



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

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

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

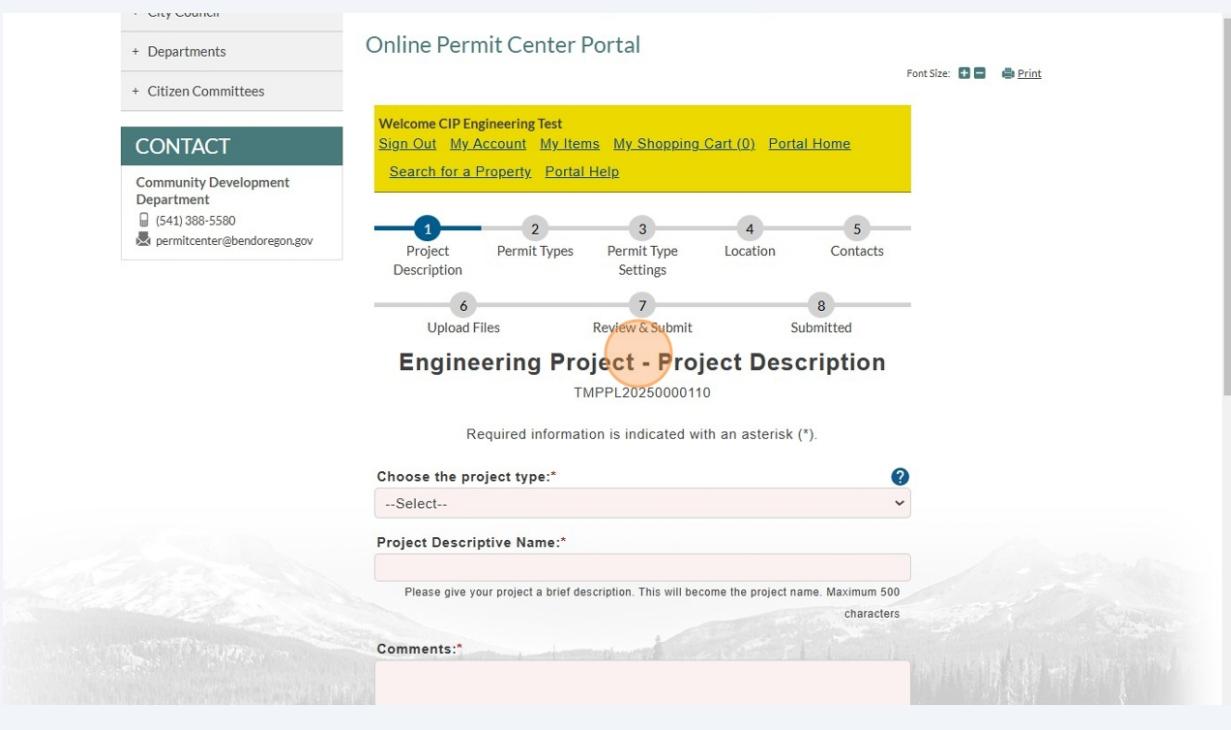


3 Click "Requests (RFI and Removal from Service)"



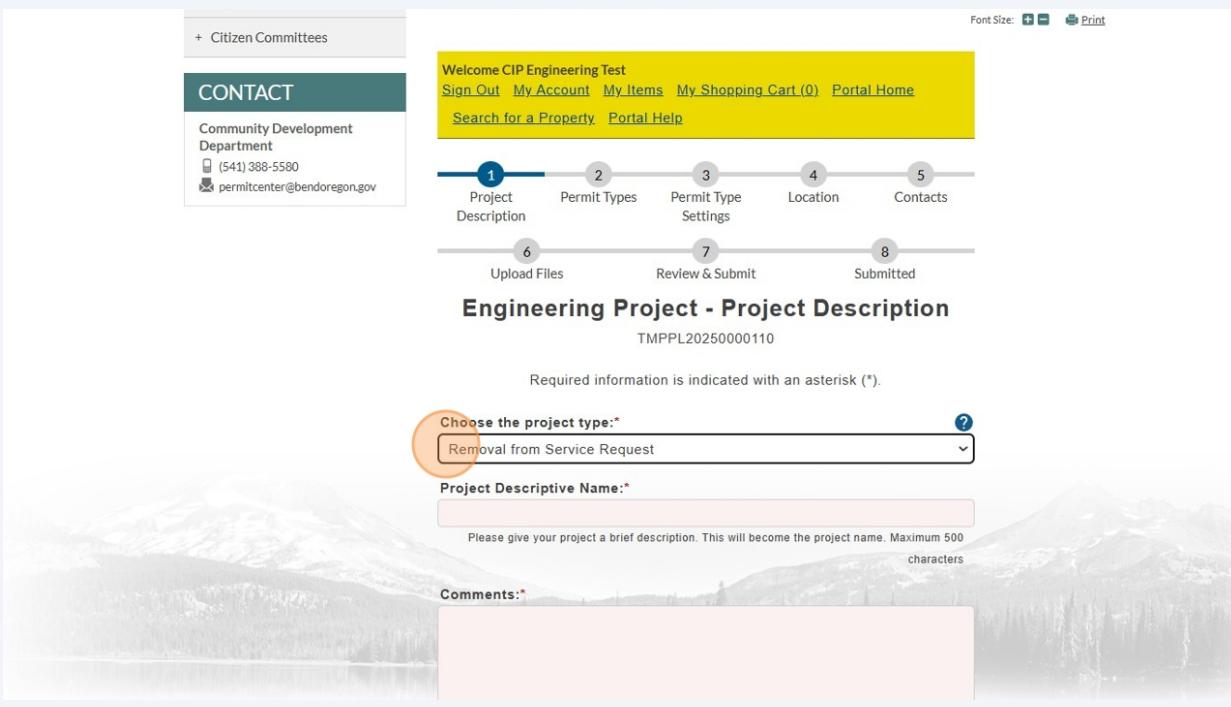
4

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



5

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



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

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: [?](#)

Which Project is this Request for?

Select Master Project: [-](#)Select-

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7 Enter any comments into the "Comments" field.

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.

Which Project is this Request for?

Select Master Project: [-](#)Select-

