



CityView Online Permit Center Portal - Removal From Service (RFS) Request

1

Once logged into the Online Permit Center Portal, navigate to the "Portal Home"

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.

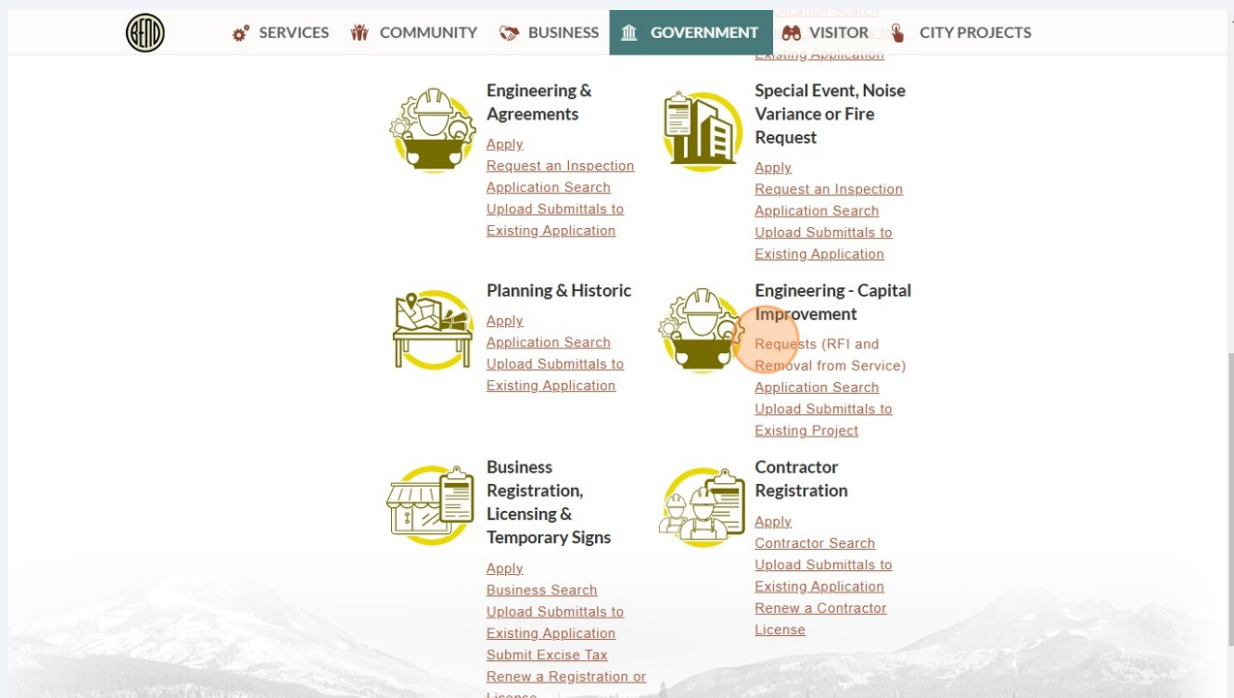
Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (FAQs), and other resources. You can always receive in-person help by calling 541-388-5580 or visiting the Permit Center at City Hall during [business hours](#).

[Accommodation Information for People with Disabilities](#)

2 Scroll down to the "Engineering - Capital Improvement" section



3 Click "Requests (RFI and Removal from Service)"



4

This will take you to a new application page "Engineering Project - Project Description"

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

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

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
 6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000110

Required information is indicated with an asterisk (*).

Choose the project type:* [?](#)
 --Select--

Project Descriptive Name:*
 Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

5

From the "Choose the project type" dropdown, select "Removal from Service Request"

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

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

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
 6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000110

Required information is indicated with an asterisk (*).

