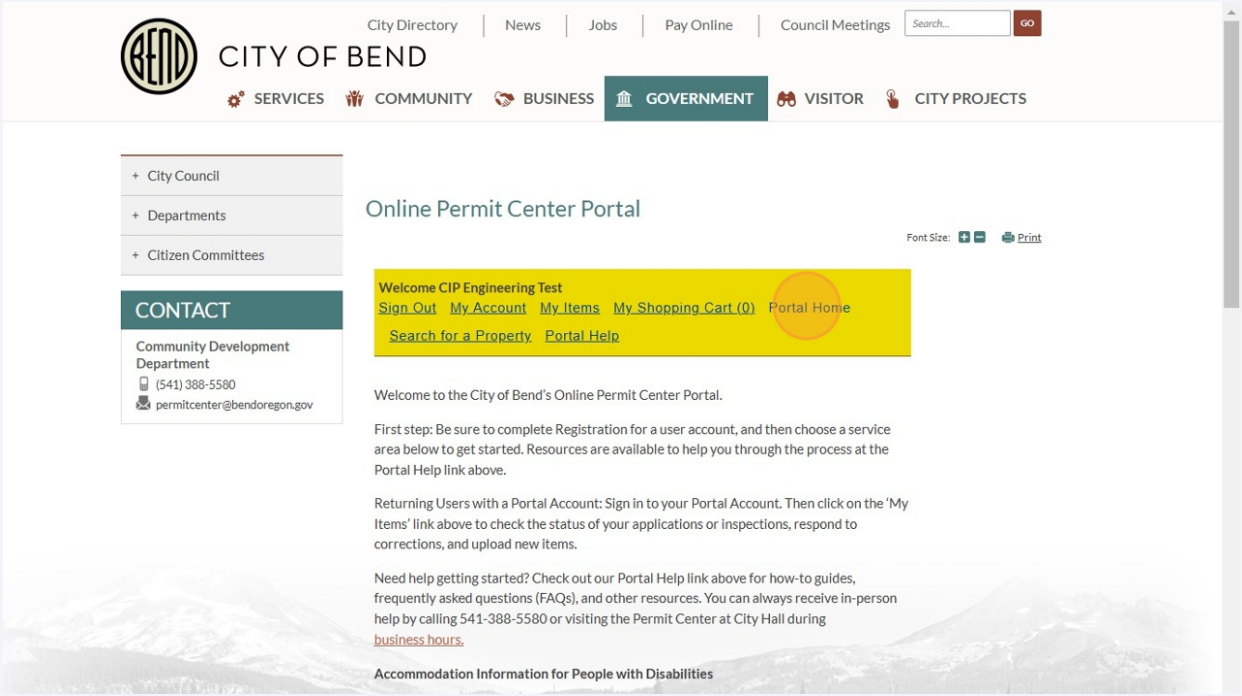
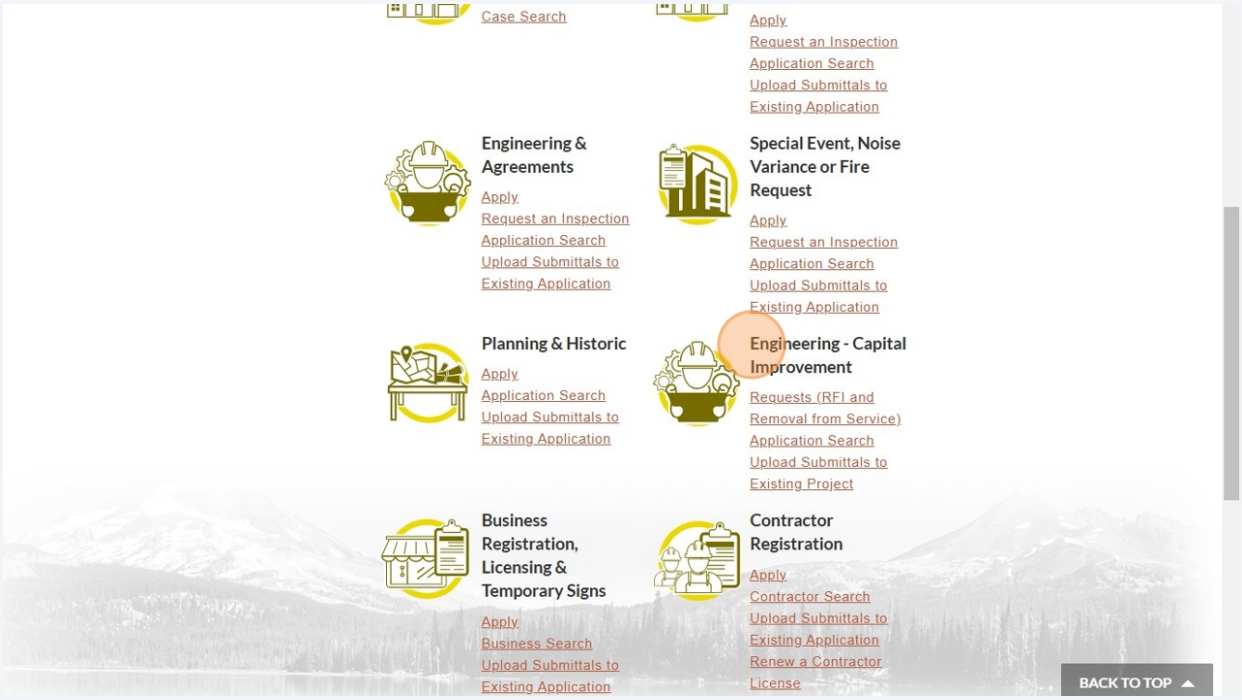
CITY OF BEND
ENGINEERING

CityView Online Permit Center Portal - Request for Information (RFI)