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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

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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

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**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](mailto:permitcenter@bendoregon.gov) or 541-386-5580

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**

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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](mailto: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](#)

[NEXT STEP: REVIEW & SUBMIT](#)

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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.

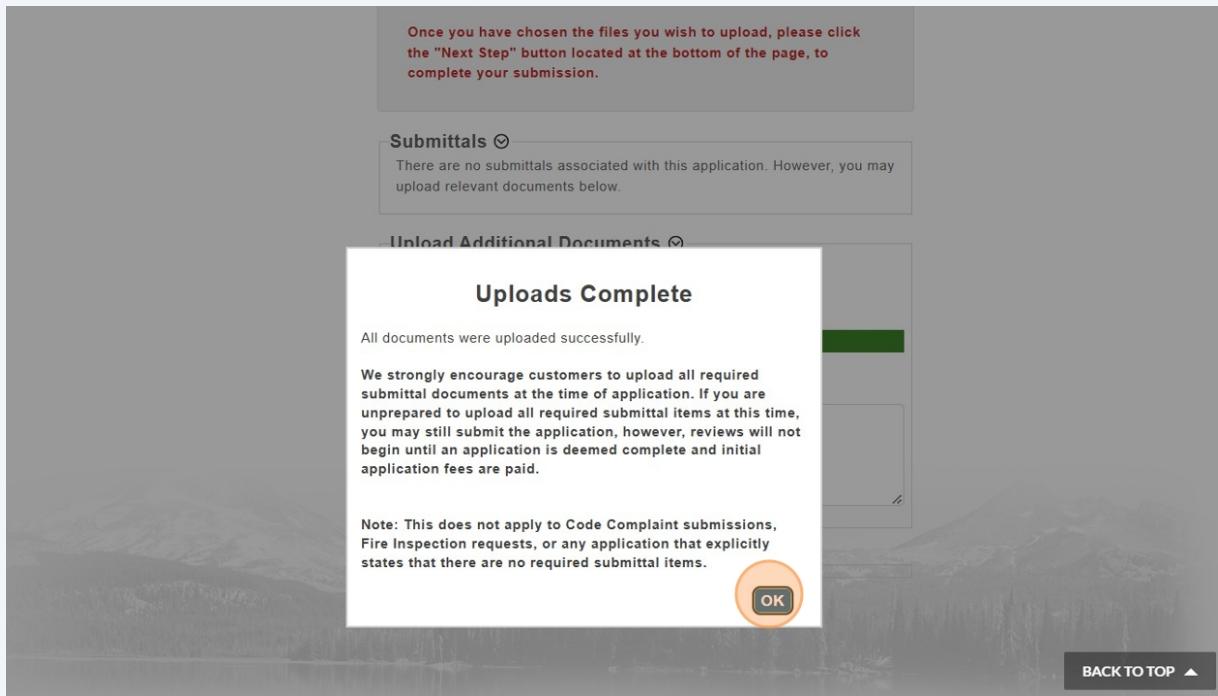
[PREVIOUS STEP: PROJECT DESCRIPTION](#)

[NEXT STEP: REVIEW & SUBMIT](#)

