 00470.10' and '04 | 00470.10' in the 'Review Type' column, indicating that some submittal sections have blank review types.

1 CIP Engineering 01/29/2025 Status: Pending			
Review Type	Outcome	Start of Review Cycle	Completed
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
	Pending	01/29/2025	



If the Review Type (submittal section name) is blank, please logout, close the browser, and log in again.

9 Scroll to the bottom of the screen and click "Submittals"



The screenshot shows a list of submittal documents on the left and an "Upload Documents" section on the right. The "Upload Documents" section includes a note that all documents must be attached to a submittal and a link to "Click Here to Upload Documents".

**Document**

01/29/2025	Submittal Document	<a href="#">05-00405_12 Bedding_20250129</a>
01/29/2025	Submittal Document	<a href="#">04-00470_10 Manholes_20250129</a>
01/29/2025	Submittal Document	<a href="#">04-00470_10 Manholes Sub #2_20250129</a>
01/29/2025	Plans	<a href="#">00000 Plans</a>

**Upload Documents** ⓘ  
This application requires all documents to be attached to a submittal.  
[Click Here to Upload Documents.](#)

Submittals | [Portal Home](#)

Powered by [CityView](#) ⓘ

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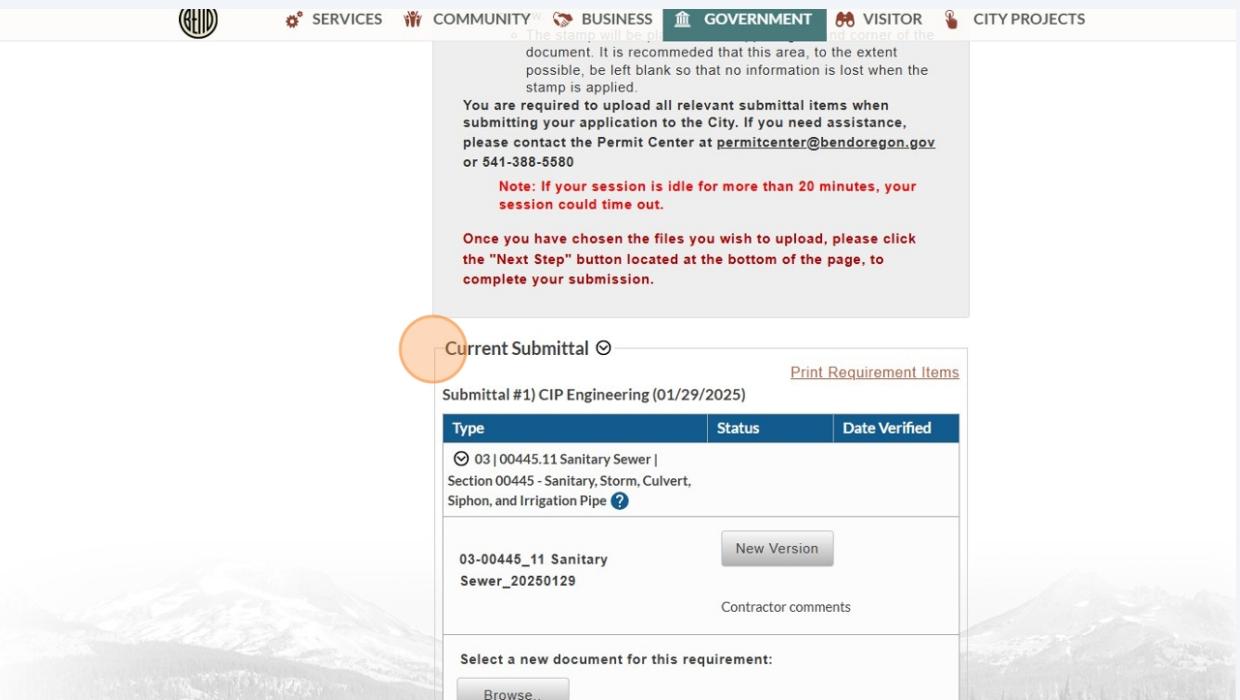
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10 The submittals page will open.



The screenshot shows the "Current Submittal" page with a list of requirements. The first requirement is selected, showing its details and a "New Version" button.

**Current Submittal** ⓘ

[Print Requirement Items](#)

Submittal #1) CIP Engineering (01/29/2025)

Type	Status	Date Verified
03   00445.11 Sanitary Sewer   Section 00445 - Sanitary, Storm, Culvert, Siphon, and Irrigation Pipe ⓘ		

03-00445\_11 Sanitary  
Sewer\_20250129

New Version

Contractor comments

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



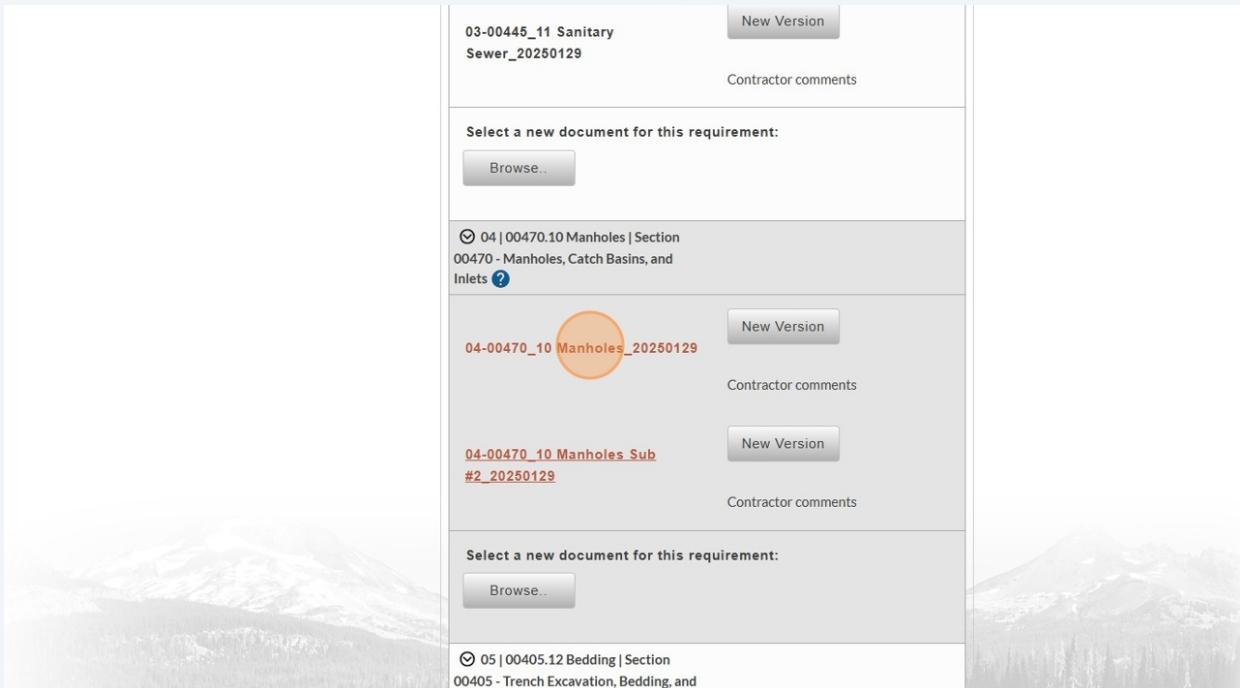
To find the submittal you are looking for use press "ctrl" + "F" (Apple users press "command" + "F") to open the browser search.

