



10 Portal - Submittal Uploads

- 1 Click "My Items"

The screenshot shows the City of Bend's website with a navigation bar at the top. The 'GOVERNMENT' tab is selected, highlighted in green. Below the navigation, there's a sidebar on the left with links to 'City Council', 'Departments', and 'Citizen Committees'. A 'CONTACT' section provides phone number (541) 388-5580 and email (permitcenter@bendoregon.gov). The main content area is titled 'Online Permit Center Portal'. It displays a welcome message for 'JeanLuc Picard', a sign-out link, and a 'My Items' link which is circled in red. Other links include 'My Shopping Cart (0)', 'Portal Home', and 'Search for a Property'. The main text area provides instructions for new and returning users, including how to check application status and upload new documents. It also offers help resources and contact information.

1 Click "My Items"

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 area 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 to check the status of your applications or inspections, respond to corrections, and upload new documents.

Need help getting started? Check out our Portal Help link above for how-to guides, frequent 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.

2 Expand "Engineering - Capital Improvement Projects."

- My Special Event, Noise Variance or Fire Request Applications 

- My Engineering & Agreement Applications 

- My Planning & Historic Applications 

Engineering - Capital Improvement Projects 

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3 Click "Upload Submittals."

Engineering - Capital Improvement Projects 

Reference Number	Address	Type	St
PLEPC20240213	VIA SANDIA	Engineering - CIP Construction for Contractor	Per Ap

Name:

Upload Submittals  **Share** 

Requests (RFI and Removal from Service)

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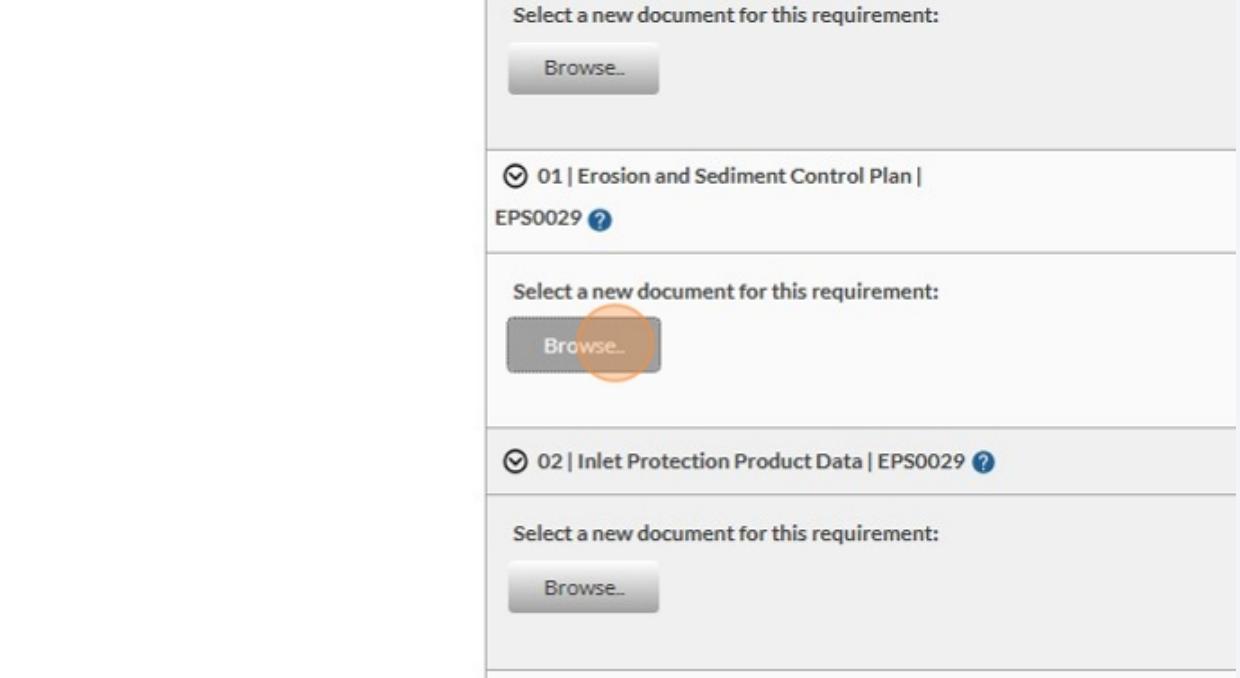
4 This will open up the current categories for submittal uploads. At this time the list cannot be sorted.

