

# HOW-TO PAY FEES

## Need Help?

If at any point in your application process you require help, please contact us at the Permit Center and we'd be happy to help.

For accessibility and translation accommodations, please refer to the last page of this guide for more resources.

**Email contact:** [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov)

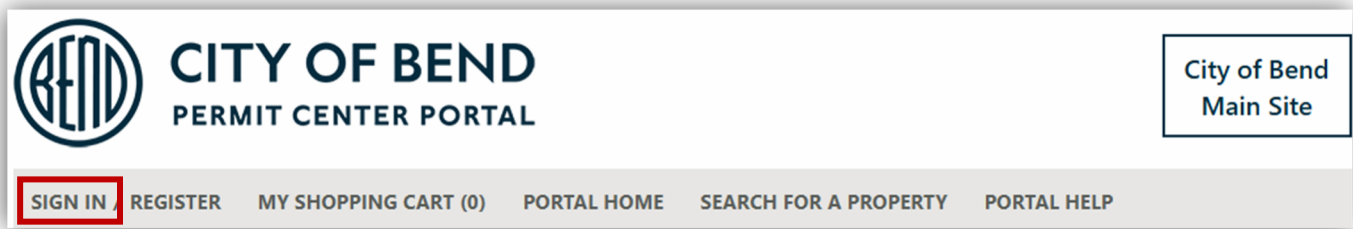
**Permit Center Phone:** (541) 388-5580

**Online Permit Center Portal Home:** <https://cityview.ci.bend.or.us/portal>

## Steps for How to Pay Fees

### Step 1 – Sign In

1. Click "**Sign In**" on the left side of the top menu bar
  - a. If you haven't created an account, view our **Register as a First Time User** guide.
2. Sign in with your **email address** and **password**, then click "**log in.**"