## 11 Find the submittal section you want to review.

Type	Status	Date Verified
03   00445.11 Sanitary Sewer   Section 00445 - Sanitary, Storm, Culvert, Siphon, and Irrigation Pipe		
03-00445_11 Sanitary Sewer_20250129	New Version	
Contractor comments		
<b>Select a new document for this requirement:</b>		
<input type="button" value="Browse.."/>		
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets		
04-00470_10 Manholes_20250129	New Version	
Contractor comments		
<input type="button" value="New Version"/>		
04-00470_10 Manholes_Sub #2_20250129		
Contractor comments		
<input type="button" value="New Version"/>		
04-00470_10 Manholes_review	New Version	

12

You will see the files that were uploaded for your review. To review an item click the file name. It will either open or download to your computer. This is dependent on your browser settings.



If a file name is underlined and maroon colored it is available for you to view. If it is black you do not have permission to view the file. To request permission please reach out to your City project manager.

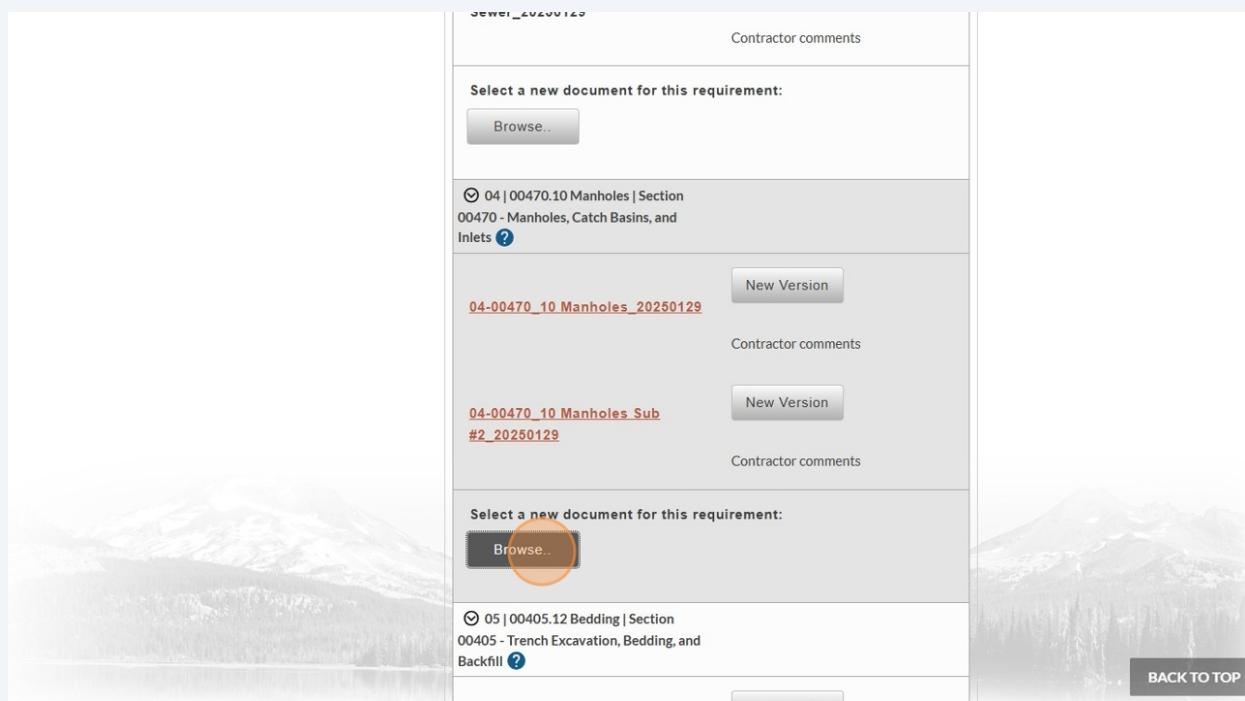
13

Review the document(s).

14

If you have markups or review notes to upload, click "Browse" and locate the file to upload. Select the file and click "Open" to upload it to the submittal section.

If you do not have review document(s) to upload, skip to step 18.



Contractor comments

Select a new document for this requirement:

04 | 00470.10 Manholes | Section 00470 - Manholes, Catch Basins, and Inlets [?](#)

[04-00470\\_10 Manholes\\_20250129](#) [New Version](#)

Contractor comments

[04-00470\\_10 Manholes\\_Sub #2\\_20250129](#) [New Version](#)

Contractor comments

Select a new document for this requirement:

05 | 00405.12 Bedding | Section 00405 - Trench Excavation, Bedding, and Backfill [?](#)

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The naming convention for 3rd party review uploads shall include the name of the file reviewed, "review", and the date the review was completed.