Choose the project type:* [?](#)
 Removal from Service Request

Project Descriptive Name:*
 Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

6 Enter a RFS description into the "Project Descriptive Name" field.

The screenshot shows a web form titled "Engineering Project - Project Description" with the ID "TMPPL20250000111". At the top, a progress bar has eight steps: 1. Project Description (highlighted with a blue circle), 2. Permit Types, 3. Permit Type Settings, 4. Location, 5. Contacts, 6. Upload Files, 7. Review & Submit, and 8. Submitted. The form includes a header with the email "permitcenter@bendoregon.gov". Below the progress bar, a note states "Required information is indicated with an asterisk (*)". The "Choose the project type:" dropdown is set to "Removal from Service Request". The "Project Descriptive Name:" field, which has a 500-character limit, contains the text "RFS Fire Hydrant @ 11+25" and is circled in orange. Below this is a "Comments:" text area with a 4000-character limit. At the bottom, there is a section titled "Which Project is this Request for?" with a "Select Master Project:" dropdown menu. A "BACK TO TOP" button is located in the bottom right corner.

7 Enter any comments into the "Comments" field.

This screenshot shows the same form as above, but with step 7, "Review & Submit", highlighted in the progress bar. The "Project Descriptive Name:" field now contains the text "RFS Fire Hydrant @ 11+25". The "Comments:" text area, which has a 4000-character limit, is circled in orange and contains the text "Fire hydrant at 11+25 is out of service." The "Which Project is this Request for?" section and the "BACK TO TOP" button remain visible at the bottom.

8

In the "Select Master Project" field select the associated CIP Project Number the RFS applies.

Required information is indicated with an asterisk (*).

Choose the project type:* ?
Removal from Service Request

Project Descriptive Name:*
RFS Fire Hydrant @ 11+25
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*
Fire hydrant at 11+25 is out of service.
Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:
1TEST Project

CANCEL **NEXT STEP: PERMIT TYPES**

Powered by [CityView](#)

BACK TO TOP

9

Click "Next Step: Permit Types"

Required information is indicated with an asterisk (*).

Choose the project type:* ?
Removal from Service Request

Project Descriptive Name:*
RFS Fire Hydrant @ 11+25
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*
Fire hydrant at 11+25 is out of service.
Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:
1TEST Project

CANCEL **NEXT STEP: PERMIT TYPES**

Powered by [CityView](#)

BACK TO TOP

10 If you have an associated document click "Browse"

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.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

Browse

Provide a short description of this set of documents:

PREVIOUS STEP: PROJECT DESCRIPTION

BACK TO TOP



Uploaded documents shall use the following naming convention: Document Subject and date.

Example: RFS Fire Hydrant 11+25 20250131

11

Add a description of the document in the "Provide a short description of this set of documents" field.

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.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

RFS Fire Hydrant 11+25 Sheet C204 20250131.pdf [Cancel](#)

Provide a short description of this set of documents:

See hydrant marked on attached sheet

[PREVIOUS STEP: PROJECT DESCRIPTION](#)

[BACK TO TOP](#)

12

Click "Next Step: Review & Submit"

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.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

Sheet C204.pdf [Cancel](#)

Provide a short description of this set of documents:

See hydrant marked on attached sheet.