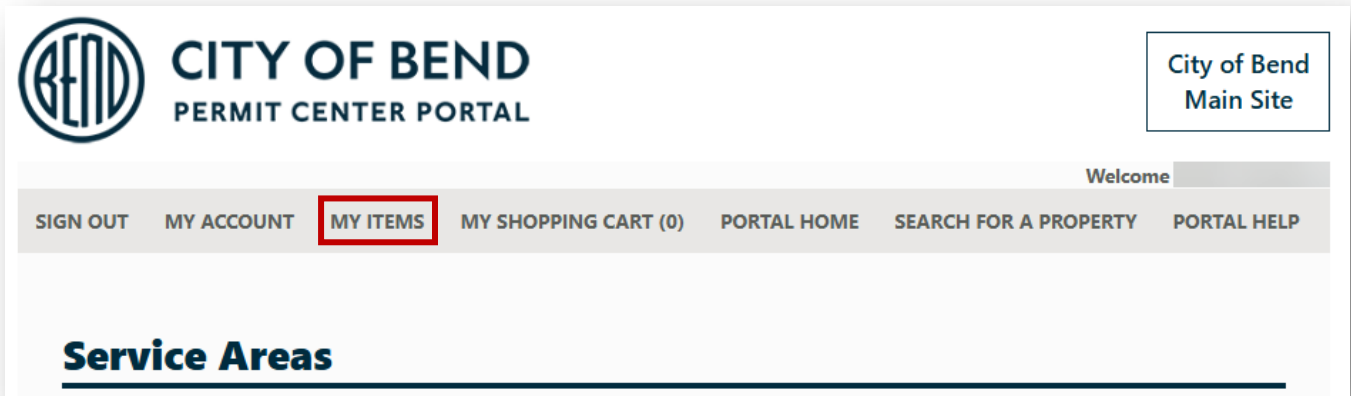




## Step 2 – Navigate to “My Items”

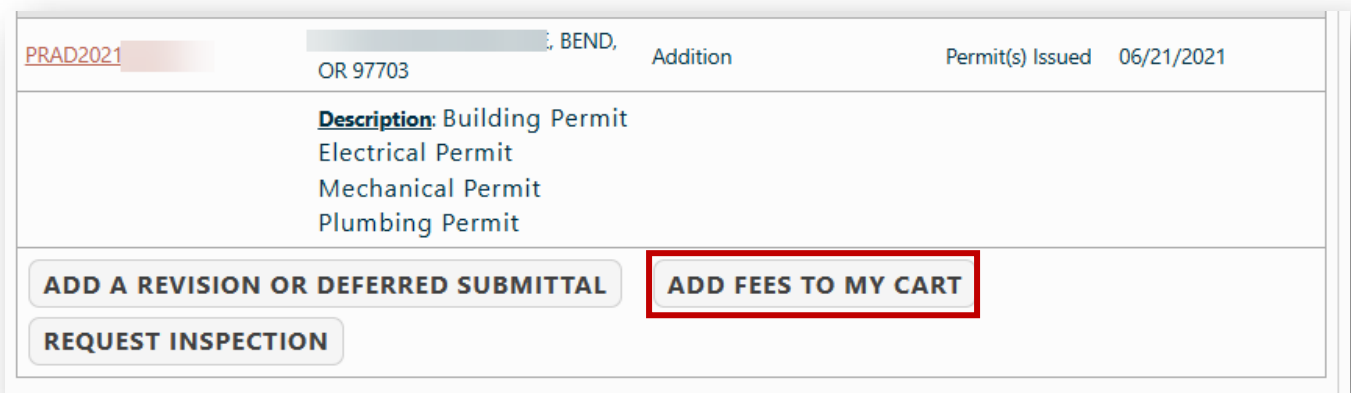
1. Once you’re signed in, view the top-menu bar and select **“My Items”**

**Note: “My Items” is only visible when signed in. If you’re not seeing it, check that you are signed in.**



## Step 3 – Add Fees to Cart

1. The **“My Items”** page lists all the applications on which you are a contact.
2. Open the appropriate service area to find the application you wish to make a payment on.
3. Any projects that have fees due display an **“Add Fees to My Cart”** button, add fees by clicking on it.





## Step 4 – Navigate to “Application Status”

1. Another option is to navigate to the **Application Status** page to review Fees in detail before adding them. You can do this by clicking on the application number under My Items and navigating to the fees section.

|                                                                                           |       |                     |                  |            |
|-------------------------------------------------------------------------------------------|-------|---------------------|------------------|------------|
| PRAD2021                                                                                  | BEND, | Addition            | Permit(s) Issued | 06/21/2021 |
| Description: Building Permit<br>Electrical Permit<br>Mechanical Permit<br>Plumbing Permit |       |                     |                  |            |
| ADD A REVISION OR DEFERRED SUBMITTAL                                                      |       | ADD FEES TO MY CART |                  |            |
| REQUEST INSPECTION                                                                        |       |                     |                  |            |

### Permit Application Status

PRAD20210

You will only be able to view fees or request inspections or view conditions if you are a contact on the permit 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 ☯

Application Number: PRAD20210  
Application Type: Addition  
Application Status: Permit(s) Issued  
Property Owner's Full Name:  
Occupancy Code:  
Description of Work:  
  
Application Date:  
Issued Date:  
Expiration Date:  
Plan Checker:  
Plan Checker Email:  
Application Expiration Date:  
Expiration Date:

Locations ☯

Contacts ☯

Permits ☯

Submittals ☯

Fees ☯

Deposits & Bonds ☯

Inspections ☯

Conditions ☯

Related Permit & Planning Applications ☯

Documents & Images ☯



2. From here you'll see a list of all fees that have been paid and any outstanding fees.
3. To add them to your shopping cart and pay, click Add Fees to My Cart located at the bottom of the invoice.