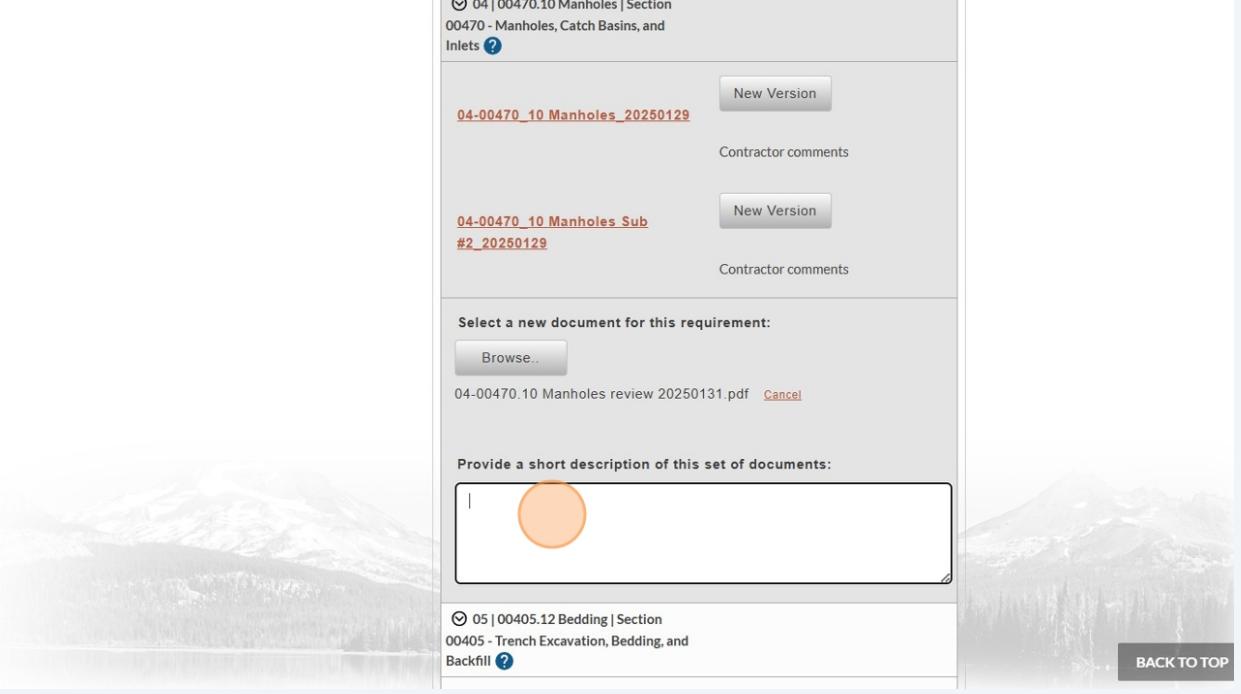
For example: 04-00470 10 Manholes review 20250131.pdf



At this time Word files cannot be uploaded. Please convert Word files to PDF files to allow for upload.

15

To add notes about the file you are uploading enter them in the "Provide a short description of this set of documents:" field.



04 | 00470.10 Manholes | Section  
00470 - Manholes, Catch Basins, and  
Inlets ?

New Version  
[04-00470\\_10 Manholes\\_20250129](#)

Contractor comments

New Version  
[04-00470\\_10 Manholes\\_Sub  
#2\\_20250129](#)

Contractor comments

Select a new document for this requirement:

Browse...

04-00470.10 Manholes review 20250131.pdf [Cancel](#)

Provide a short description of this set of documents:

!

05 | 00405.12 Bedding | Section  
00405 - Trench Excavation, Bedding, and  
Backfill ?

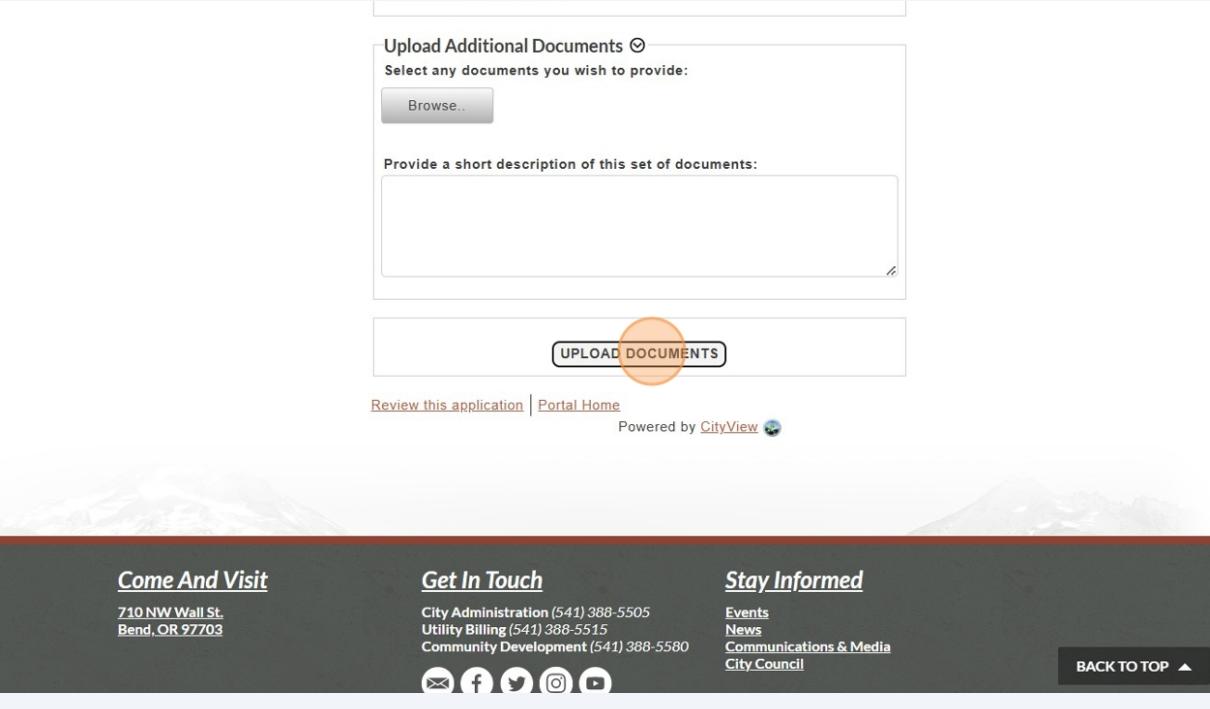
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Be sure all notes and comments for your uploaded files are entered before continuing to the next step.

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Once you have reviewed all documents in a submittal section, scroll to the bottom of the page and click "UPLOAD DOCUMENTS"



Upload Additional Documents ⓘ  
Select any documents you wish to provide:  
Browse...