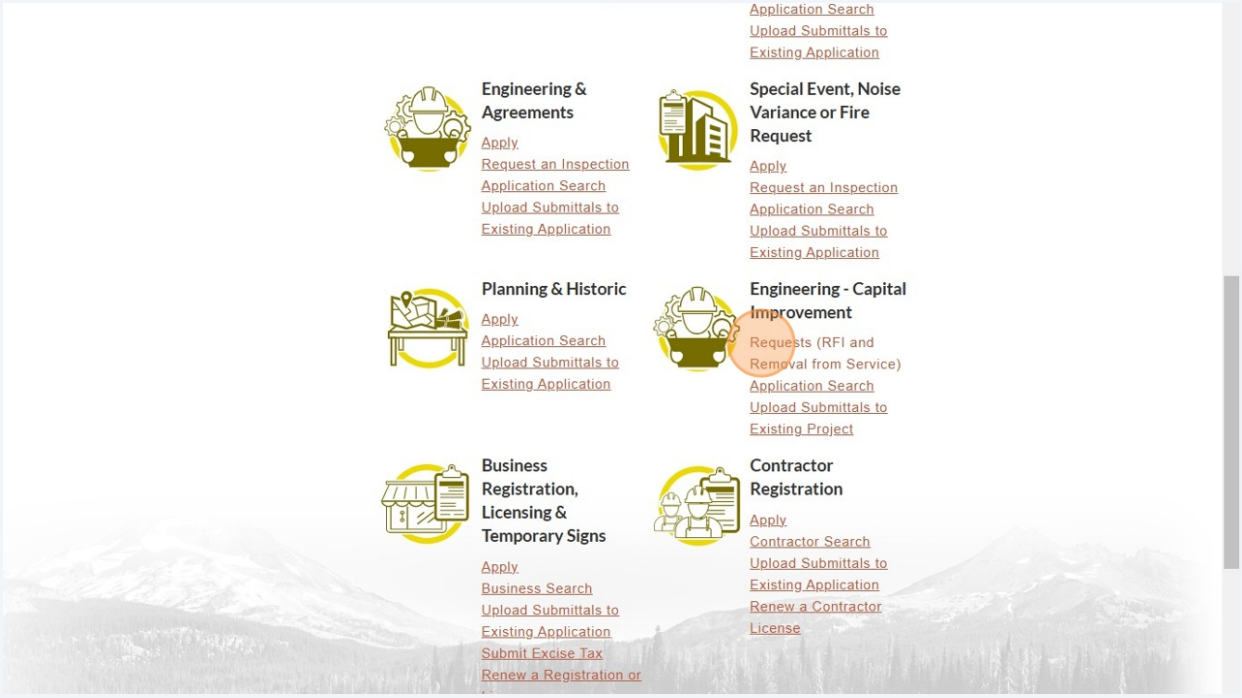
1 Once logged into the Online Permit Center Portal, navigate to the "Portal Home"



