

# HOW-TO REQUEST AN INSPECTION

## 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)

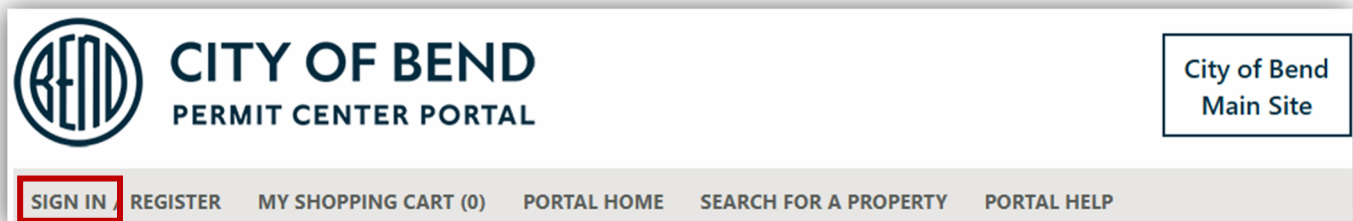
**Permit Center Phone:** (541) 388-5580

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

## Requesting an Inspection

### Step 1 – Sign In

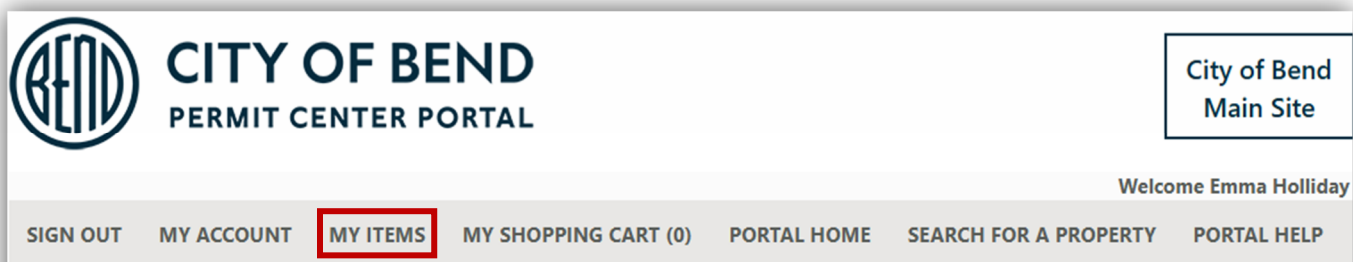
1. **Important:** In order to be able to request an inspection, you must be listed as a contact on the application of the project you are requesting inspections for.
2. Click "**Sign In**" on the left side of the top menu bar
  - a. If you haven't created an account, view our **Register as a First Time User** guide.
3. Sign in with your **email address** and **password**, then click "**log in.**"



### Step 2.a – Navigate to "My Items"

1. Once you're signed in, view the top-menu bar and select "**My Items**". This method works best when you have a limited number of projects, as you can view them all from this screen.

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





## Step 2.b – Search for your Application to Request an Inspection

1. You can also request inspections by searching for the application number. From Portal Home, click on Request An Inspection under the appropriate application type path

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

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### 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

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**Public Right of Way**  
Grading  
Agreements & Housing Incentives

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[Application Search](#)  
[Upload Submittals to Existing Application](#)



**Business Registrations**  
Specialty Licensing

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[Business Search](#)  
[Upload Submittals to Existing Application](#)  
[Submit Excise Tax](#)  
[Renew a Registration or License](#)



**General Contractor Registrations**  
Qualified Contractor Licenses

[Apply](#)  
[Contractor Search](#)  
[Upload Submittals to Existing Application](#)  
[Renew a Contractor License](#)



**Special Events & Noise Variances**  
Burn Permits  
Mobile Food Unit Safety Inspections

[Apply](#)  
**[Request an Inspection](#)**  
[Application Search](#)  
[Upload Submittals to Existing Application](#)

(Building Permit, Right of Way, or Special Events and Fire Safety)



address of the project. Enter it here and search.