Provide a short description of this set of documents:  
[Text area]

UPLOAD DOCUMENTS

[Review this application](#) | [Portal Home](#)  
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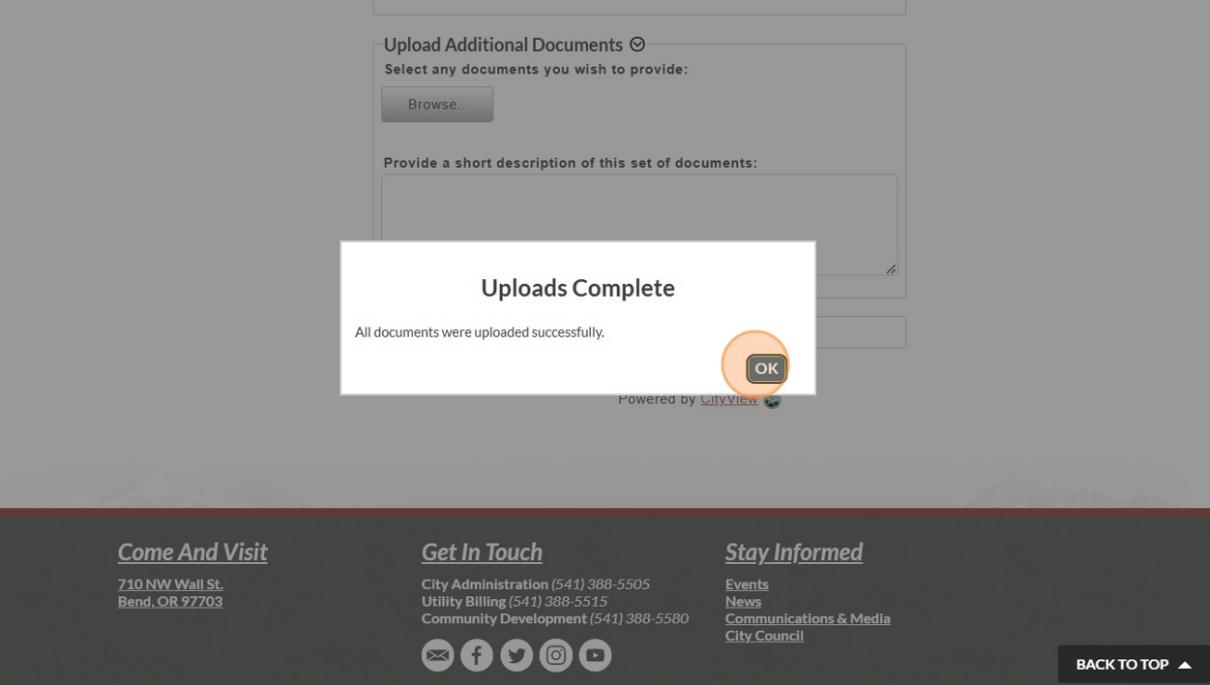
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Click "OK" and skip to step 19



Upload Additional Documents ⓘ  
Select any documents you wish to provide:  
Browse...

Provide a short description of this set of documents:  
[Text area]

Uploads Complete  
All documents were uploaded successfully.  
OK

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[Bend, OR 97703](#)

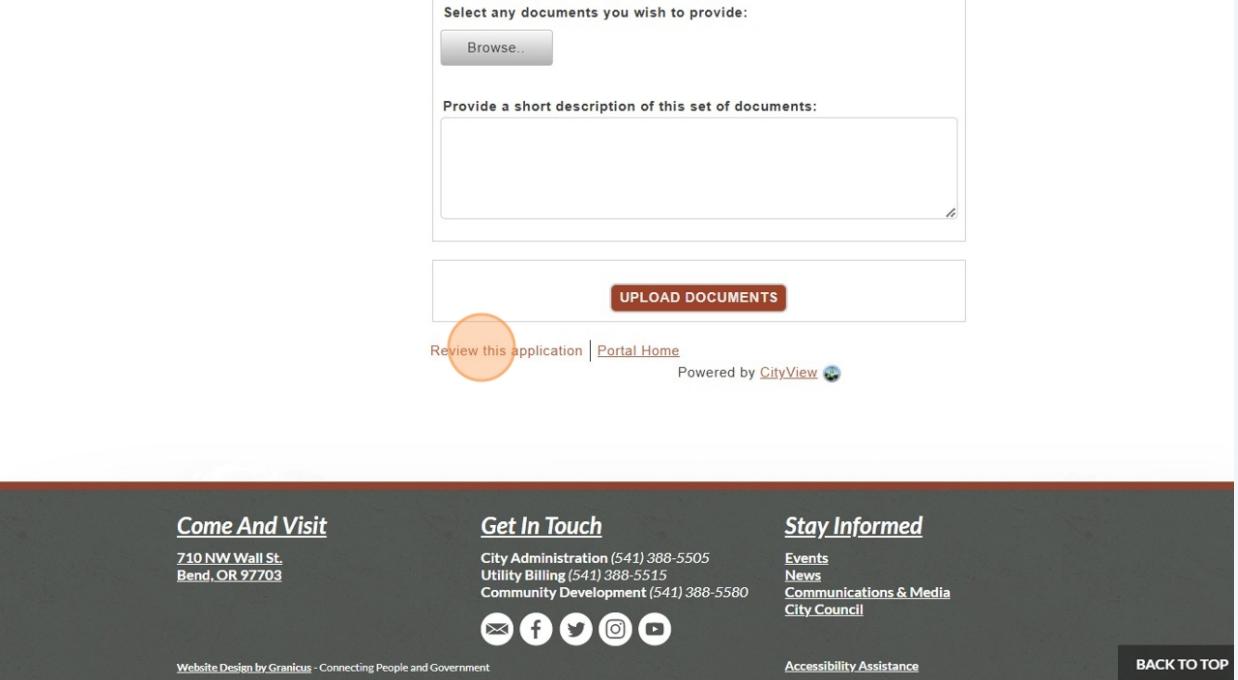
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If you have no review documents to upload, scroll to the bottom of the screen and click "Review this application"



Select any documents you wish to provide:

Provide a short description of this set of documents:

[Review this application](#) | [Portal Home](#)  
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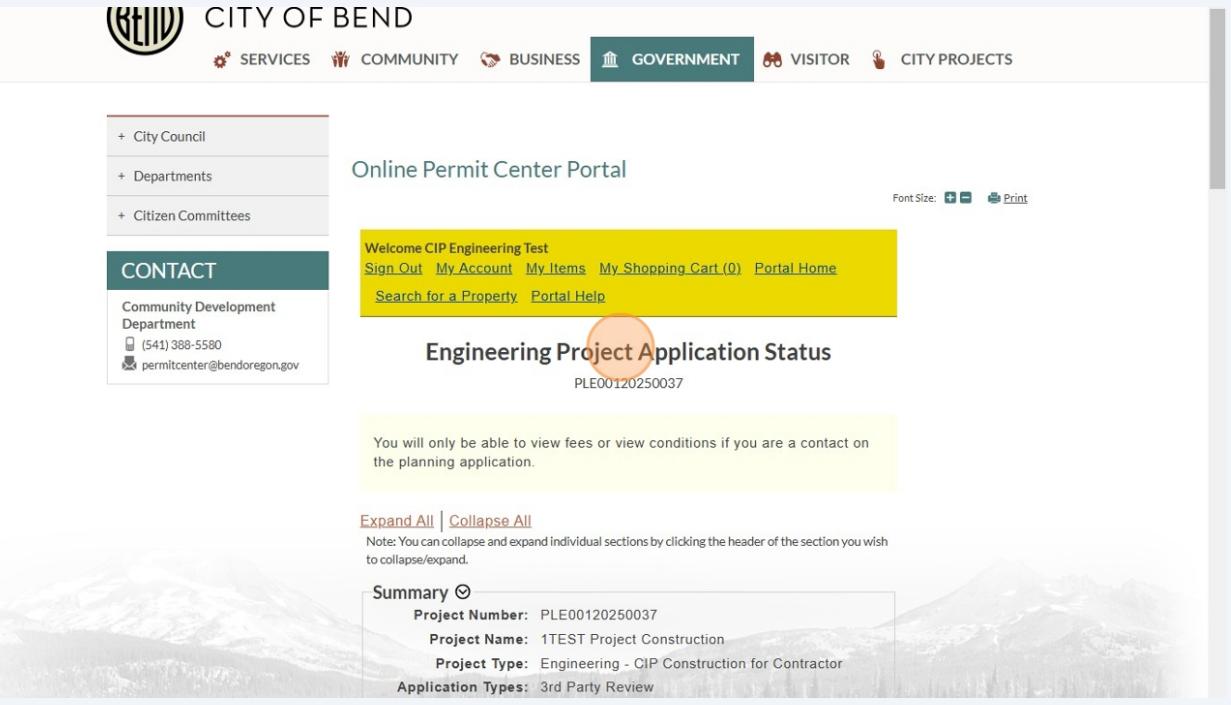
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**CONTACT**  
Community Development Department  
(541) 388-5580  
permitcenter@bendoregon.gov

**Online Permit Center Portal**  
Welcome CIP Engineering Test  
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#)  
[Font Size:](#)  [Print](#)  
[Search for a Property](#) [Portal Help](#)

**Engineering Project Application Status**  
PLE00120250037

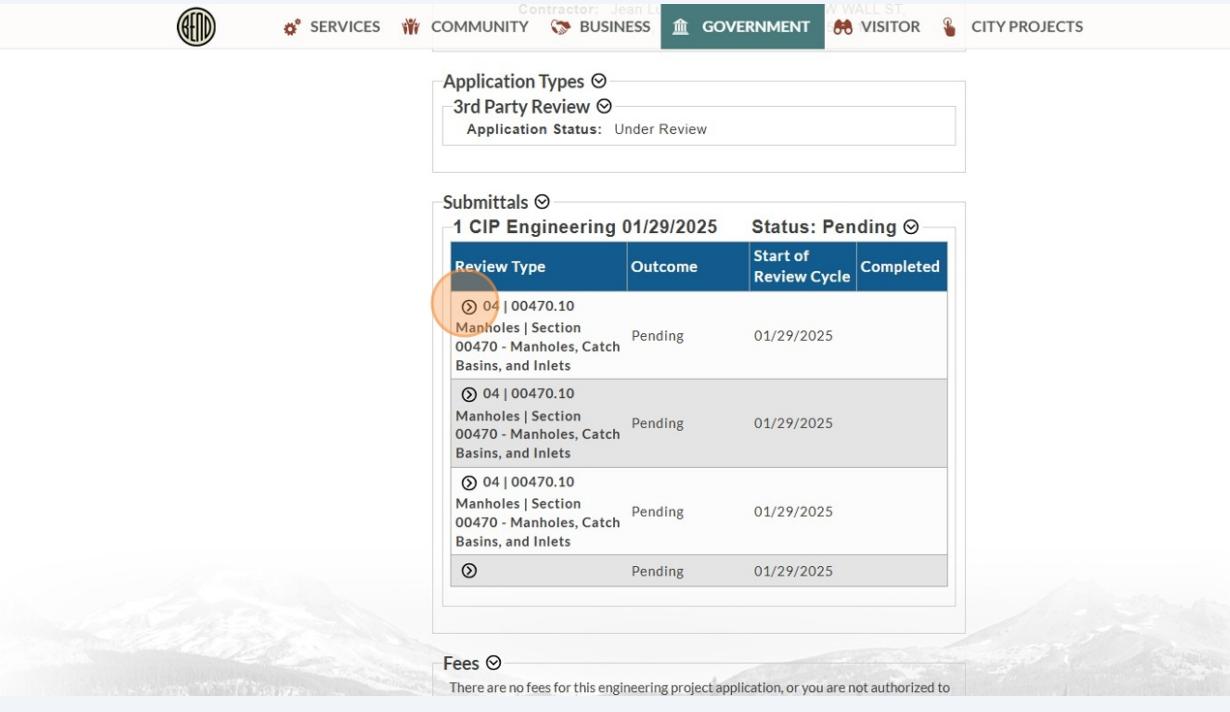
You will only be able to view fees or view conditions if you are a contact on the planning application.

[Expand All](#) | [Collapse All](#)  
Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

**Summary**   
Project Number: PLE00120250037  
Project Name: 1TEST Project Construction  
Project Type: Engineering - CIP Construction for Contractor  
Application Types: 3rd Party Review

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Scroll down to "Submittals" and click the circle arrow next to the submittal section you reviewed.