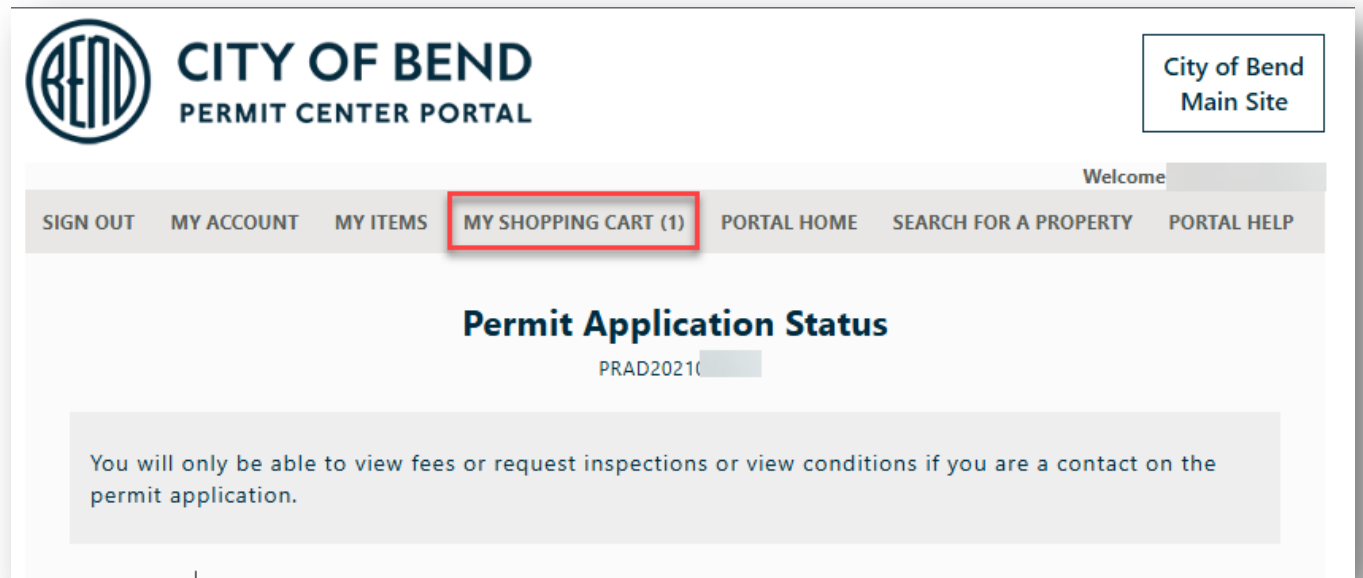
| Fees ☺                                                                                                                                                                                                     |                   |                   |                |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------|------------|
| Paid Fees                                                                                                                                                                                                  | Amount            | Paid              | Owing          | Date Paid  |
| Building Permit - Valuation cost                                                                                                                                                                           | \$416.79          | \$416.79          | Paid           | 07/20/2022 |
| Affordable Housing                                                                                                                                                                                         | \$133.89          | \$133.89          | Paid           | 07/20/2022 |
| Planning Review - New Single Family or Duplex Review                                                                                                                                                       | \$470.00          | \$470.00          | Paid           | 06/23/2021 |
| Drainage Review and Permit - Residential                                                                                                                                                                   | \$181.00          | \$181.00          | Paid           | 06/23/2021 |
| Electrical - Branch circuits - new, alt, ext per panel w/o purch                                                                                                                                           | \$241.42          | \$241.42          | Paid           | 07/20/2022 |
| Mechanical - For gas-piping system                                                                                                                                                                         | \$7.47            | \$7.47            | Paid           | 07/20/2022 |
| Mechanical - Base permit fee - residential or commercial                                                                                                                                                   | \$57.25           | \$57.25           | Paid           | 07/20/2022 |
| Plumbing - Residential permit fee                                                                                                                                                                          | \$98.31           | \$98.31           | Paid           | 07/20/2022 |
| State Surcharge Electrical                                                                                                                                                                                 | \$28.97           | \$28.97           | Paid           | 07/20/2022 |
| State Surcharge Mechanical                                                                                                                                                                                 | \$7.77            | \$7.77            | Paid           | 07/20/2022 |
| State Surcharge Plumbing                                                                                                                                                                                   | \$11.80           | \$11.80           | Paid           | 07/20/2022 |
| State Surcharge Building                                                                                                                                                                                   | \$50.01           | \$50.01           | Paid           | 07/20/2022 |
| Building plan review                                                                                                                                                                                       | (\$43.64)         | (\$43.64)         | Paid           |            |
| Long Range Planning                                                                                                                                                                                        | \$11.44           | \$11.44           | Paid           | 07/12/2024 |
| Additional plan review hourly charge                                                                                                                                                                       | \$64.71           | \$64.71           | Paid           | 05/07/2023 |
| Planning Review - Residential Addition or Alteration                                                                                                                                                       | \$286.00          | \$286.00          | Paid           | 03/29/2024 |
| Building plan review                                                                                                                                                                                       | \$43.64           | \$43.64           | Paid           | 03/29/2024 |