**FIND ACTIVE PERMITS NEAR ME**

**Map**

**Permit Application**

[PRNC202603644: New Construction/Installation](#)

Intake Pre-Screen

710 NW WALL ST, BEND, OR 97703

**Permit Applications**

**Application Number:** PRNC202603644

**Permit Type:** New Construction/Installation

**Status:** Intake Pre-Screen

**Locations:** 710 NW WALL ST, BEND, OR 97703  
171232CA05700

[Permit Status](#)

**Application Number:** PRAD202603643

**Permit Type:** Addition

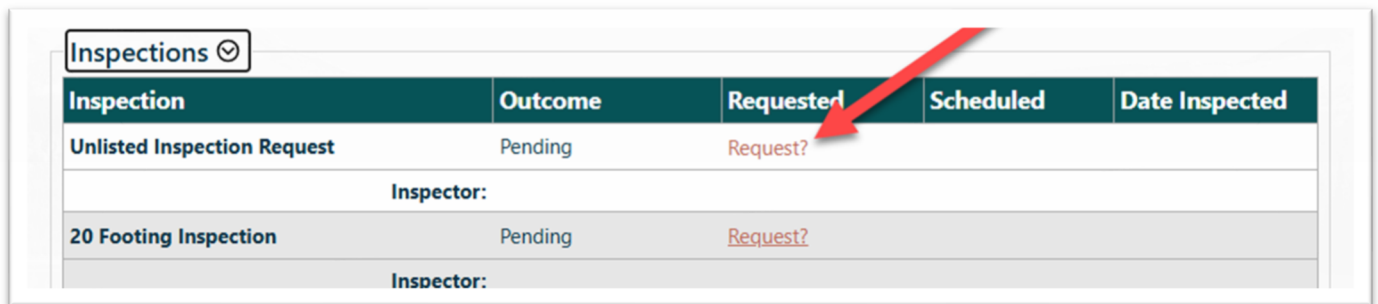
**Status:** In Plan Check

**Locations:** 2553 NE BRANDON CT, BEND, OR 97701  
1715002D0001000

3. Locate the list of applications below the map and find your project number.
4. Click on the Permit Status Link



5. Under the inspections area, you'll see the list of all inspections. Any available inspections

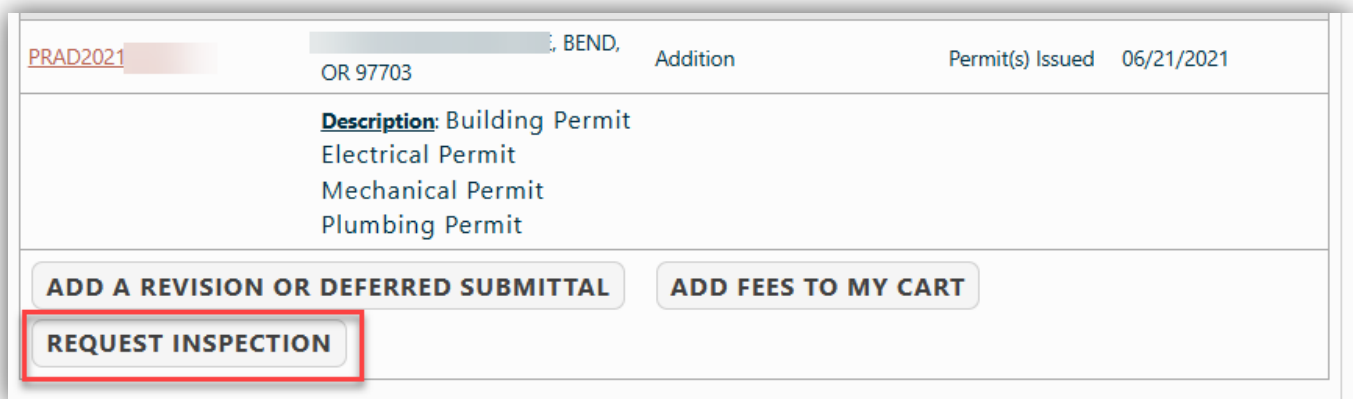


| Inspection                  | Outcome | Requested                | Scheduled | Date Inspected |
|-----------------------------|---------|--------------------------|-----------|----------------|
| Unlisted Inspection Request | Pending | <a href="#">Request?</a> |           |                |
| Inspector:                  |         |                          |           |                |
| 20 Footing Inspection       | Pending | <a href="#">Request?</a> |           |                |
| Inspector:                  |         |                          |           |                |

will have the Request? link

### Step 3 – Click “Request an Inspection”

6. Locate the permit you'd like to request an inspection on. If inspections are available, there will be a **Request Inspection** button



PRAD2021, BEND, Addition Permit(s) Issued 06/21/2021

OR 97703

**Description:** Building Permit  
Electrical Permit  
Mechanical Permit  
Plumbing Permit

ADD A REVISION OR DEFERRED SUBMITTAL ADD FEES TO MY CART

**REQUEST INSPECTION**

7. Inspections become visible in this section when your permit is issued. However, there may still be some restrictions that could prevent you from scheduling such as
  - a. Outstanding Fees
  - b. Outstanding Conditions
  - c. Changes in Status of Permit



d.