Application Types  3rd Party Review  Application Status: Under Review

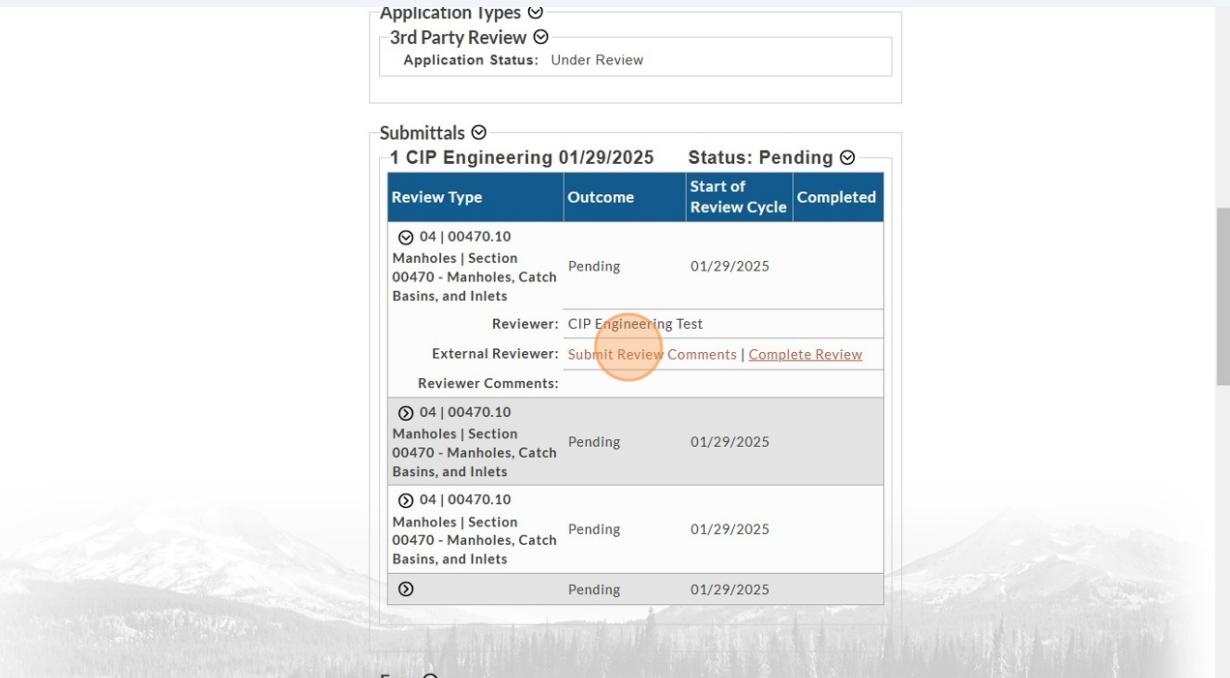
Submittals  1 CIP Engineering 01/29/2025 Status: Pending 

Review Type	Outcome	Start of Review Cycle	Completed
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
 Pending	Pending	01/29/2025	

Fees  There are no fees for this engineering project application, or you are not authorized to

21

If you have additional comments to add to the review for this section click "Submit Review Comments"



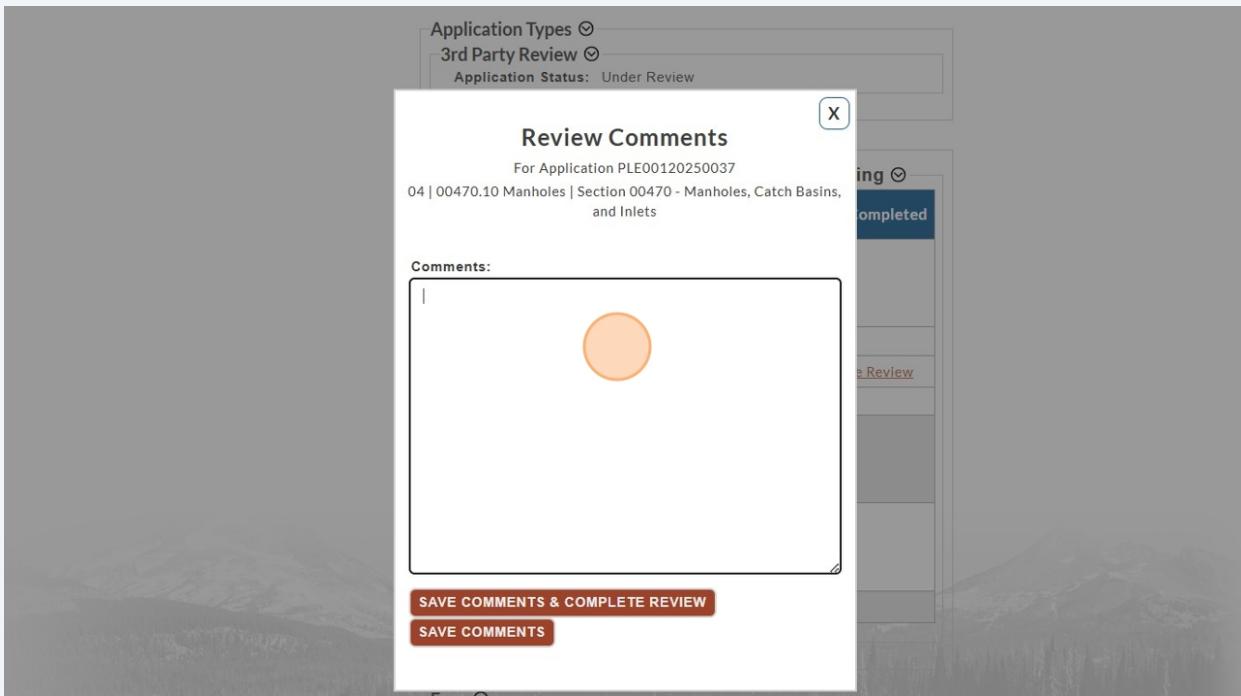
Application Types  3rd Party Review  Application Status: Under Review

Submittals  1 CIP Engineering 01/29/2025 Status: Pending 

Review Type	Outcome	Start of Review Cycle	Completed
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
Reviewer: CIP Engineering Test			
External Reviewer: <a href="#">Submit Review Comments</a>   <a href="#">Complete Review</a>			
Reviewer Comments:			
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
 04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
 Pending	Pending	01/29/2025	