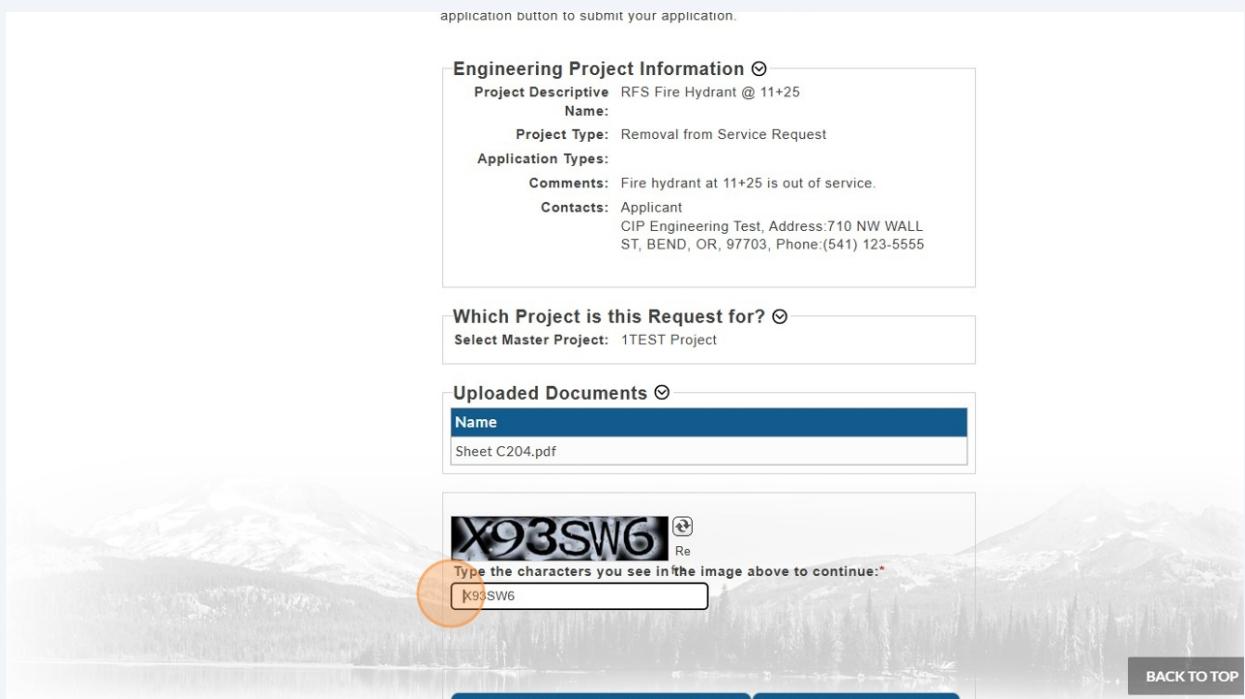
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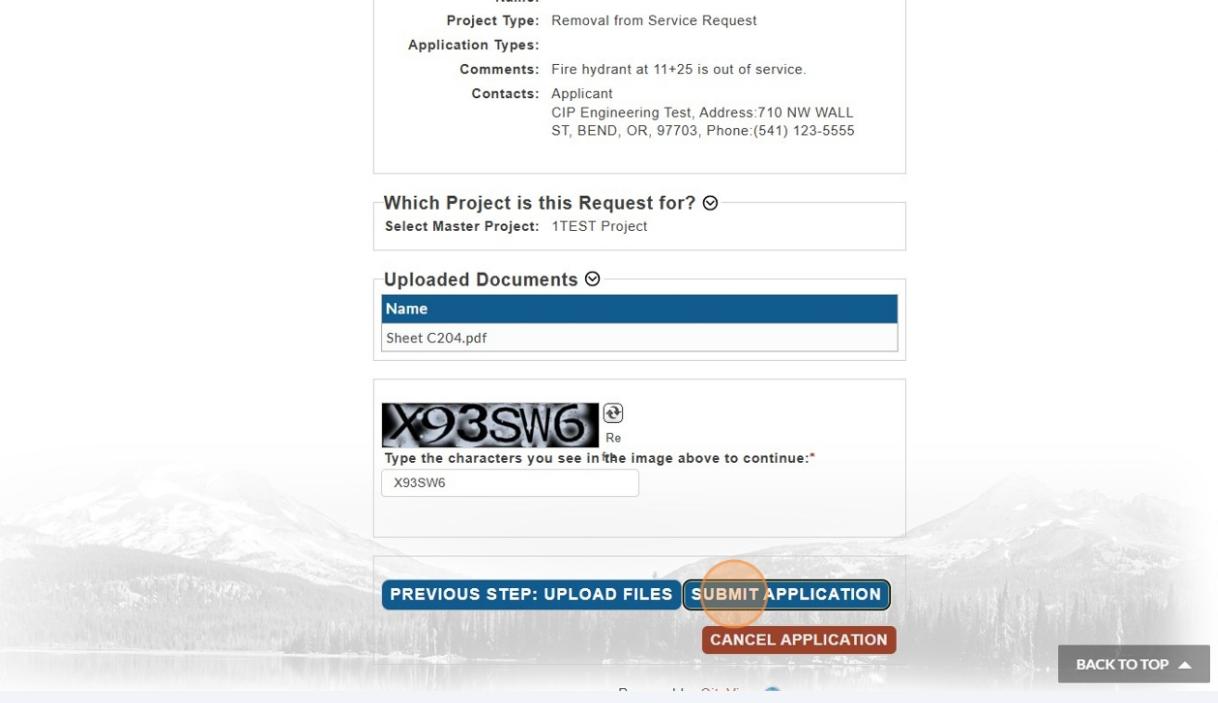
13 Click "OK"



