



10 Portal - Submittal Uploads

1

Click "My Items"

The screenshot displays the City of Bend Online Permit Center Portal. The top navigation bar includes links for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT (highlighted), and VISITOR. A left sidebar contains links for City Council, Departments, and Citizen Committees, followed by a CONTACT section for the Community Development Department with phone and email information. The main content area is titled "Online Permit Center Portal" and shows a welcome message for JeanLuc Picard. A navigation bar within the main area includes links for Sign Out, My Account, My Items (highlighted with an orange circle), My Shopping Cart (0), Portal Home, and Search for a Property. Below this, the page provides instructions for new users and returning users, and includes contact information for the Permit Center at City Hall during business hours.

City Council
Departments
Citizen Committees

CONTACT

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

Online Permit Center Portal

Welcome JeanLuc Picard
Sign Out My Account **My Items** My Shopping Cart (0) Portal Home Search for a Property

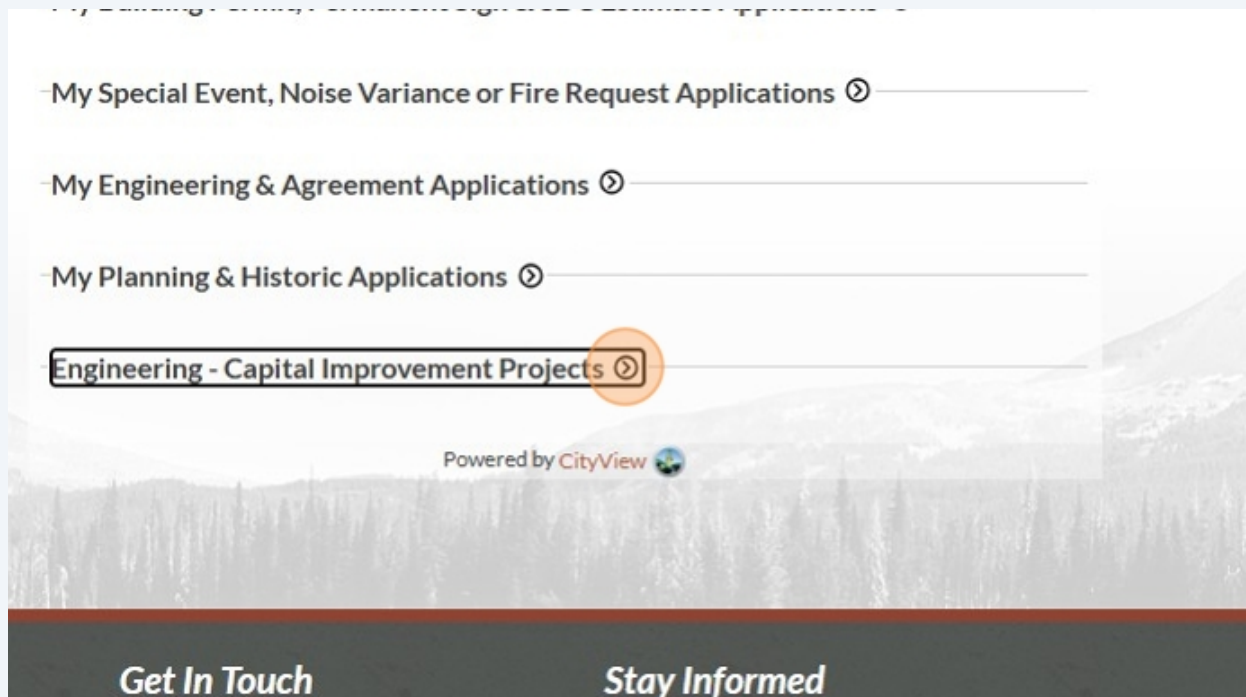
Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service are 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' check the status of your applications or inspections, respond to corrections, and upload new

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

2 Expand "Engineering - Capital Improvement Projects."



3 Click "Upload Submittals."



4

This will open up the current categories for submittal uploads. At this time the list cannot be sorted.