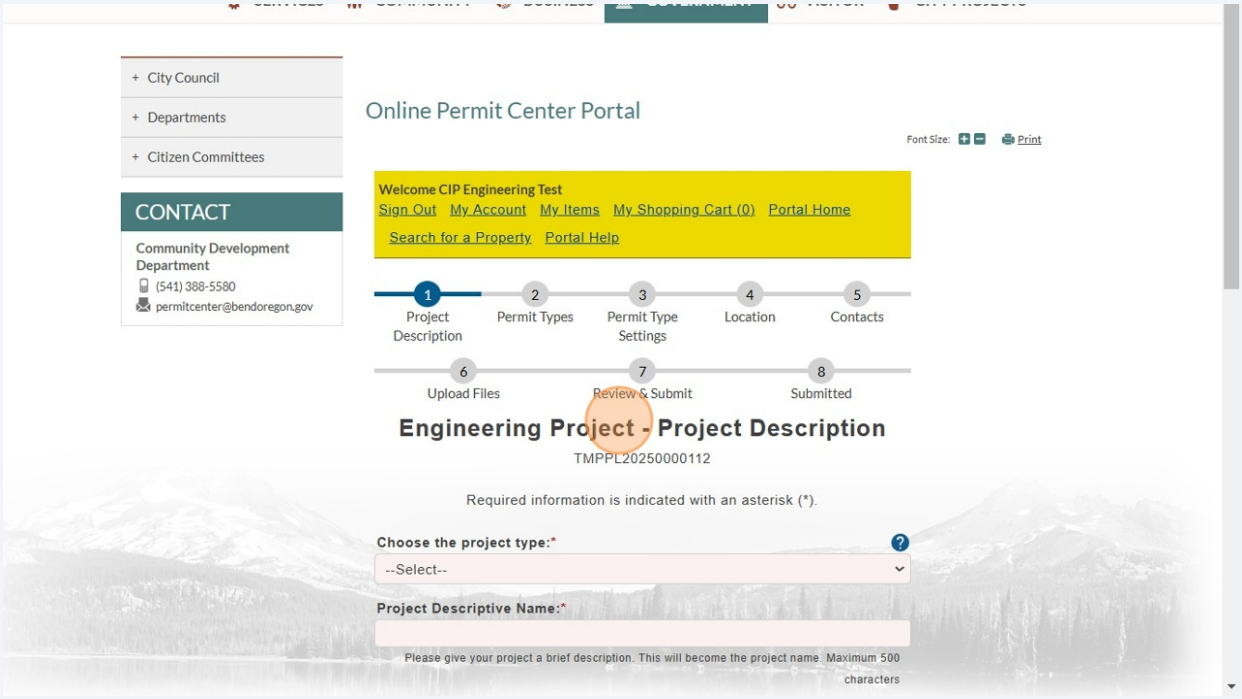
2 Scroll down to the "Engineering - Capital Improvement" section



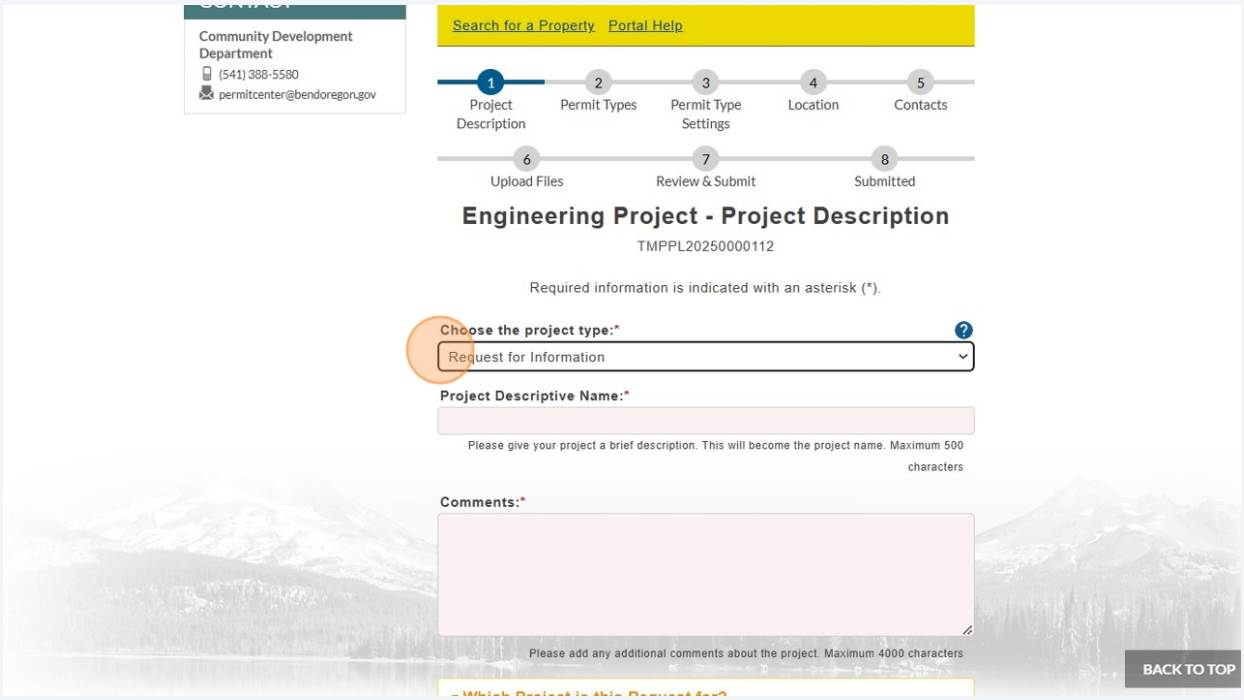
3 Click "Requests (RFI and