The screenshot shows a software interface for managing submittals. At the top, it says "Current Submittal" and "Submittal #1) Engineering CIP (11/26/2024)". There is a "Print Re" button on the right. Below this, there is a table with three columns: "Type", "Status", and "Date V". The first row, "Plans", is highlighted with a yellow circle around the "Type" column. The second row, "Schedule", is also highlighted with a yellow circle around the "Type" column. Each row has a "Select a new document for this requirement:" label and a "Browse..." button.



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 portal interface with three requirement sections. Each section has a 'Select a new document for this requirement:' label and a 'Browse...' button. The second requirement section is highlighted with a red circle around its 'Browse...' button.

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.

(i) 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.

7 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 software interface for managing document submissions. At the top, a list item is selected: "01 | Erosion and Sediment Control Plan | EPS0029". Below this, a button labeled "Select a new document for this requirement" with a "Browse..." button is visible. A file named "Erosion and Sediment Control Plan.pdf" is listed with a "Cancel" button. At the bottom, a text input field is labeled "Provide a short description of this set of documents:" and contains the text "Contractor's comments about submittal.", which is highlighted with an orange circle. Another list item, "02 | Inlet Protection Product Data | EPS0029", is shown below.

8 Multiple files can be uploaded to one submittal category.

The screenshot shows a software interface for managing document submissions. At the top, a list item is selected: "05-15 | Sewer Pipe | EPS0056". Below this, a button labeled "Select a new document for this requirement" with a "Browse..." button is visible. A file named "Utility Field Exploration Findings Orion Dr_DOWL Comments.pdf" is listed with a "Cancel" button. Another file, "VOL II 21-3209 VIA SANDIA_submittal notes - Copy.pdf", is also listed with a "Cancel" button. At the bottom, a text input field is labeled "Provide a short description of this set of documents:".



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.

9

Once all items have been added to a submittal section and descriptions and comments have be 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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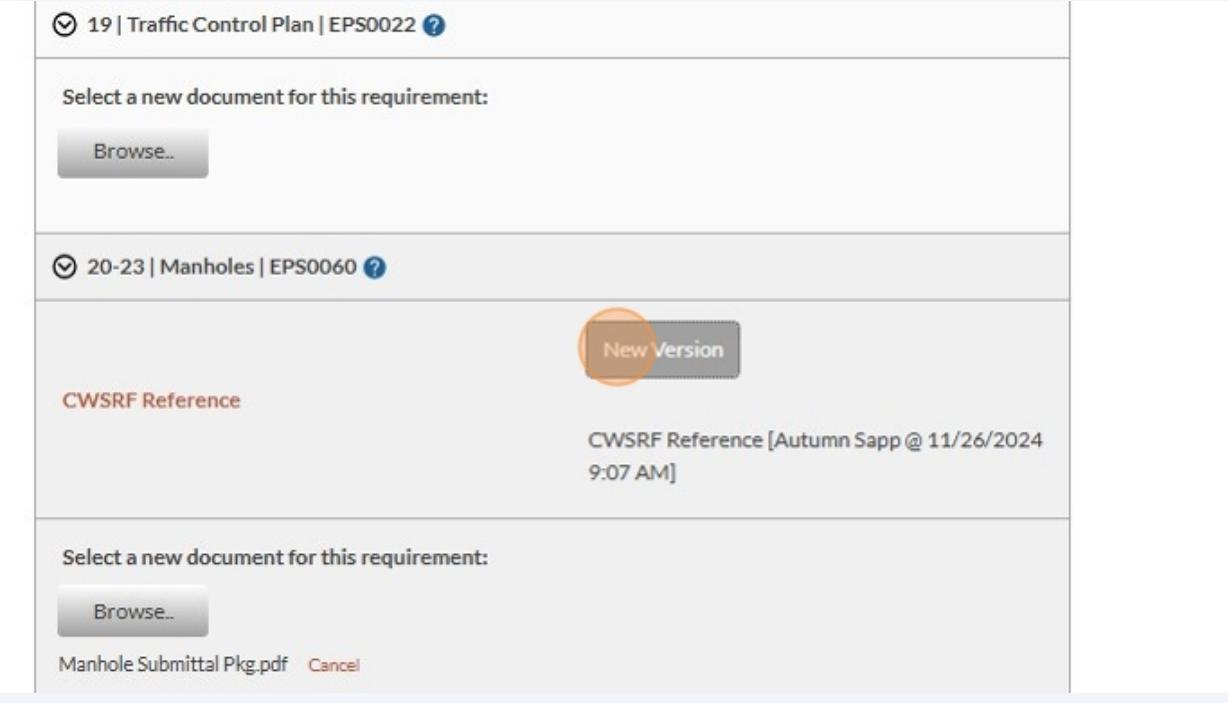
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10