Current Submittal ☑

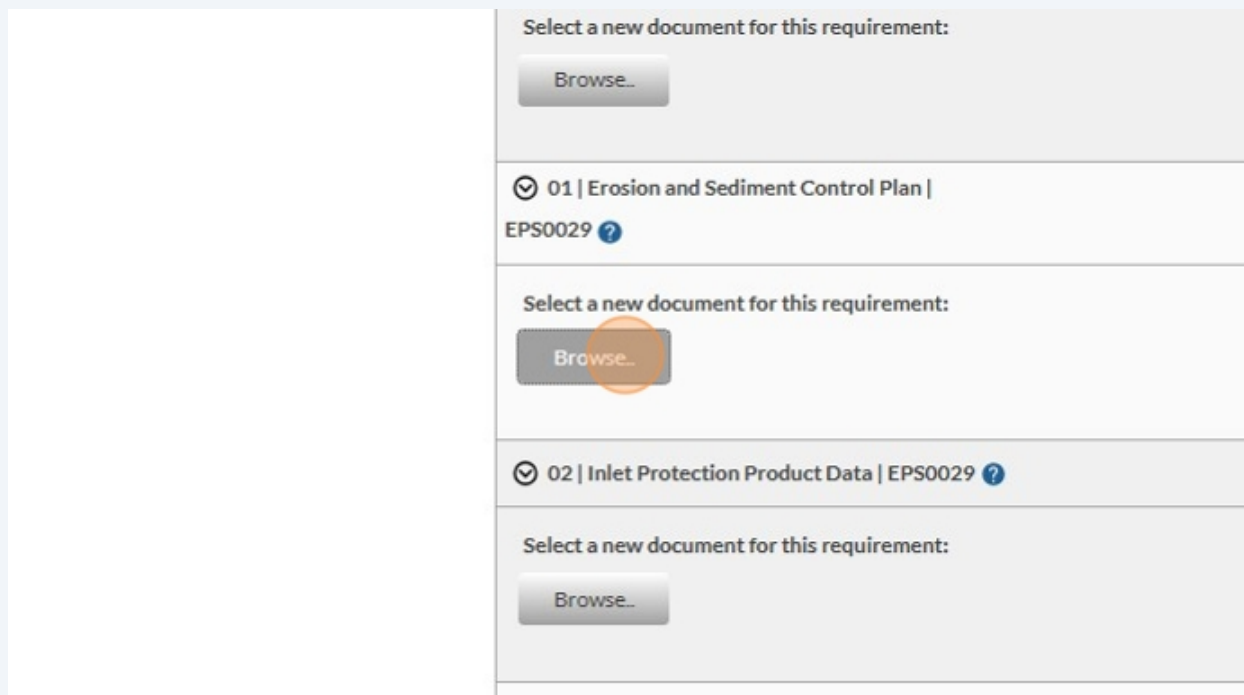
Submittal #1) Engineering CIP (11/26/2024) Print Re

Type	Status	Date V
☑ Plans Plans EPS0237 ?		
Select a new document for this requirement: <input data-bbox="566 600 718 649" type="button" value="Browse..."/>		
☑ Schedule Schedule EPS0238 ?		
Select a new document for this requirement: <input data-bbox="566 846 718 896" type="button" value="Browse..."/>		



To find a particular submittal category utilize the web browser's search function. For example using a computer you can open a search option a webpage using Ctrl + F and entering a keyword or numbers to search the webpage.

5 To upload a submittal document, click "Browse."



The screenshot shows a web portal interface with a large empty box on the left and a list of requirements on the right. Each requirement has a 'Browse...' button. The first requirement is '01 | Erosion and Sediment Control Plan | EPS0029' with a question mark icon. The second requirement is '02 | Inlet Protection Product Data | EPS0029' with a question mark icon. The 'Browse...' button for the second requirement is highlighted with an orange circle.

Select a new document for this requirement:

Browse...

01 | Erosion and Sediment Control Plan | EPS0029 ?

Select a new document for this requirement:


Browse...


02 | Inlet Protection Product Data | EPS0029 ?

Select a new document for this requirement:


Browse...

6 Navigate to the file for upload.

 Portal also allows dragging and dropping a file. Be sure to drop within the correct category.

 File naming conventions should include the year, month, and date at the beginning followed by a descriptive file name and if appropriate the version.

Example: 20250113 CityView Submittal Upload Manual.pdf

 Portal will accept most files except Word (.doc or .docx) files. If you need to upload a Word document it must be saved as a PDF before uploading.

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You may add a description or comment for the document uploading in the "Provide a short description of this set of documents:" field.

The screenshot shows a document upload interface. On the left is a large empty white box. On the right, there is a list of requirements. The first requirement is "01 | Erosion and Sediment Control Plan | EPS0029" with a blue question mark icon. Below this, there is a section titled "Select a new document for this requirement:" with a "Browse..." button. Below the button, the filename "Erosion and Sediment Control Plan.pdf" is displayed with a "Cancel" link. Below this is a section titled "Provide a short description of this set of documents:" with a text input field containing the text "Contractor's comments about submittal." An orange circle highlights the text input field. Below the first requirement is a second requirement: "02 | Inlet Protection Product Data | EPS0029" with a blue question mark icon.

8

Multiple files can be uploaded to one submittal category.

