

First apply for a septic tank abandonment permit with Deschutes County, [Onsite/Septic | Deschutes County Oregon](#). If you have questions about the abandonment permit or process please contact Deschutes County, (541) 388-6519. You will need the abandonment permit number to proceed through the next steps.

If your property is part of the City's Neighborhood Extension Program (NEP) you will need to complete the Applicant Information, Property Information and Tank Abandonment Permit portions of this form:

<https://www.bendoregon.gov/home/showpublisheddocument/46598/637516663578230000>. If you are unsure whether your property is part of an NEP, use the Contact section of this webpage to inquire: [Septic to Sewer Conversion Program | City of Bend \(bendoregon.gov\)](#).

To apply for a Plumbing permit for a Septic to Sewer conversion

Register for a Portal account ([Welcome | City of Bend - CityView Portal](#)). Portal is the City of Bend's online permitting software. Once registered sign into Portal.

From the Portal Home Page select Apply under the Building, Permanent Signs & SDC Estimates section.

Step 1:

Application type = Plumbing

Nature of work = New

Description of work = Septic to sewer conversion

Building use = for a one family home select Single Family Dwelling, for a Duplex select Duplex.

Water and sewer service = Yes, fill in the applicable information with the entity that should receive the sewer utility billing

Owner Builder = if the plumbing work will be done by the homeowner versus a contractor select yes. Note that LLCs are not allowed to perform work as an Owner Builder

Tenant/Project name = this can be left blank

Affordable housing project = No or blank

Estimated Construction Cost = this can be left blank

Select Next Step (do this after each step)

Step 2:

Plumbing permit is preselected, nothing else needed at this step.

Step 3:

Select Sewer Connection to City Sewer System and Sewer Line New.

Step 4:

Sewer Connection to City Sewer System = 1

Sewer Line New = enter lineal feet of new sewer line that will be installed to accommodate the new connection.

Step 5:

Use the Search for Location section to locate the site address of the property being connected to City Sewer.

Step 6:

Use the Add Business from Address Book button to locate the business name of the Plumbing Contractor that will be performing the work if Owner Builder was not selected.

Step 7:

Upload a rough site plan (Google aerial or similar is fine) showing where the new sewer line will be installed from the property line to the home. Use the Browse button to upload the document to the Plumbing Plans submittal item. If the property is part of the NEP, also upload the Septic to Sewer Hook-Up form referenced in the second paragraph of this handout.

Step 8:

Review the application details you entered, check the Do you agree? Box and enter the captcha then select Submit Application.

There will be no fees due at this point. The system will provide a notice that the application won't be processed until any fees are paid, this is a standardized notice but is not applicable to your application. Permit, System Development Charges (SDCs) and Connection Fees as applicable will be due once the application is approved. The plumbing permit fees typically run about \$160.00, the SDCs fees can be determined using our fee schedule, section 2.11.02

(<https://www.bendoregon.gov/government/departments/finance/fees-and-charges>) and Connection Fees can be found using this webpage: [Septic to Sewer Conversion Program | City of Bend \(bendoregon.gov\)](#).

Should you have any questions about applying for the plumbing permit please contact the Building Safety Division: building@bendoregon.gov or (541) 388-5580 option 2 then option 1.