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



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

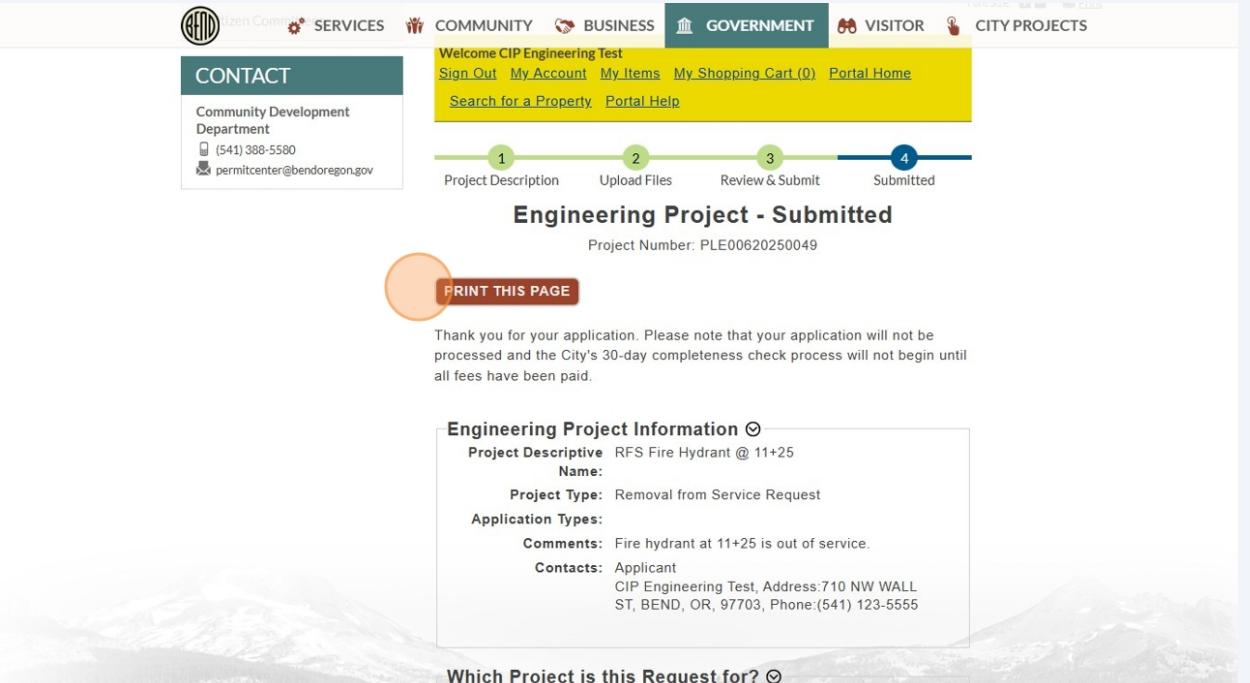
Uploaded Documents   
Name  
Sheet C204.pdf

