



CityView Online Permit Center Portal - 3rd Party Review

1 Log into the Online Permit Center Portal

2 From the Portal Home click "My Items"

City Directory | News | Jobs | Pay Online | Council Meetings | Search... GO

CITY OF BEND

SERVICES COMMUNITY BUSINESS **GOVERNMENT** VISITOR CITY PROJECTS

+ City Council
+ Departments
+ Citizen Committees

CONTACT
Community Development Department
(541) 388-5580
permitcenter@bendoregon.gov

Online Permit Center Portal

Font Size: [A] [A+] [A-] [Print]

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

Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.

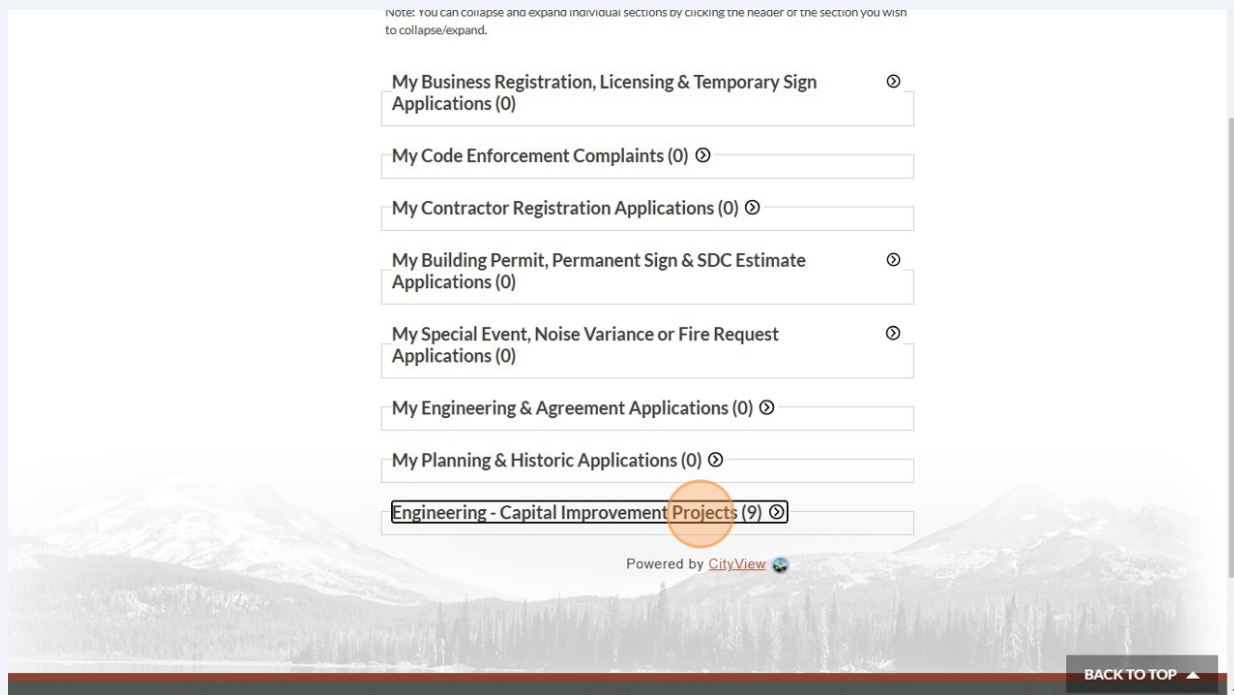
Returning Users with a Portal Account: Sign in to your Portal Account. Then click on the 'My Items' link above to check the status of your applications or inspections, respond to corrections, and upload new items.

Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (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](#)

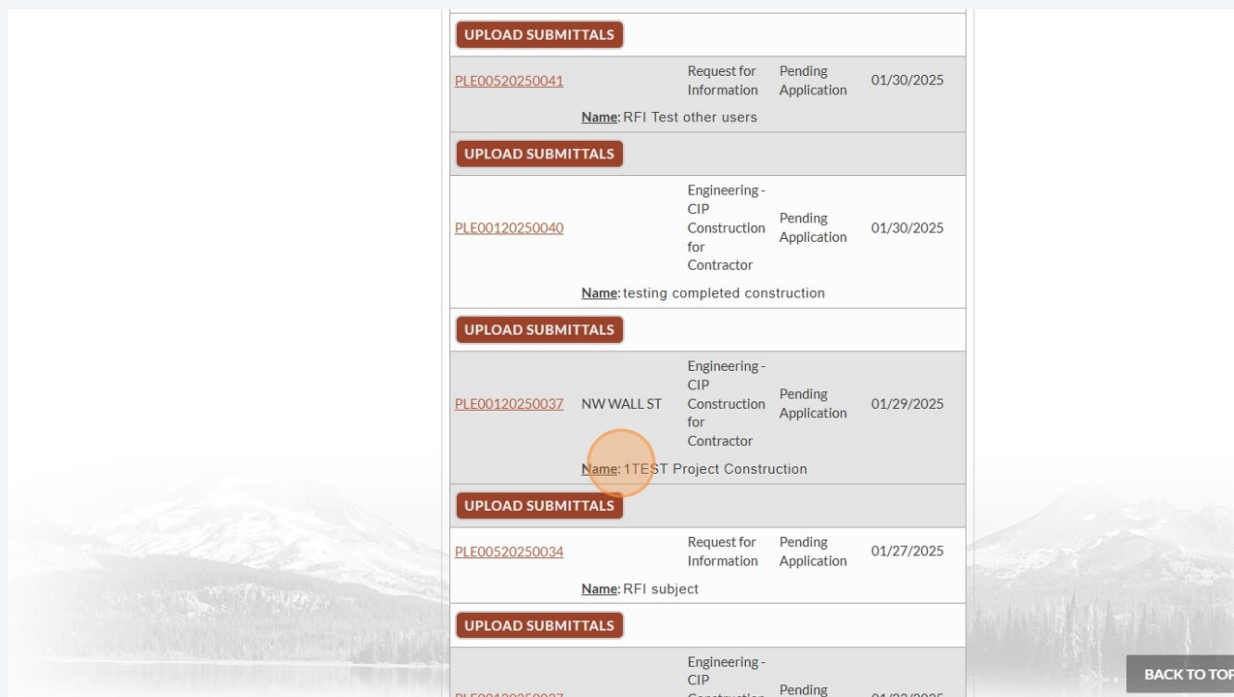
3

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.



4

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





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

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To open the application click the number "PLE00120250037".

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

The screenshot shows the "Engineering Project Application Status" page for project PLE00120250037. The page header includes navigation links for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. A left sidebar contains a "CONTACT" section for the Community Development Department. A yellow banner at the top of the main content area says "Welcome CIP Engineering Test" and provides links for Sign Out, My Account, My Items, My Shopping Cart (0), and Portal Home. Below this, the title "Engineering Project Application Status" is displayed with the project number PLE00120250037. A yellow box contains a message: "You will only be able to view fees or view conditions if you are a contact on the planning application." Below this is a note about expanding and collapsing sections. The "Summary" section lists the following details:

- 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"

The screenshot shows the "Submittals" section of the page. It displays a table for the project "1 CIP Engineering 01/29/2025" with a status of "Pending". The table has four columns: Review Type, Outcome, Start of Review Cycle, and Completed. The table contains three rows of submittals, all with a "Pending" outcome and a start date of 01/29/2025. Below the table, there is a "Fees" section.

