

HOW-TO SUBMIT AN APPLICATION

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

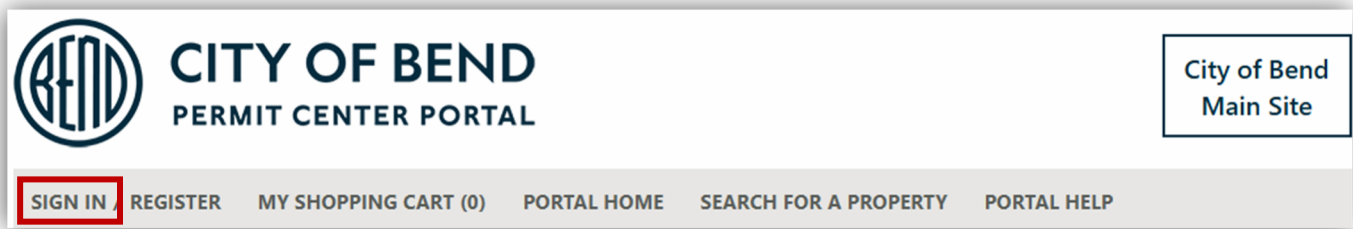
Permit Center Phone: (541) 388-5580

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

Steps to Submit an Application

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 Service Areas

1. Navigate to service areas by viewing the “**Portal Home**” page and view the applicable service area.

Example: Building Permits

Service Areas



Building Permits
Permanent Signs
SDC Estimates
[Apply](#)
[Request an Inspection](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)



Land Use Applications
Historic Resources Reviews
Pre-Application Meetings
Temporary Signs
[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)

Step 3 – Apply

1. Click “**Apply**” to open an application.

Service Areas



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Step 4 – Choose your application type

1. Select “**Choose the application type**” and view a drop-down menu of application types.
2. Select your application type from the list.
 - a. This example is specific to building permits, however other application areas are similar – choose the overall type that best matches your needs on this stage.
 - b. **Remember!** If at any point you get stuck, please reach out the permitcenter@bendoregon.gov or 541-388-5580 for help.

Permit Application - Description and Type

TMPPR20260010890

Required information is indicated with an asterisk (*)

Choose the application type:*

--Select--

--Select--

Addition

Change/Certify Occupancy

Deck, Fence, Porch Cover, or Similar

Demolition

Electrical

Fire Hydrant Meter Application

Fire Sprinkler/Alarm

Manufactured or Tiny Home Placement or Park

Mechanical

New Address or Address Change

New Construction/Installation

Other Building Safety Reviews/Permits

Plumbing

Presubmittal Meeting

Renovation/Alteration

Sign Application for Permanent Sign(s)



Step 5 – Continue filling out information

Continue filling out the **Application Details**:

1. Staff will use this information to determine what review types are needed, how to assess fees, and whether or not the application type selected was the right one for your project. The description will help provide staff with a unique identifier and maybe even represent a name for your project (for example, Subdivision A).

Note: Required fields are marked with a red asterisk *

Choose the application type:* ?

--Select--

Please categorize the nature of the work being done:*

--Select--

Please describe the work being done:*

Limit 4000 characters



Step 6 – Click “Next Step”

1. At the bottom of each page, after filling out all information, select “**Next Step.**”

Estimated Construction Cost

Total Valuation:

0

CANCEL NEXT STEP

Step 7 – Project Specific Information

1. The next pages that are filled out will be specific to the application type that was selected. It is important to be as accurate as possible on these stages so that there are fewer corrections and communications.



Note: Where available, click the blue information icon to view more information about the current selection.

Permit Application - Select Permit Types

TMPPR20260010906

Required information is indicated with an asterisk (*)

Permit Types ☺

Please choose as many Permits as are appropriate.

Search for permit types:

Filter permit types

? ☒ Electrical

? ☐ Mechanical

? ☐ Plumbing



Step 9 – Location of work being done

1. On the Location step, click on **"Search for location"** and begin typing a street address or tax lot number then select the address from the drop-down menu.
 - a. Note: Exact addresses will be required here to find a match. For example, 710 Wall Street may not be found, instead 710 **NW Wall St** will be found.
 - b. If you are not sure what the exact location's address is you can use our maps to help: <https://data.bendoregon.gov/>
2. Alternatively, select **"Find location in map"** to search by map and click on a lot or road segment.
3. If you still cannot locate an address, use the **Can't Find Address** button where you can manually enter an address. Our address are only as up-to-date as Deschutes County information

Permit Application - Location of Work Being Done

TMPPR20260010906

Required information is indicated with an asterisk (*)

Enter the location for the subject property in the City of Bend by using the Search or Map tools below.