| Additional plan review hourly charge                                                                                                                                                                       | \$64.71           | \$64.71           | Paid           | 07/12/2024 |
| Long Range Planning                                                                                                                                                                                        | \$4.76            | \$4.76            | Paid           | 06/01/2025 |
| Additional plan review hourly charge                                                                                                                                                                       | \$129.42          | \$129.42          | Paid           | 04/29/2025 |
| Additional plan review hourly charge                                                                                                                                                                       | \$64.71           | \$64.71           | Paid           | 05/12/2025 |
| Electrical - Branch circuits - new, alt or extension per panel w/ purch                                                                                                                                    | \$100.80          | \$100.80          | Paid           | 08/23/2025 |
| Electrical - Service/feeders - New/Alt (201 to 400)                                                                                                                                                        | \$189.16          | \$189.16          | Paid           | 05/12/2025 |
| State Surcharge Electrical                                                                                                                                                                                 | \$22.70           | \$22.70           | Paid           | 05/12/2025 |
| Planning Review - Re-review - for significant review on 3rd rev or final                                                                                                                                   | \$119.00          | \$119.00          | Paid           | 05/22/2025 |
| Additional plan review hourly charge                                                                                                                                                                       | \$64.71           | \$64.71           | Paid           | 06/01/2025 |
| Additional plan review hourly charge                                                                                                                                                                       | \$258.84          | \$258.84          | Paid           | 08/18/2025 |
| Electrical - Service/feeders - New/Alt (200 or less)                                                                                                                                                       | \$311.12          | \$311.12          | Paid           | 08/23/2025 |
| State Surcharge Electrical                                                                                                                                                                                 | \$49.43           | \$49.43           | Paid           | 08/23/2025 |
| Outstanding Fees                                                                                                                                                                                           | Amount            | Paid              | Owing          | Date Paid  |
| Building plan review                                                                                                                                                                                       | \$270.91          | \$270.91          | Paid           | 09/06/2022 |
| Long Range Planning                                                                                                                                                                                        | \$26.04           | \$26.04           | Paid           | 09/06/2022 |
| Planning Review - Minor Res. Remodel, Addition, Alteration (interior)                                                                                                                                      | \$96.00           | \$0.00            | \$96.00        | Not Paid   |
| <b>Totals:</b>                                                                                                                                                                                             | <b>\$3,839.14</b> | <b>\$3,543.14</b> | <b>\$96.00</b> |            |
| Application and plan check fees are due at the time of application. Permit fees, deposits and additional review fees may be assessed during the review process, and must be paid prior to permit issuance. |                   |                   |                |            |
| Total Amount Payable Online: \$96.00 <a href="#">Add Fees to My Cart</a>                                                                                                                                   |                   |                   |                |            |



