

HOW-TO TRACK PROJECT STATUS

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

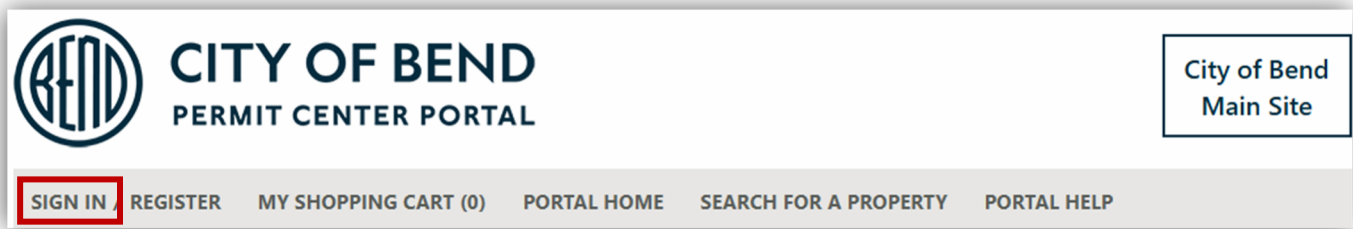
Permit Center Phone: (541) 388-5580

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

Steps to Track Your Project

Step 1 – Sign In

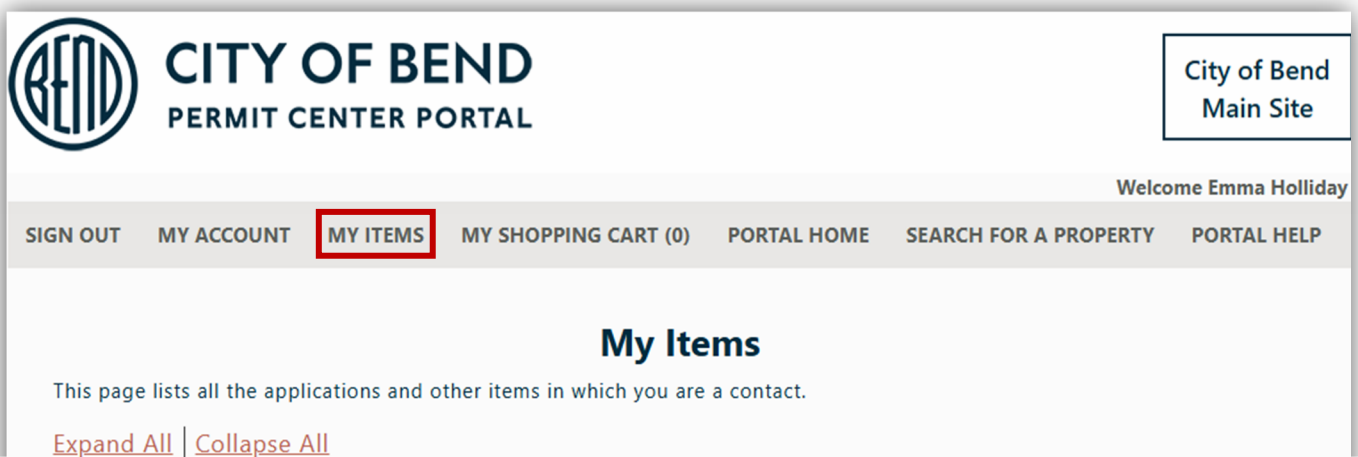
1. Click "**Sign In**" on the left side of the top menu bar
 - a. If you haven't created an account, view our **Register as a First Time User** guide.
2. Sign in with your **email address** and **password**, then click "**log in.**"



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 – Select a service area

1. Expand the section where the application or permit you are looking for is under. For example, a building permit would be found under **My Building Permit, Permanent Sign & SDC Estimate Applications**.

[SIGN OUT](#) [MY ACCOUNT](#) [MY ITEMS](#) [MY SHOPPING CART \(0\)](#) [PORTAL HOME](#) [SEARCH FOR A PROPERTY](#) [PORTAL HELP](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All](#) | [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

☐

My Business Registration & Licensing (0) ⓘ

☐

My Code Enforcement Complaints (3) ⓘ

☐

My Contractor Registration Applications (0) ⓘ

☐

My Building Permit, Permanent Sign & SDC Estimate Applications (35) ⓘ

☐

My Special Event, Noise Variance or Fire Request Applications (3) ⓘ

☐

My ROW, Grading, Infrastructure, Agreement or Housing Incentive Applications (38) ⓘ

☐

My Planning, Historic & Temporary Sign Applications (1) ⓘ

☐

Engineering - Capital Improvement Projects (0) ⓘ

☐

My Upcoming Inspections (3) ⓘ



2. When expanding, the list, by default you will only see Active projects. In the example below, the list shows that there are 35 projects attached to this profile. Of the 35 only 5 are active. I can toggle this to show ALL, ACTIVE, or INACTIVE.