The screenshot shows a document upload interface. On the left is a large empty white box. On the right, there is a list of requirements. The first requirement is "05-15 | Sewer Pipe | EPS0056" with a blue question mark icon. Below this, there is a section titled "Select a new document for this requirement:" with a "Browse..." button. Below the button, two filenames are displayed: "Utility Field Exploration Findings Orion Dr_DOWL Comments.pdf" and "VOL II 21-3209 VIA SANDIA_submittal notes - Copy.pdf", each with a "Cancel" link. Below this is a section titled "Provide a short description of this set of documents:" with an empty text input field. An orange circle highlights the "Browse..." button.



At this time it is recommended to only upload to one submittal section at a time. There is a bug in the software that can cause issues when uploading to more than one section at a time and you may receive an error. This is planned to be fixed in April 2025.

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Once all items have been added to a submittal section and descriptions and comments have been made, click "Upload Documents."

The screenshot shows a web application interface. At the top, there is a text input field with the placeholder text "Provide a short description of this set of documents:". Below this field, the text "Added two other items." is visible. In the center of the page, there is a button labeled "Upload Documents" which is highlighted with an orange circle. Below the button, there are two links: "Review this application" and "Portal Home". At the bottom of the page, there is a footer that says "Powered by CityView" with a small globe icon. The bottom of the page features a dark grey bar with the text "Get In Touch" and "Stay Informed" in white.

10

Continue adding files to submittal sections and uploading them for each section.

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To upload a new version of an existing document, click "New Version" next to the document.

19 | Traffic Control Plan | EPS0022 ?

Select a new document for this requirement:

Browse...

20-23 | Manholes | EPS0060 ?

CWSRF Reference

New Version

CWSRF Reference [Autumn Sapp @ 11/26/2024 9:07 AM]

Select a new document for this requirement:

Browse...

Manhole Submittal Pkg.pdf Cancel

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You may add a description or comment for the document uploading in the "Provide a short description of this set of documents:" field.

20-23 | Manholes | EPS0060 ?

CWSRF Refer

CWSRF Reference

CWSRF Refe
9:07 AM]

Provide a short description of this set of documents:

Updated CWSRF docs

Select a new document for this requirement:

Browse...

Manhole Submittal Pkg.pdf Cancel

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Once the new revision(s) have been added and descriptions and comments have been made, click "Upload Documents."

Provide a short description of this set of documents:

Added two other items.

Upload Documents

[Review this application](#) | [Portal Home](#)

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Get In Touch *Stay Informed*

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Use "Upload Additional Documents" to add documents that do not have a submittal category or are not related to submittals. To do so click "Browse" and navigate to the file(s) to be uploaded.

Previous Submittals ⓘ

Upload Additional Documents ⓘ

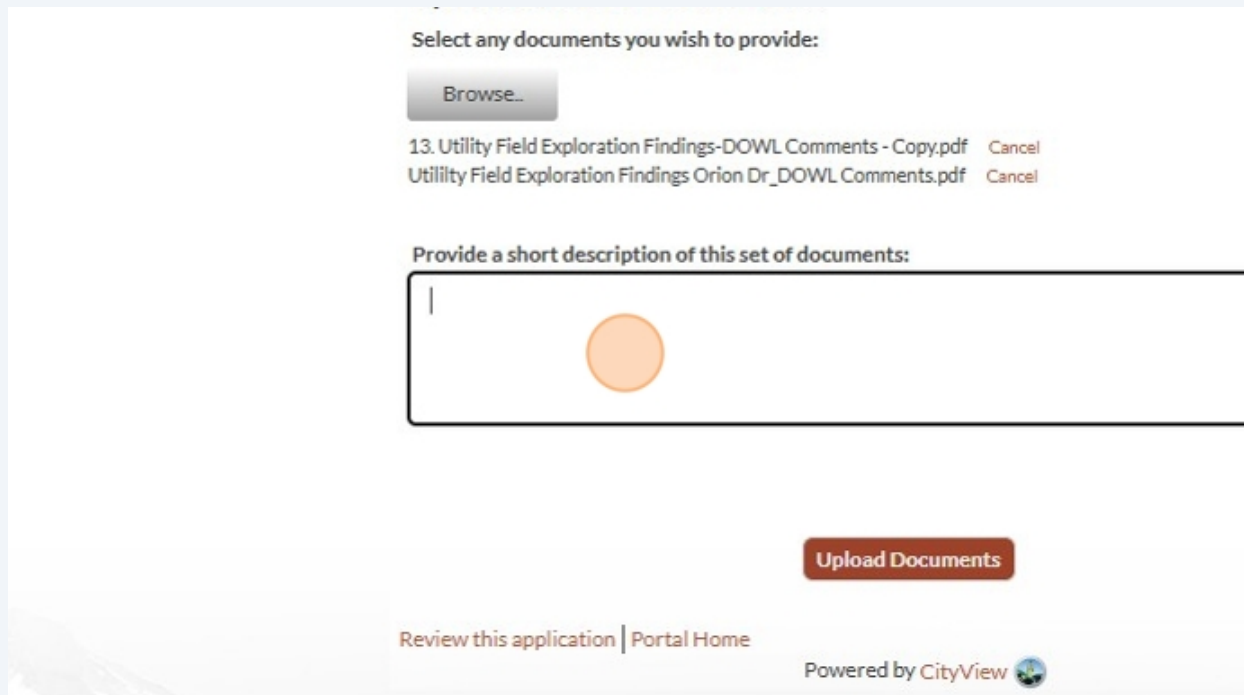
Select any documents you wish to provide:

Browse...

Provide a short description of this set of documents:

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If you are uploading additional documents please include a description of the file(s) uploaded in the "Provide a short description of this set of documents:" field.



Select any documents you wish to provide:


[Browse...](#)

13. Utility Field Exploration Findings-DOWL Comments - Copy.pdf [Cancel](#)
Utility Field Exploration Findings Orion Dr_DOWL Comments.pdf [Cancel](#)

Provide a short description of this set of documents:

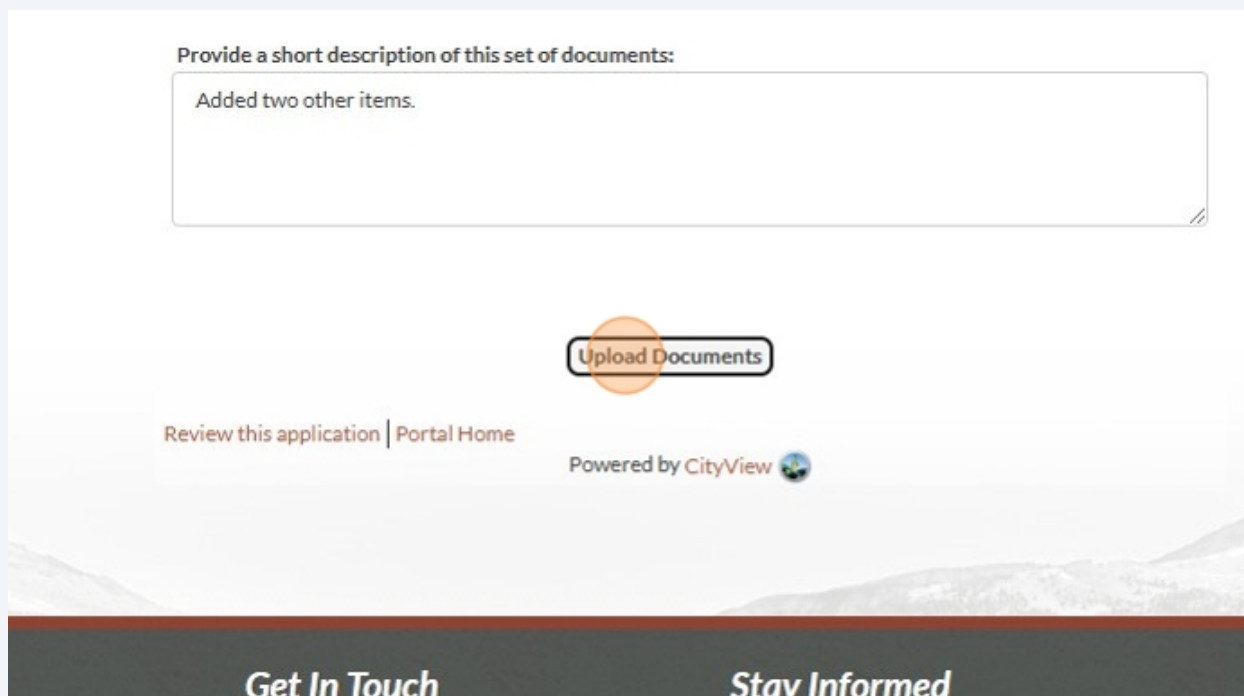
[Upload Documents](#)

[Review this application](#) | [Portal Home](#)

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Once the additional document(s) have been added and descriptions and comments have been made, click "Upload Documents."




Provide a short description of this set of documents:

Added two other items.

[Upload Documents](#)

[Review this application](#) | [Portal Home](#)

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You may see the files turning green as they successfully upload. Once all uploads are complete a popup will notify you. Click "Ok."