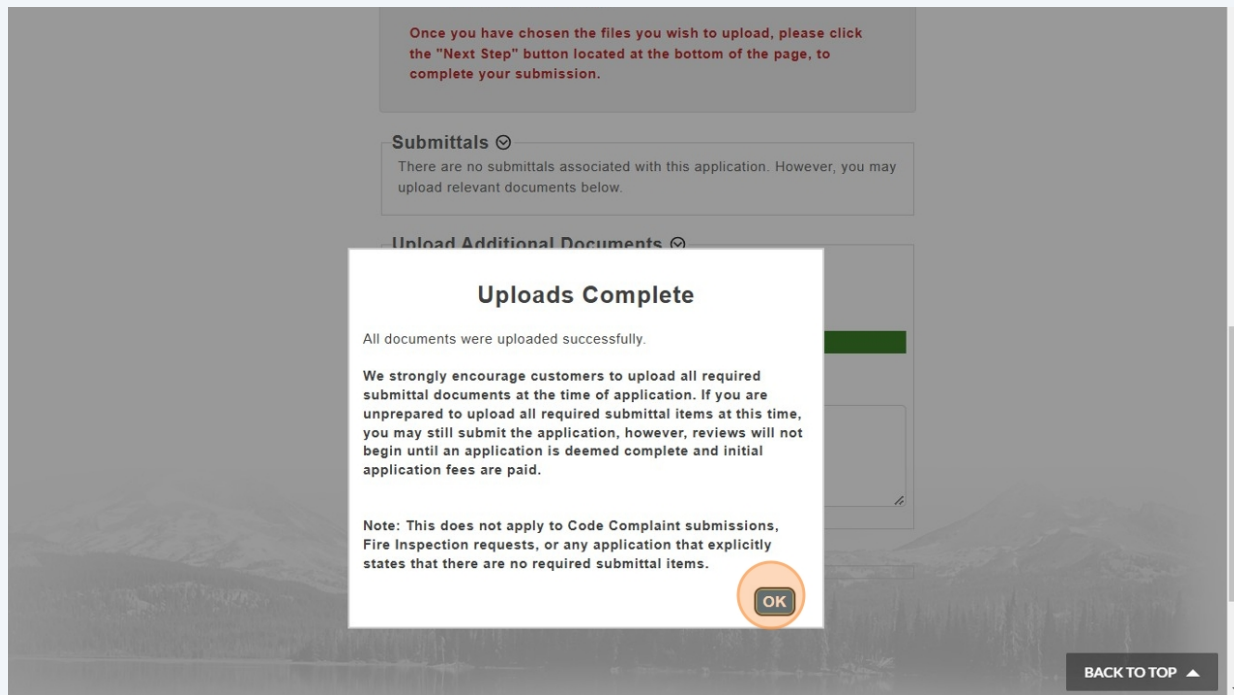
[PREVIOUS STEP: PROJECT DESCRIPTION](#)

[NEXT STEP: REVIEW & SUBMIT](#)

Powered by [CityView](#)

[BACK TO TOP](#)

13 Click "OK"



14 Enter the text from the CAPCHA in the "Type the characters you see in the image above to continue" field.

application button to submit your application.

Engineering Project Information ☺

Project Descriptive Name: RFS Fire Hydrant @ 11+25

Project Type: Removal from Service Request

Application Types:

Comments: Fire hydrant at 11+25 is out of service.

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for? ☺

Select Master Project: 1TEST Project

Uploaded Documents ☺

Name
Sheet C204.pdf

CAPTCHA: X93SW6

Type the characters you see in the image above to continue: *

K93SW6

BACK TO TOP

15 Click "Submit Application"

Project Type: Removal from Service Request

Application Types:

Comments: Fire hydrant at 11+25 is out of service.

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL
ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for? ☺
Select Master Project: 1TEST Project

Uploaded Documents ☺

Name
Sheet C204.pdf

CAPTCHA: X93SW6
Type the characters you see in the image above to continue:*

X93SW6

PREVIOUS STEP: UPLOAD FILES **SUBMIT APPLICATION** **CANCEL APPLICATION**

[BACK TO TOP](#) ▲

16 The confirmation page will be displayed. You can print the page by clicking "PRINT THIS PAGE"

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

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

1 Project Description **2** Upload Files **3** Review & Submit **4** Submitted

Engineering Project - Submitted
Project Number: PLE00620250049

PRINT THIS PAGE

Thank you for your application. Please note that your application will not be processed and the City's 30-day completeness check process will not begin until all fees have been paid.

Engineering Project Information ☺

Project Descriptive Name: RFS Fire Hydrant @ 11+25

Project Type: Removal from Service Request


Application Types:

Comments: Fire hydrant at 11+25 is out of service.