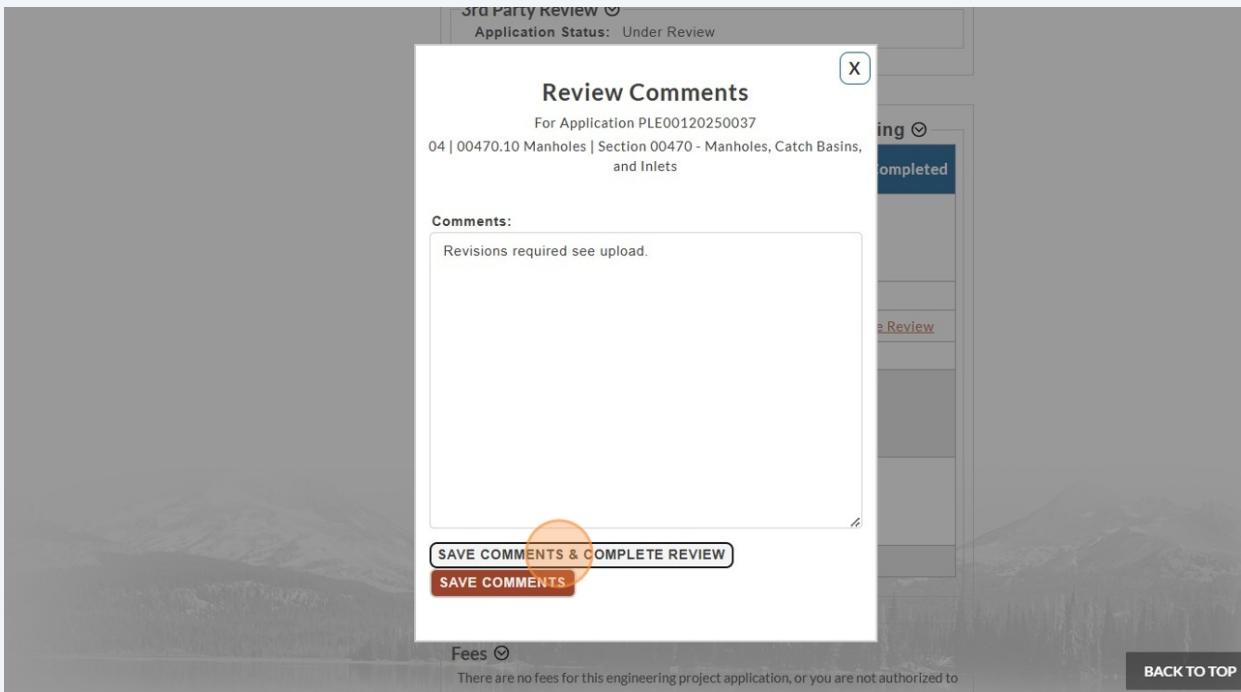
Fees  [BACK TO TOP](#)

22 Enter any comments in the "Comments:" field.



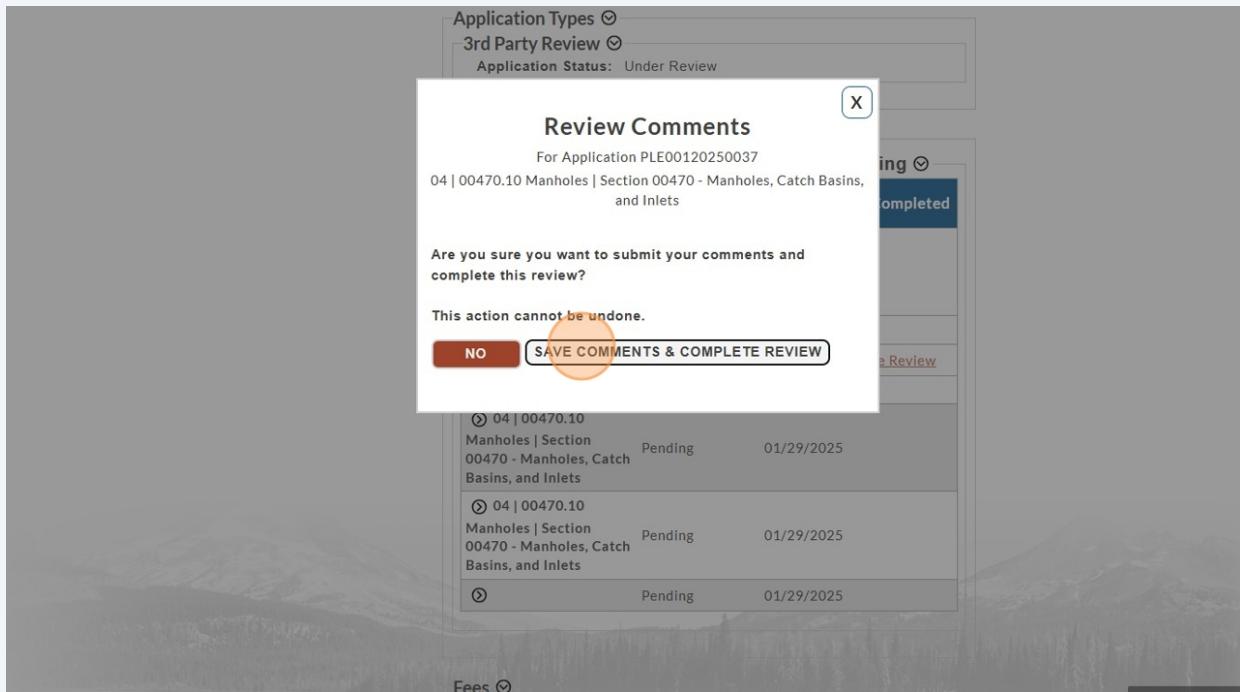
23 If your review is complete for this section and do not need to review anything further within this submittal section, click "SAVE COMMENTS & COMPLETE REVIEW".

If you need to return to your review at a later time or determine you are not complete with this section click "SAVE COMMENTS" and continue the review.