## Step 4 – View Inspections

1. All outstanding inspections are listed in this area:

**CITY OF BEND**  
PERMIT CENTER PORTAL

City of Bend  
Main Site

Welcome [User Name]

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

### Request an Inspection

PRNC2025[Redacted]

#### Inspections

Please select inspections you wish to request

**Search for inspections:**

- ☐ 20 Foundation Wall
- ☐ 99 Sewerline
- ☒ Unlisted Inspection Request
- ☐ 30 Slab on Grade
- ☐ 99 Underground Electrical
- ☐ Framing Inspection

CANCEL NEXT STEP

#### Permit Details

**Application Number:** PRNC2025[Redacted]  
**Permit Type:** New Construction/Installation  
**Status:** Permit(s) Issued  
**Locations:** [Redacted]

2. The numbers listed next to the inspections typically represent the sequence of how inspections are requested. The smallest number usually indicates the first inspection requested in a series, however this is not always required. Right of Way inspections require certain inspections be completed prior to requesting other inspections. If there are ever questions on which inspections to request, you can either contact the Building Division, [building@bendoregon.gov](mailto:building@bendoregon.gov) or Private Development Engineering, [engineering@bendoregon.gov](mailto:engineering@bendoregon.gov).
3. Additionally, if you don't see an inspection you need in the series listed, you can use the **Unlisted Inspection Request** and provide details in the request area regarding what you're looking to accomplish.



## Step 6 – Select the applicable inspection(s)

1. Click the checkbox for the inspection you would like to schedule.
2. You can schedule multiple inspections by clicking the checkboxes next to the inspection. However, if you need to put in specific comments for each request, you will need to request the inspections one at a time to have unique comments

### Inspections

Please select inspections you wish to request

**Search for inspections:**

Filter inspections

☐

20 Foundation Wall

☐

99 Sewerline

☒

Unlisted Inspection Request

☒

30 Slab on Grade

☐

99 Underground Electrical

☒

Framing Inspection

CANCEL

NEXT STEP



## Step 7 – Click “Next Step”

1. On the next page you’ll be asked to choose a date for the inspection. Inspections cannot be requested for the same day. The soonest availability is one business day if requested prior to 11:30PM.
2. The next box is for adding any important notes for the inspection. It is recommended that in the event the inspector needs to contact someone from the field, that a field contact is provided with a phone number. Having someone they can contact directly if there are any issues will be of great help to the inspector and for your project.

Please choose a date for your inspections ☺

Select a Date:\*

Inspections can't be requested after 11:30 PM, the day prior.

In the event the City of Bend inspector needs to call a field contact, please include the field contact name and number of who may be reached in the notes below.

Notes:

Email Addresses ☺

Email Address(es)

[Return to permit status \(without requesting an inspection\).](#)

4JWE6

Refresh

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



**Note: Inspections are not guaranteed for the date they are requested, but every effort is made to accommodate the request.**

3. **Email Address:** Whoever requests the inspection will receive the inspection results and any associated notes from the inspector. This email address box allows you to add contact information of anyone else who should receive an email of the inspection results. If you want to add more than one email address, you can add them separated with a semi-colon.

**Example: [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov); [building@bendoregon.gov](mailto:building@bendoregon.gov); [engineering@bendoregon.gov](mailto:engineering@bendoregon.gov)**

## ***Step 9 – CAPTCHA and Submit***

1. Enter the CAPTCHA and submit your inspection request.
2. Note: If the CAPTCHA is too difficult, you can refresh and get a new picture to enter the characters.
3. If there are any hold ups on the inspections, such as outstanding fees, conditions, or other things preventing the inspection from being called, there will either be notes at the bottom of the screen telling you what the issue is, or it will take you to another screen stating the inspection was cancelled. If you think you have received any of these notices incorrectly, reach out to **[Building@bendoregon.gov](mailto:Building@bendoregon.gov)** for building permits, **[Engineering@bendoregon.gov](mailto:Engineering@bendoregon.gov)** for Right of Way Permits, and **[PermitCenter@bendoregon.gov](mailto:PermitCenter@bendoregon.gov)** for all other application types



### **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.