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	
04	Pending	01/29/2025	

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

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	
04 00470.10 Manholes Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	

Fees ☺




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"

Document		
01/29/2025	Submittal Document	05-00405_12 Bedding_20250129
01/29/2025	Submittal Document	04-00470_10 Manholes_20250129
01/29/2025	Submittal Document	04-00470_10 Manholes Sub #2_20250129
01/29/2025	Plans	00000 Plans

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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710 NW Wall St.
Bend, OR 97703

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City Administration (541) 388-5505
Utility Billing (541) 388-5515
Community Development (541) 388-5580
    

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Website Design by Geniuses: Connecting People and Government
Accessibility Assistance

10 The submittals page will open.

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The stamp will be placed in the top right corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

You are required to upload all relevant submittal items when submitting your application to the City. If you need assistance, please contact the Permit Center at permitcenter@bendoregon.gov or 541-388-5580

Note: If your session is idle for more than 20 minutes, your session could time out.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

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		
Select a new document for this requirement: Browse..		
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		
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.

03-00445_11 Sanitary Sewer_20250129

New Version

Contractor comments

Select a new document for this requirement:

Browse..

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:

Browse..

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



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.

The screenshot shows a web application interface for uploading review documents. The interface is divided into two main sections: a left sidebar with a mountain landscape image and a right main content area. The main content area displays a list of requirements. Each requirement has a 'Browse...' button for uploading a document. An orange circle highlights the 'Browse...' button for the requirement '04-00470_10 Manholes Sub #2_20250129'. The requirements listed are:

- 04 | 00470.10 Manholes | Section 00470 - Manholes, Catch Basins, and Inlets ?
- 04-00470_10 Manholes_20250129
- 04-00470_10 Manholes Sub #2_20250129
- 05 | 00405.12 Bedding | Section 00405 - Trench Excavation, Bedding, and Backfill ?

At the bottom right of the interface, there is a 'BACK TO TOP' button.



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.

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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:

I

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"

The screenshot shows a web form titled "Upload Additional Documents" with a close icon. Below the title is the instruction "Select any documents you wish to provide:" followed by a "Browse..." button. Underneath is a text area with the prompt "Provide a short description of this set of documents:". At the bottom of the form is a button labeled "UPLOAD DOCUMENTS", which is highlighted with an orange circle. Below the form are links for "Review this application" and "Portal Home", and a note "Powered by CityView". The footer contains three columns of contact information: "Come And Visit" (710 NW Wall St., Bend, OR 97703), "Get In Touch" (City Administration, Utility Billing, and Community Development with phone numbers), and "Stay Informed" (Events, News, Communications & Media, and City Council). A "BACK TO TOP" button is in the bottom right.

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Click "OK" and skip to step 19

The screenshot shows the same "Upload Additional Documents" form as in step 16, but it is dimmed. A white modal dialog box is centered on the screen with the title "Uploads Complete" and the message "All documents were uploaded successfully.". An "OK" button, highlighted with an orange circle, is in the bottom right corner of the modal. The footer and navigation elements are identical to the previous screenshot.

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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:

Browse...

Provide a short description of this set of documents:

UPLOAD DOCUMENTS

[Review this application](#) | [Portal Home](#)
 Powered by [CityView](#)

Come And Visit
 710 NW Wall St.
 Bend, OR 97703

Get In Touch
 City Administration (541) 388-5505
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This will take you back to the application page



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CONTACT

Community Development Department
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Font Size: [A](#) [A](#) [A](#) [Print](#)

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

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

Contractor: Jean L. ... WALL ST.

SERVICES COMMUNITY BUSINESS GOVERNMENT VISITOR CITY PROJECTS

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	
04 00470.10 Manholes Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	

Fees ☺

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

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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: Submit Review Comments Complete Review			
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	
04 00470.10 Manholes Section 00470 - Manholes, Catch Basins, and Inlets	Pending	01/29/2025	

Fees ☺

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

Application Types ☺
3rd Party Review ☺
Application Status: Under Review

Review Comments

For Application PLE00120250037
04 | 00470.10 Manholes | Section 00470 - Manholes, Catch Basins, and Inlets

Comments:

[Large orange circle placeholder]

SAVE COMMENTS & COMPLETE REVIEW
SAVE COMMENTS

- 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.