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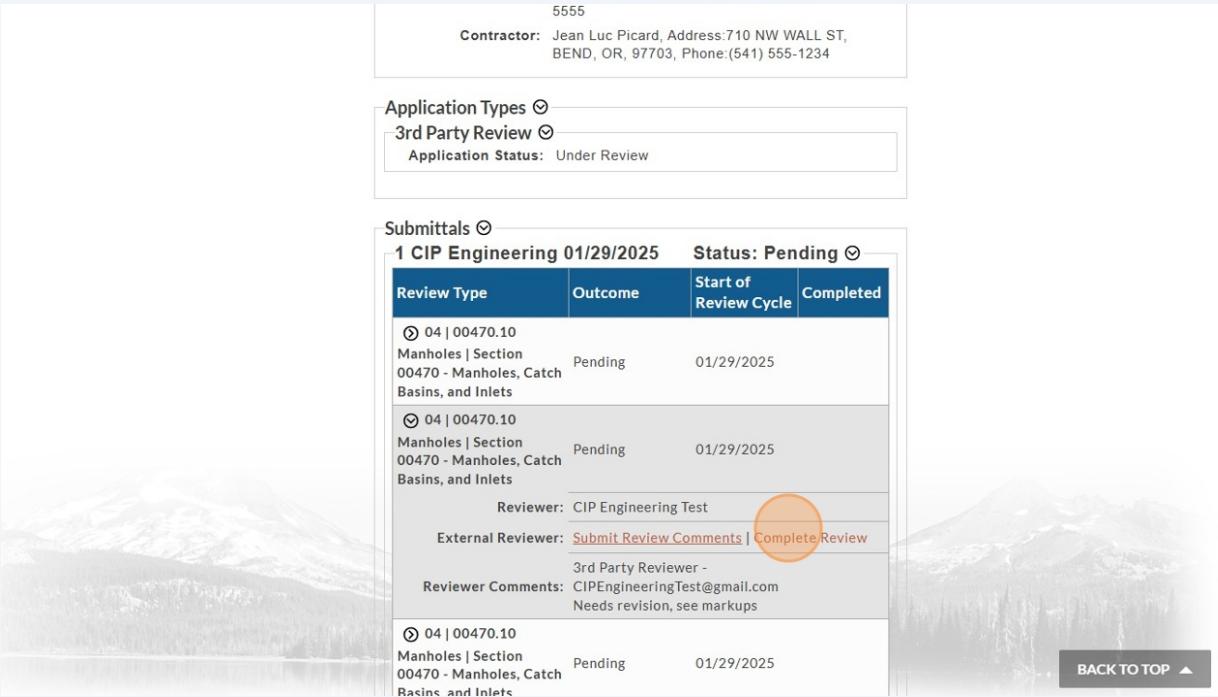
A confirmation screen will open, click "SAVE COMMENTS & COMPLETE REVIEW". This will end your review for this section and it will be locked for further comment.



Please note, all review documents and comment fields will be visible by all contacts listed on the application page.

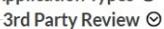
25

Alternatively if you have no further review comments you can click "Complete Review"



5555

**Contractor:** Jean Luc Picard, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 555-1234

**Application Types**   

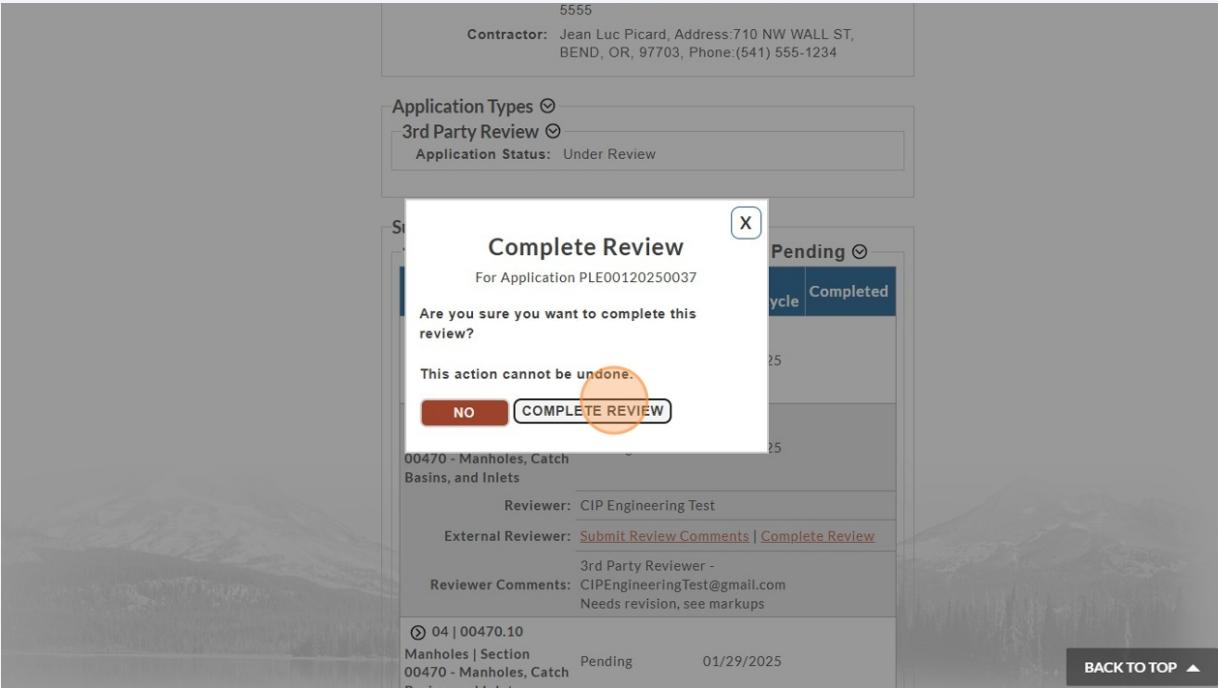
**Submittals**  **1 CIP Engineering 01/29/2025 Status: Pending** 

Review Type	Outcome	Start of Review Cycle	Completed
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
	Reviewer: CIP Engineering Test		
	External Reviewer: <a href="#">Submit Review Comments</a>   <a href="#">Complete Review</a>		
	3rd Party Reviewer -		
	Reviewer Comments: CIPEngineeringTest@gmail.com Needs revision, see markups		
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	

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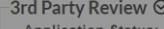
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A confirmation screen will open, click "COMPLETE REVIEW"



5555

**Contractor:** Jean Luc Picard, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 555-1234

**Application Types**   

**Complete Review**  
For Application PLE00120250037

Are you sure you want to complete this review?

This action cannot be undone.

**NO** **COMPLETE REVIEW** 

**Pending** 

Review Type	Outcome	Start of Review Cycle	Completed
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	
	Reviewer: CIP Engineering Test		
	External Reviewer: <a href="#">Submit Review Comments</a>   <a href="#">Complete Review</a>		
	3rd Party Reviewer -		
	Reviewer Comments: CIPEngineeringTest@gmail.com Needs revision, see markups		
04   00470.10 Manholes   Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	

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Continue review all other submittal section reviews assigned to you by repeating steps 8 - 23.

**28**

Once you are complete, send an email to your City project manager notifying them which submittal section you have completed.