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

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

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



Community Services GOVERNMENT VISITOR CITY PROJECTS

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

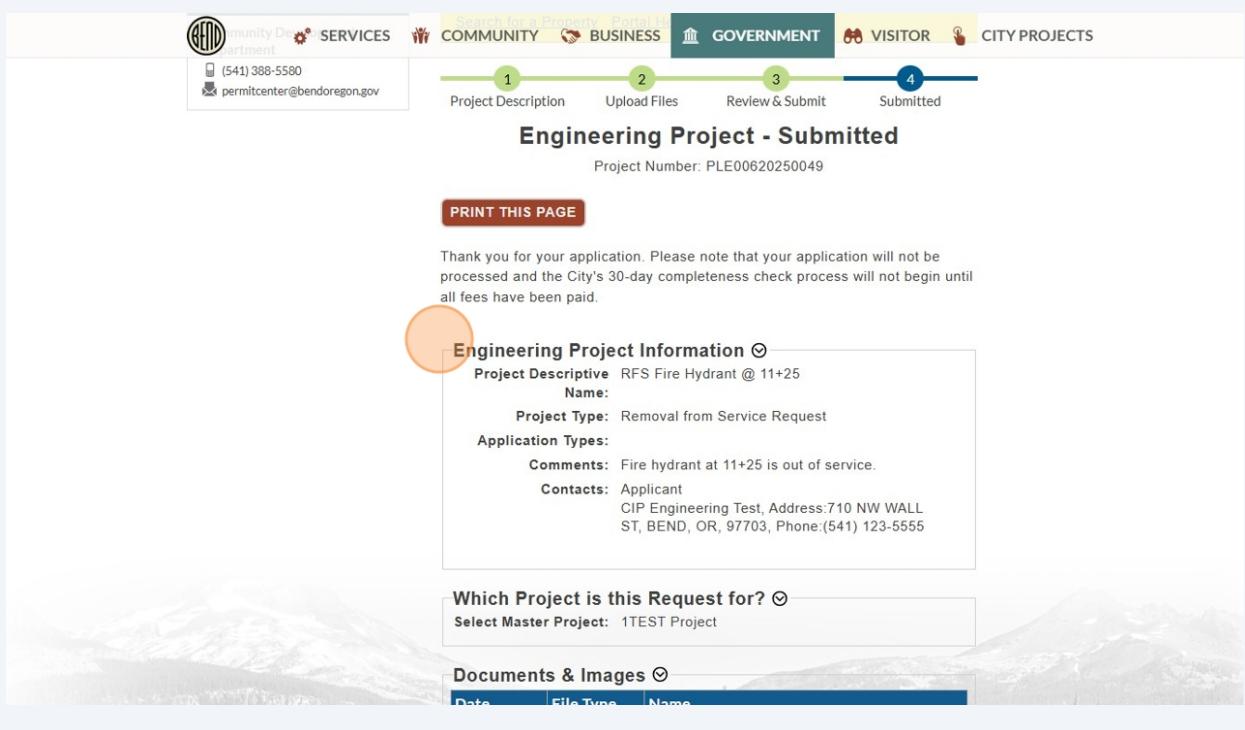
**PRINT THIS PAGE**

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 RFS Fire Hydrant @ 11+25  
Name:  
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 SERVICES COMMUNITY BUSINESS GOVERNMENT VISITOR CITY PROJECTS

Project Description      Upload Files      Review & Submit      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**

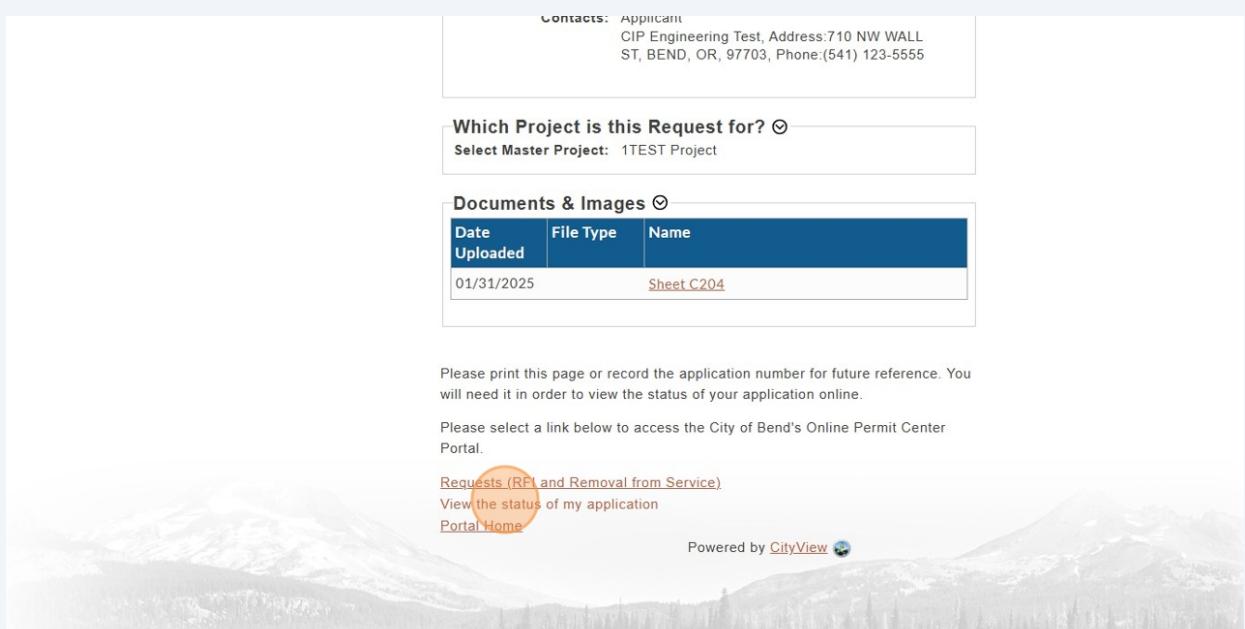
Project Descriptive: RFS Fire Hydrant @ 11+25  
Name:  
Project Type: Removal from Service Request  
Application Types:  
Comments: Fire hydrant at 11+25 is out of service.  
Contacts: Applicant  
CIP Engineering Test, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 123-5555

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

**Documents & Images**

Date Uploaded	File Type	Name
01/31/2025		<a href="#">Sheet C204</a>

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 Uploaded	File Type	Name
01/31/2025		<a href="#">Sheet C204</a>

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

Powered by [CityView](#)