3rd Party Review ☺
Application Status: Under Review

Review Comments

For Application PLE00120250037
04 | 00470.10 Manholes | Section 00470 - Manholes, Catch Basins, and Inlets

Comments:

Revisions required see upload.

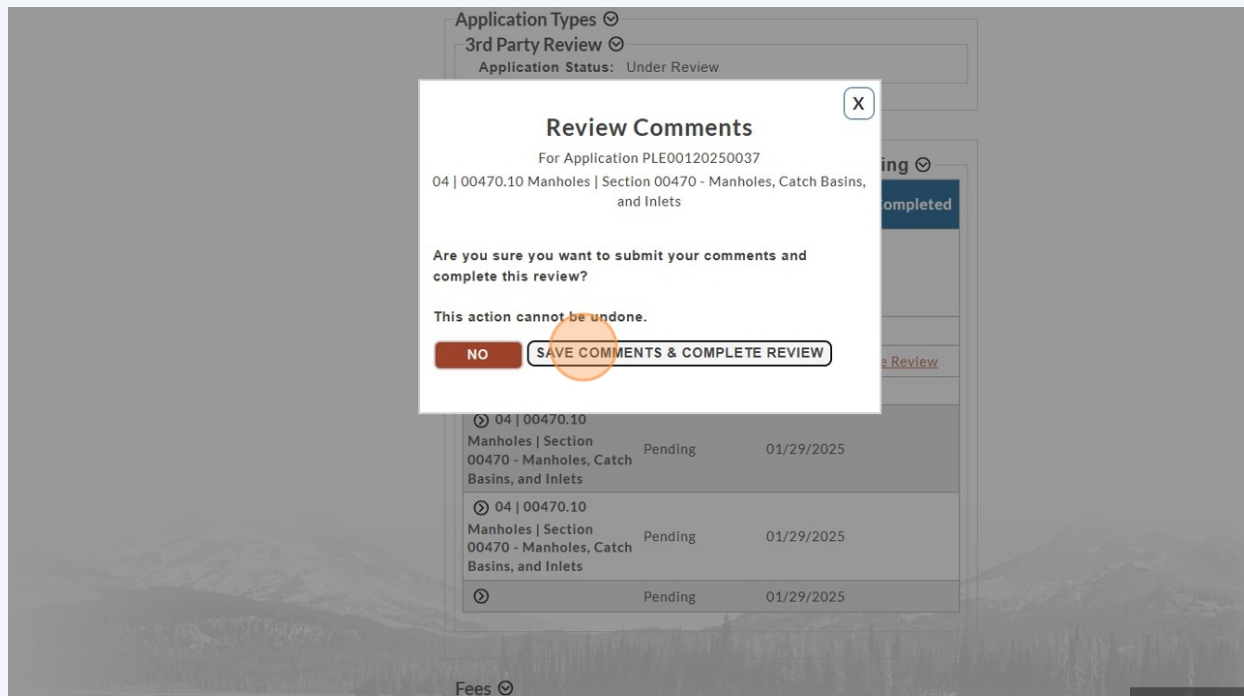
SAVE COMMENTS & COMPLETE REVIEW
SAVE COMMENTS

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

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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.

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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 ☺
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	
Reviewer: CIP Engineering Test			
External Reviewer: Submit Review Comments Complete Review			
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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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 ☺
3rd Party Review ☺
Application Status: Under Review

Complete Review
For Application PLE00120250037

Are you sure you want to complete this review?

This action cannot be undone.

NO COMPLETE REVIEW

00470 - Manholes, Catch
Basins, and Inlets

Reviewer: CIP Engineering Test

External Reviewer: [Submit Review Comments](#) | [Complete Review](#)

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.

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