All applications must be within the Urban Growth Boundary, except Fire Permits and Inspections which may be requested anywhere in the City or Rural Fire District, as well as annexed locations and select properties eligible for extra-territorial services. Document & Agreement applications may select more than one location by clicking the 'Add Another Location' button.

Note: If the project location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

FIND LOCATIONS NEAR ME

FIND LOCATION IN MAP

Use my address: ☐

Location Type(s) to Search For:

All

Search for location:

Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction.

CAN'T FIND ADDRESS?

The location you have selected: *



Step 10 – Upload Files

1. Carefully review the **application guidelines** and **upload application documents** in the “**Current Submittal**” portal by selecting “**Browse...**”

Note: You can submit documents later after submitting your application by viewing your application on the “My Items” page and locating the Permit Status page. Our Permit Status help guide has more information on how to do this.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf,dwg,jpg,jpeg,png,tif,xlsx,xls,wav,mp4,mov

If you are applying for a Building or Permanent Signs permit, submittal documents can only be in PDF format.
- **Document Naming Convention Best Practices:**
 - Do not end a filename with a number.
 - Filenames should NOT contain any of the following characters:
 - / \ : * ? " < > |
 - Stick to letters, numbers, underscores (_) and hyphens (-) for maximum compatibility.
 - Keep names concise to avoid length restrictions.
 - Avoid the use of non-friendly filenames. (For example, k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
 - See drawing file naming instructions for [Building](#) and [Engineering](#) applications.
- **IMPORTANT!** Be sure to properly flatten files or plans before upload. Unflattened plans will be returned for correction.
 - See [How To Flatten AutoCAD File Instructions](#).
 - See [Electronic Plan Review Customer Best Practices](#).

Current Submittal ☺

[Print Requirement Items](#)

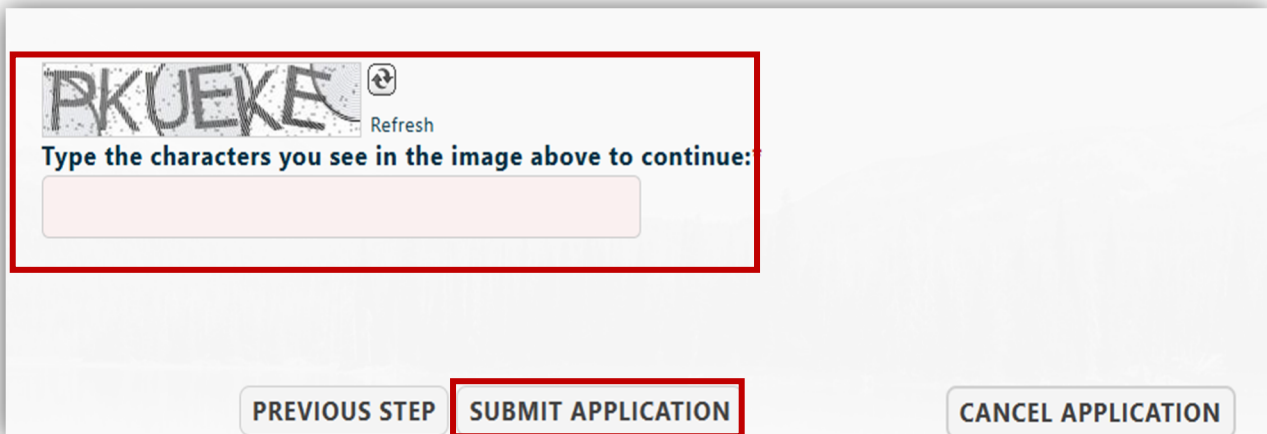
Submittal #1) Permit Application Submittal (Click for Reviews) (07/21/2026)

Type	Status	Date Verified
☺ Asbestos Survey/Abatement Report ?	Pending	
Select a new document for this requirement:		
Browse..		
☺ Site Plan - Residential ?	Pending	
Select a new document for this requirement:		
Browse..		



Step 11 – Review, CAPTCHA, and Submit

1. The final step for all applications is Review, CAPTCHA, and Submit:
 - a. It includes a recap of your application,
 - b. Shows any applicable fees,
 - c. Requires CAPTCHA verification before submitting
2. The permit has not been submitted until “Submit Application” has been clicked after the CAPTCHA is entered.

A screenshot of a web application's CAPTCHA verification step. A red rectangular box highlights the CAPTCHA area, which includes a distorted image of the characters "PKUEKE", a "Refresh" button with a circular arrow icon, and the instruction "Type the characters you see in the image above to continue:". Below the instruction is a text input field. At the bottom of the form, there are three buttons: "PREVIOUS STEP", "SUBMIT APPLICATION" (which is highlighted with a red border), and "CANCEL APPLICATION".

PKUEKE Refresh

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

PREVIOUS STEP SUBMIT APPLICATION CANCEL APPLICATION



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 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 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.