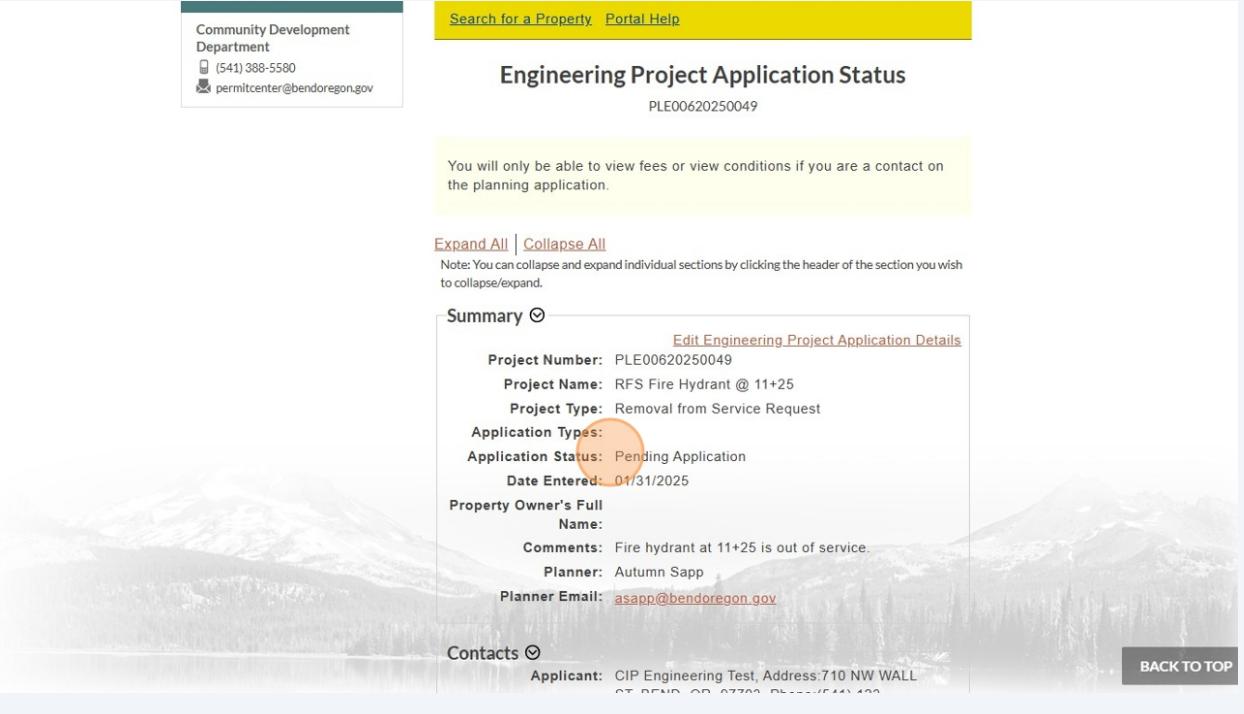
Come And Visit

Get In Touch

Stay Informed

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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

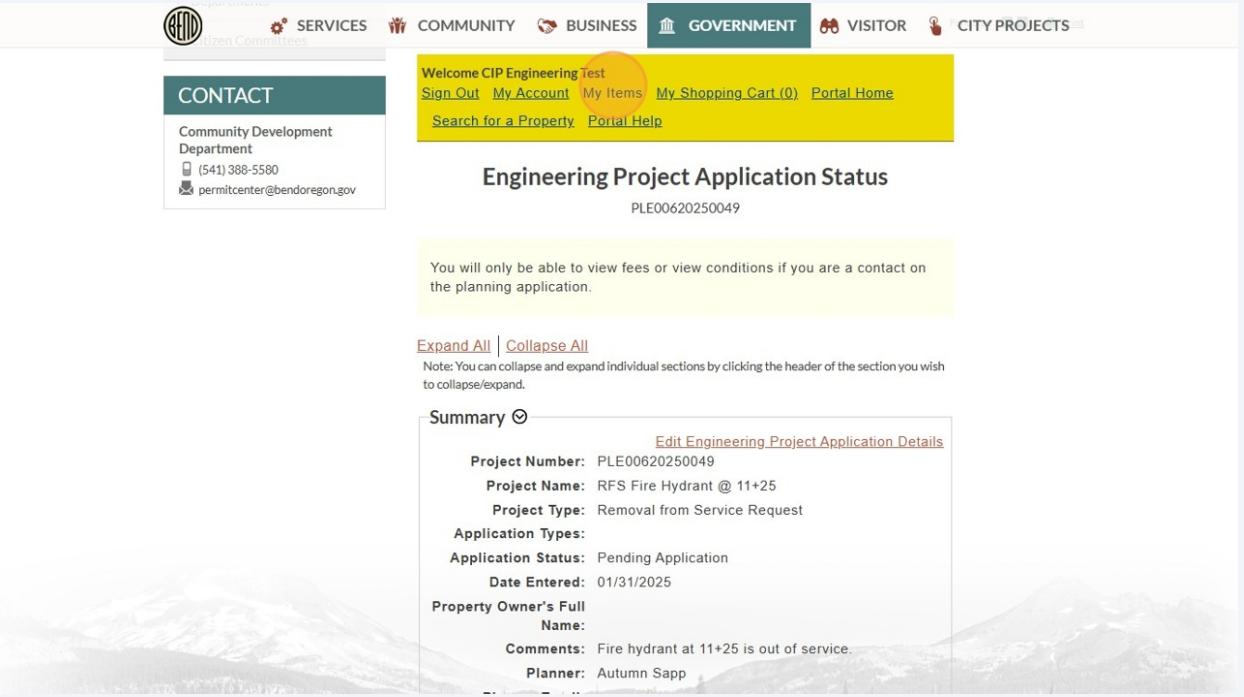
**Property Owner's Full Name:**  
Comments: Fire hydrant at 11+25 is out of service.  
Planner: Autumn Sapp  
Planner Email: [asapp@bendoregon.gov](mailto:asapp@bendoregon.gov)