Removal from Service)"



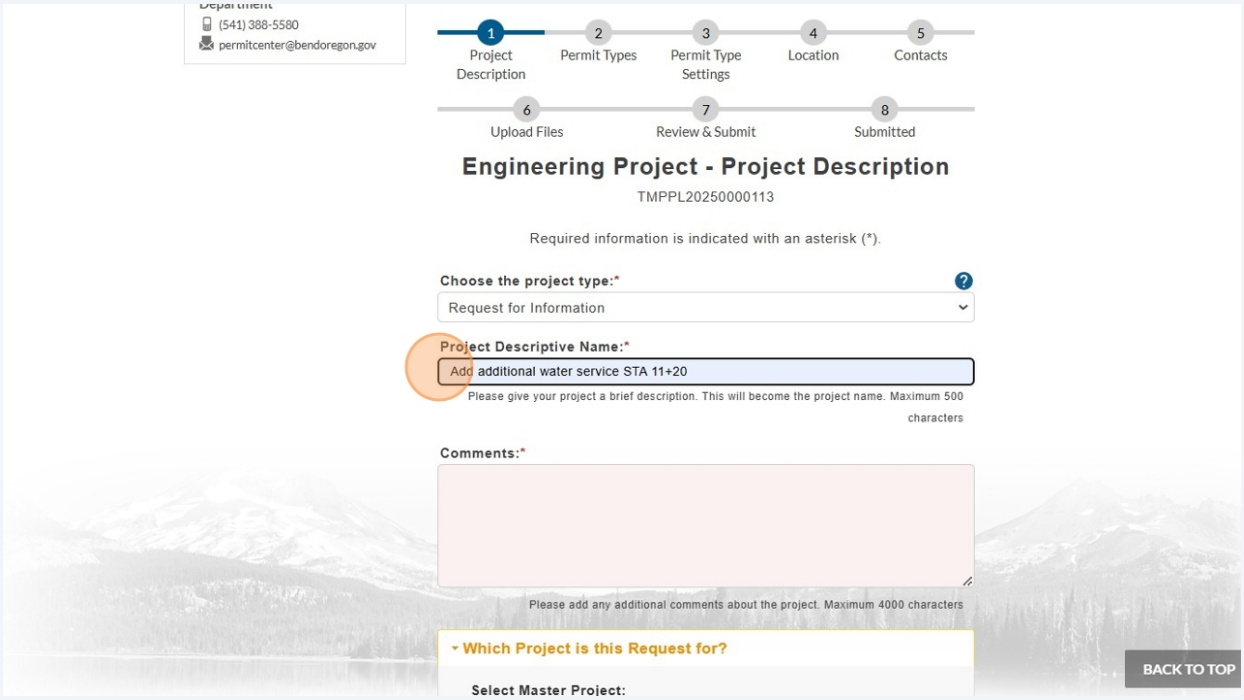
4 This will take you to a new application page "Engineering Project - Project Description"