## Step 5 – Navigate to “My Shopping Cart”

1. Once you have added all fees you wish to pay, click **“My Shopping Cart”** to review your fees. You’ll know you have fees in your shopping cart based on the number next to “MY SHOPPING CART ()”. The example below shows one permit with fees have been added to the Shopping Cart.

**Note: You can add fees for multiple projects and pay all of them at the same time.**





## Step 6 – If you mistakenly add fees...

1. If you mistakenly add fees to your cart, select “**Remove Fees from My Cart**” in the application status page at the bottom of the invoice.

|                                 |                   |                   |                |          |
|---------------------------------|-------------------|-------------------|----------------|----------|
| Addition, Alteration (interior) | \$96.00           | \$0.00            | \$96.00        | Not Paid |
| <b>Totals:</b>                  | <b>\$3,839.14</b> | <b>\$3,743.14</b> | <b>\$96.00</b> |          |

Application and plan check fees are due at the time of application. Permit fees, deposits and additional review fees may be assessed during the review process, and must be paid prior to permit issuance.

Total Amount Payable Online: \$96.00 [Remove Fees from My Cart](#)

Deposits & Bonds ⓘ

2. You can also remove fees from your shopping cart when working directly in the shopping cart

### My Shopping Cart

Note: Transactions above \$600,000.00 cannot be processed online.

PRAD2021 ⓘ [Remove Fees from My Cart](#)

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

[SELECT ALL FEES](#) [DESELECT ALL FEES](#)

| Fee Type                                                              | Amount  | Amount Paid | Pay?                                |
|-----------------------------------------------------------------------|---------|-------------|-------------------------------------|
| Planning Review - Minor Res. Remodel, Addition, Alteration (interior) | \$96.00 | \$0.00      | <input checked="" type="checkbox"/> |
| <b>Totals:</b>                                                        | \$96.00 | \$0.00      |                                     |
| <b>Amount Payable Online:</b>                                         | \$96.00 |             |                                     |
| <b>Total Selected:</b>                                                | \$96.00 |             |                                     |

Total Amount Owning: \$96.00

Total Selected Amount: \$96.00

[MAKE PAYMENT](#)

[Portal Home](#)



## Step 7 – Making the Payment

1. When the shopping cart has all fees you'd like to pay, click **Make Payment**. You will be taken to the payment processing platform.

The screenshot shows the City of Bend payment portal. At the top, there's a header with the City of Bend logo and "CITY OF BEND" on the left, and "Contact Us" on the right. Below the header, there are three tabs: "Payment Options" (selected), "Payment Information", and "Review Payment".

The main content area is titled "How would you like to pay?". Under "Available Payment Methods", there's a dropdown menu showing "Credit/Debit Card". Below this, there are logos for American Express, VISA, DISCOVER, Mastercard, Apple Pay, and Google Pay.

Below the payment methods, there's another section titled "How much would you like to pay?". There's a radio button selected for "Pay in Full" with a total amount of "\$843.52". A green button labeled "Continue to Payment Information" is at the bottom of this section.

On the right side, there's a "Payment Summary" box. It contains a table with the following data:

| Invoice #                           | Amount           |
|-------------------------------------|------------------|
| 940182, Electrical - Branch circuit | \$549.38         |
| 940183, Electrical - Signal circuit | \$203.76         |
| 940184, State Surcharge Electrical  | \$90.38          |
| <b>Subtotal</b>                     | <b>\$843.52</b>  |
| <b>Service Fee*</b>                 | <b>+ \$24.88</b> |
| <b>Total</b>                        | <b>\$868.40</b>  |

Below the summary table, there's a link for "\*Fees Disclosure".

At the bottom of the page, there's a footer with the InvoiceCloud logo, a link to the Privacy Policy, and a link to Accessibility.

2. The City of Bend accepts many forms of payment. EFT, Cash, and Check payments do not incur surcharges. For the most up-to-date information on acceptable forms of payment and any associated fees with those payments, please refer to the Portal Help site under Payment FAQs: <https://bendoregon.gov/services/permits-licenses/online-permit-center-portal-help/>
3. **Important!** Please note that the City of Bend will **never** provide a direct link to payment processing. You should **always log in to your portal account** and add fees to your cart or call the Permit Center: 541-388-5580 for help with payments. If you ever receive anything suspicious, please contact the [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov) to verify the communication you received was legitimate.



### **Accommodation Information for People with Disabilities & Language Assistance Services**

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

### **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.