**Contacts** 

**Applicant:** CIP Engineering Test, Address: 710 NW WALL ST, BEND, OR 97701, Ph: (541) 388-1200

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



**GOVERNMENT**

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.

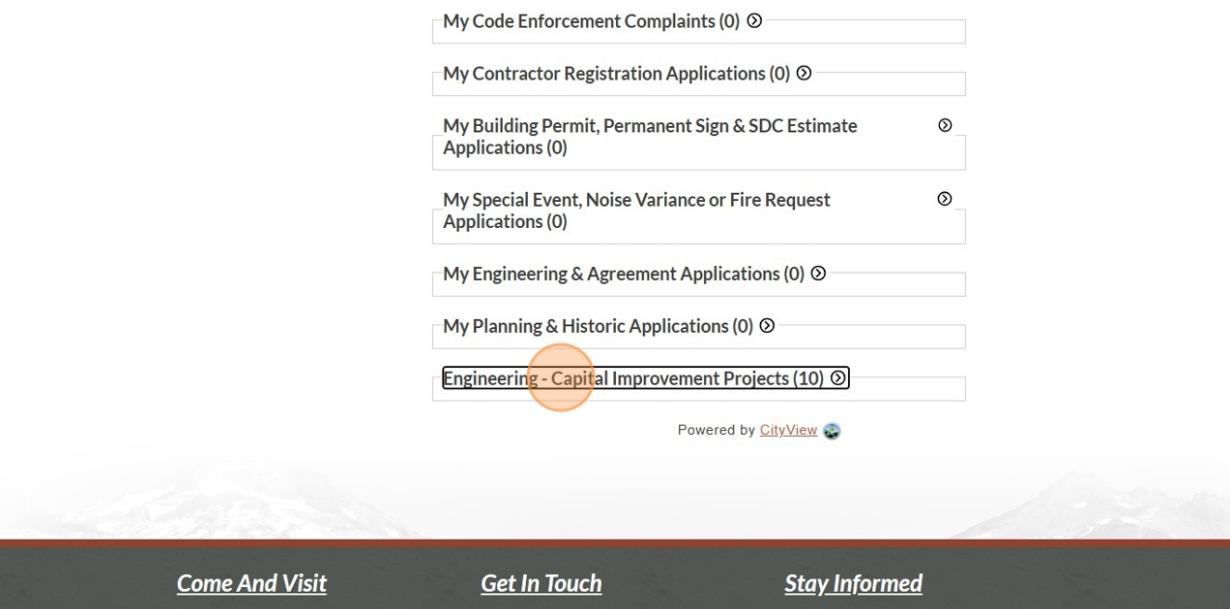
**Summary** 

[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) ⊖**

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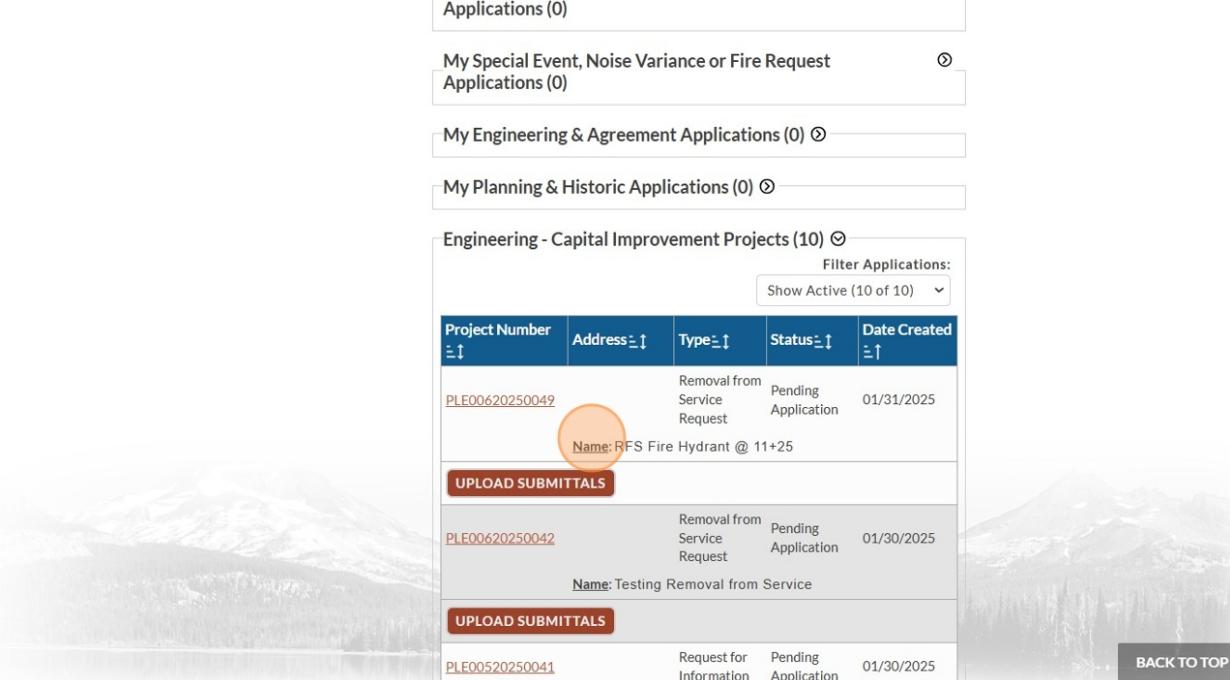
**Come And Visit**  
710 NW Wall St.  
Bend, OR 97703

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


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Communications & Media  