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

11

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 ?

New Version

CWSRF Reference

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

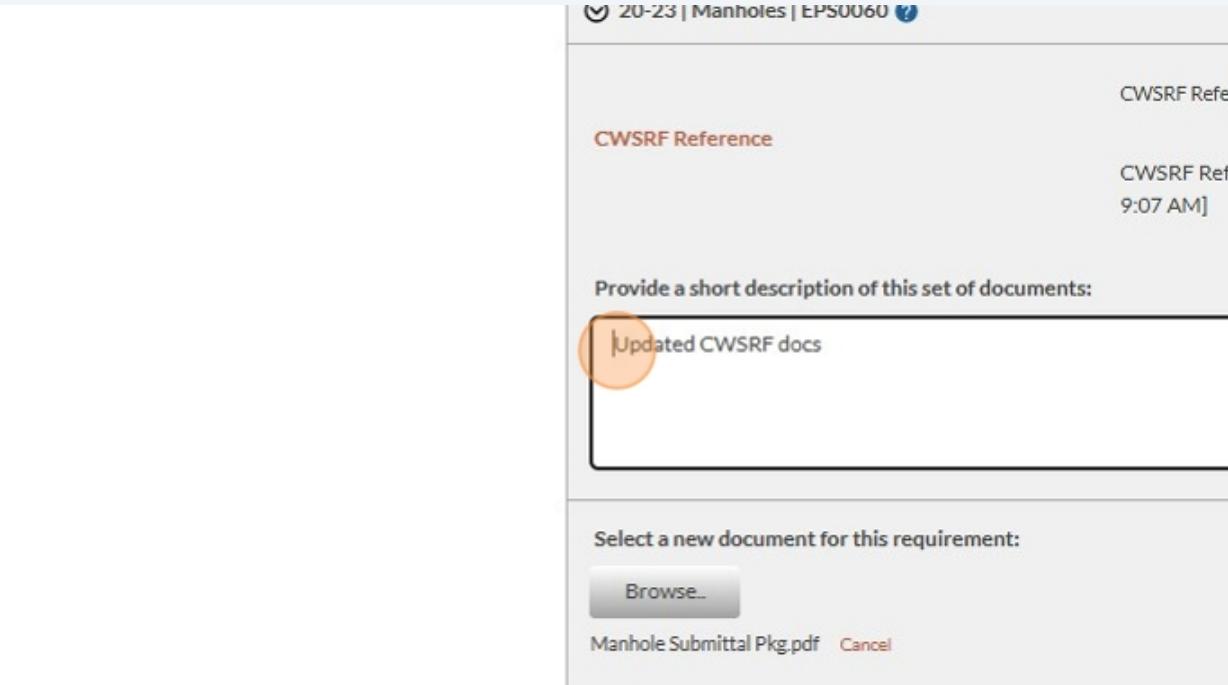
Select a new document for this requirement:

Browse...

Manhole Submittal Pkg.pdf Cancel

12

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 Reference [Autumn Sapp @ 11/26/2024 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

13

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

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14

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:

15

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](#)

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16

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

Provide a short description of this set of documents:

Added two other items.

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17

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