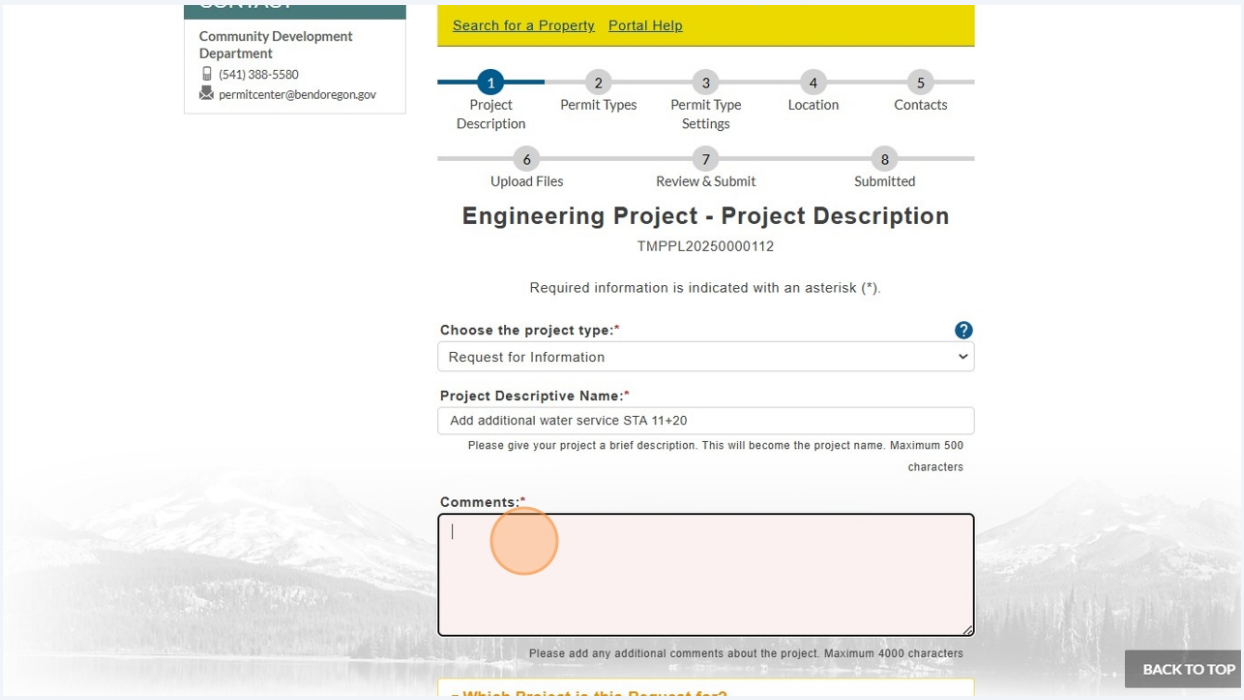
5 From the "Choose the project type" dropdown, select the "Request for Information" option.