City Council

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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) ⊖

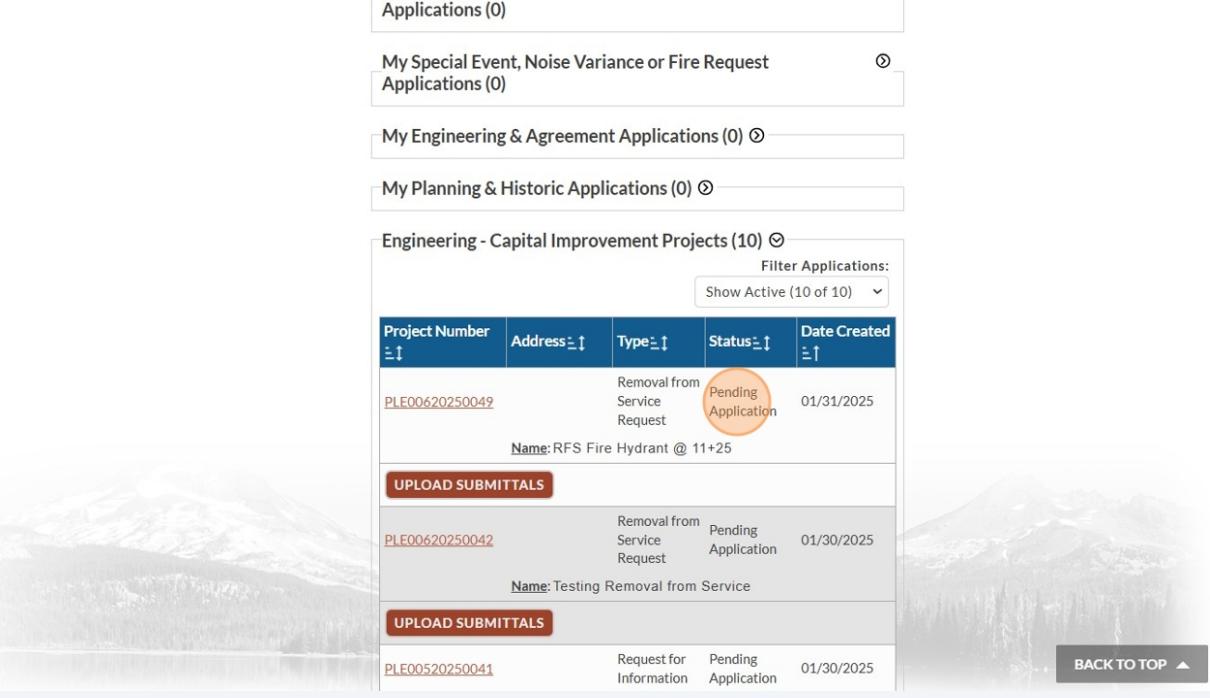
Engineering - Capital Improvement Projects (10) ⊖

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
PLE00620250042	Removal from Service Request	Pending Application	01/30/2025	Name: Testing Removal from Service
PLE00520250041	Request for Information	Pending Application	01/30/2025	

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

UPLOAD SUBMITTALS

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