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL
ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for? ☺

17 A summary of your RFS will be displayed

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

Search for a Property Portal Home

SERVICES

COMMUNITY

BUSINESS

GOVERNMENT

VISITOR

CITY PROJECTS

1Project Description

2Upload Files

3Review & Submit

4Submitted

Engineering Project - Submitted

Project Number: PLE00620250049

PRINT THIS PAGE

Thank you for your application. Please note that your application will not be processed and the City's 30-day completeness check process will not begin until all fees have been paid.

Engineering Project Information

Project Descriptive Name: RFS Fire Hydrant @ 11+25

Project Type: Removal from Service Request

Application Type:

Comments: Fire hydrant at 11+25 is out of service.

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL
ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for?

Select Master Project: 1TEST Project

Documents & Images

Date	File Type	Name
------	-----------	------

18 To view the status of the RFS, click "View the status of my application"

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL
ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for?

Select Master Project: 1TEST Project

Documents & Images

Date	File Type	Name
01/31/2025		Sheet C204

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the City of Bend's Online Permit Center Portal.

[Requests \(RFS and Removal from Service\)](#)
[View the status of my application](#)
[Portal Home](#)

Powered by [CityView](#)

[Come And Visit](#)[Get In Touch](#)[Stay Informed](#)[BACK TO TOP](#)

19 The status is displayed next to the "Application Status" field

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

[Search for a Property](#) [Portal Help](#)

Engineering Project Application Status

PLE00620250049

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 ☯ [Edit Engineering Project Application Details](#)

Project Number: PLE00620250049
Project Name: RFS Fire Hydrant @ 11+25
Project Type: Removal from Service Request
Application Types:
Application Status: Pending Application
Date Entered: 01/31/2025
Property Owner's Full Name:
Comments: Fire hydrant at 11+25 is out of service.
Planner: Autumn Sapp
Planner Email: asapp@bendoregon.gov

Contacts ☯
Applicant: CIP Engineering Test, Address: 710 NW WALL
ST. BEND, OR 97701, Phone: (541) 388-5580

[BACK TO TOP](#)

20 To view the RFS at a later date, click "My Items"

[Home](#) [SERVICES](#) [COMMUNITY](#) [BUSINESS](#) [GOVERNMENT](#) [VISITOR](#) [CITY PROJECTS](#)

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

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

PLE00620250049

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 ☯ [Edit Engineering Project Application Details](#)

Project Number: PLE00620250049
Project Name: RFS Fire Hydrant @ 11+25
Project Type: Removal from Service Request
Application Types:
Application Status: Pending Application
Date Entered: 01/31/2025
Property Owner's Full Name:
Comments: Fire hydrant at 11+25 is out of service.
Planner: Autumn Sapp

21 Scroll down and click on "Engineering - Capital Improvement Projects"

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 (10) ⓘ

Powered by [CityView](#) ⓘ

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

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

Stay Informed
[Events](#)
[News](#)
[Communications & Media](#)
[City Council](#)

[BACK TO TOP](#)

22 Find the RFS application you are looking for

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 (10) ⓘ

Filter Applications:
Show Active (10 of 10) ▾

Project Number	Address	Type	Status	Date Created
PLE00620250049		Removal from Service Request	Pending Application	01/31/2025
Name: RFS Fire Hydrant @ 11+25				
UPLOAD SUBMITTALS				
PLE00620250042		Removal from Service Request	Pending Application	01/30/2025
Name: Testing Removal from Service				
UPLOAD SUBMITTALS				
PLE00520250041		Request for Information	Pending Application	01/30/2025

[BACK TO TOP](#)

23 The current status is displayed in the "Status" column

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 (10)

Filter Applications:
Show Active (10 of 10)

Project Number	Address	Type	Status	Date Created
PLE00620250049		Removal from Service Request	Pending Application	01/31/2025
Name: RFS Fire Hydrant @ 11+25				
UPLOAD SUBMITTALS				
PLE00620250042		Removal from Service Request	Pending Application	01/30/2025
Name: Testing Removal from Service				
UPLOAD SUBMITTALS				
PLE00520250041		Request for Information	Pending Application	01/30/2025

BACK TO TOP