My Building Permit, Permanent Sign & SDC Estimate Applications (35) ☺

Filter Applications:
Show Active (5 of 35) ▼

Application Number ↕	Address ↕	Type ↕	Status ↕	Date Created ↕



Step 4 – Access the Project's "Permit Status" Page

1. Even if you do not have a "Permit", the Portal calls this page **Permit Status**. It is a page summarizing the entire content of your applications, from Licensing, Land Use, and Agreements, to Building Permits, Right of Way Permits, and Burn Permits. There are slight differences between each application type, but there are common fields.

Permit Application Status

PRNC202508691

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: PRNC20250

Application Type: New Construction/Installation

Application Status: Permit(s) Issued

Property Owner's Full Name: SCHOOL DIST # 1

Category of Work: New

Description of Work: IMPROVEMENTS TO BASEBALL FIELD AT 15TH ST. FIELD COMPLEX FOR BEND SENIOR HIGH SCHOOL. ALONG WITH NEW PLAZA, BATTING BUILDING, CONCESSIONS BUILDING & RESTROOMS, AND DUGOUTS

Application Date: 12/17/2025

Issued Date: 04/22/2026

Expiration Date: 02/08/2027

Plan Checker:

Plan Checker Email: building@bendoregon.gov

Application Expiration Date: June 15, 2026

Expiration Date: 02/08/2027

Locations

Contacts

Permits

Submittals

Fees

Deposits & Bonds

Inspections

Conditions

Related Permit & Planning Applications

Documents & Images

[Submittals](#) | [Portal Home](#)



Step 5 – Permit Status Summary

1. The type of application determines what you will see on the Permit Status Page.
2. For most application, license and permit types:
 - a. The top of the page is the application/permit number. This number is also shown at the top of the summary section.
 - b. Next, the status of your application is shown in the summary area. Statuses will vary depending on the application, license, or permit type and what stage it is at.
 - c. Finally, the summary area shows who your assigned reviewer is.

Permit Application Status

PRNC202508691

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- d. Next, Fees, Documents and Images are summarized on this page. Expanding those fields will show a summary of the fees assessed and documents uploaded.
 - i. Note: When uploading documents to the file, you can use the Submittals link found under Documents and Images. This will take you to an upload page. Uploading is only available during certain stages of the application process for Right of Way and Building Permits.

Locations

Contacts

Permits

Submittals

Fees

Deposits & Bonds

Inspections

Conditions

Related Permit & Planning Applications

Documents & Images

Submittals Portal Home



3. For Building and Right of Way Permits, Submittals show the review cycles a project has. You can expand each of these cycles to see what reviewer comments are on each review cycle. Use the arrow next to the review to expand the review and see each comment and the reviewer's name.

Submittals ☺

1 Permit Application Submittal (Click for Reviews) 12/17/2025 Status: Returned for Correction ☺

Documents Returned For Corrections ☺

Review Type	Outcome	Start of Review Cycle	Completed
⌵ Electrical Review	Approved	12/23/2025	01/29/2026
⌵ Commercial Building Code Review	Failed	12/23/2025	01/26/2026
⌵ Addressing Review	Failed	12/23/2025	01/26/2026
⌵ Grading Under a Building Permit	Approved	12/23/2025	01/23/2026
⌵ Engineering Review	Failed	12/23/2025	01/23/2026
⌵ Commercial SDC Calculation Review	Approved	12/23/2025	01/20/2026
⌵ Fire Code Review	Approved	12/23/2025	01/15/2026
⌵ Plumbing Review	Failed	12/23/2025	12/30/2025
⌵ External Agencies Review	Approved	12/23/2025	12/24/2025
⌵ Permit Technician Review	Approved	12/23/2025	12/24/2025
⌵ Planning Review	Failed	12/23/2025	12/23/2025



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.