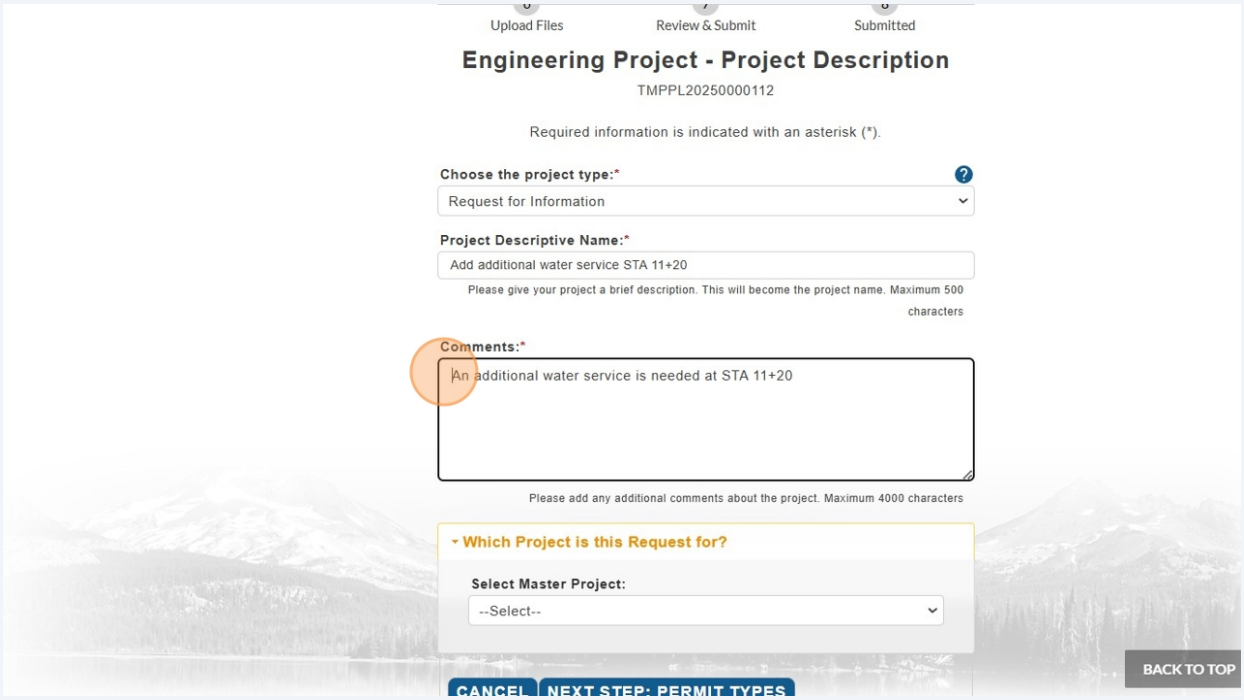
6 Enter a description for the RFI in the "Project Descriptive Name" field.



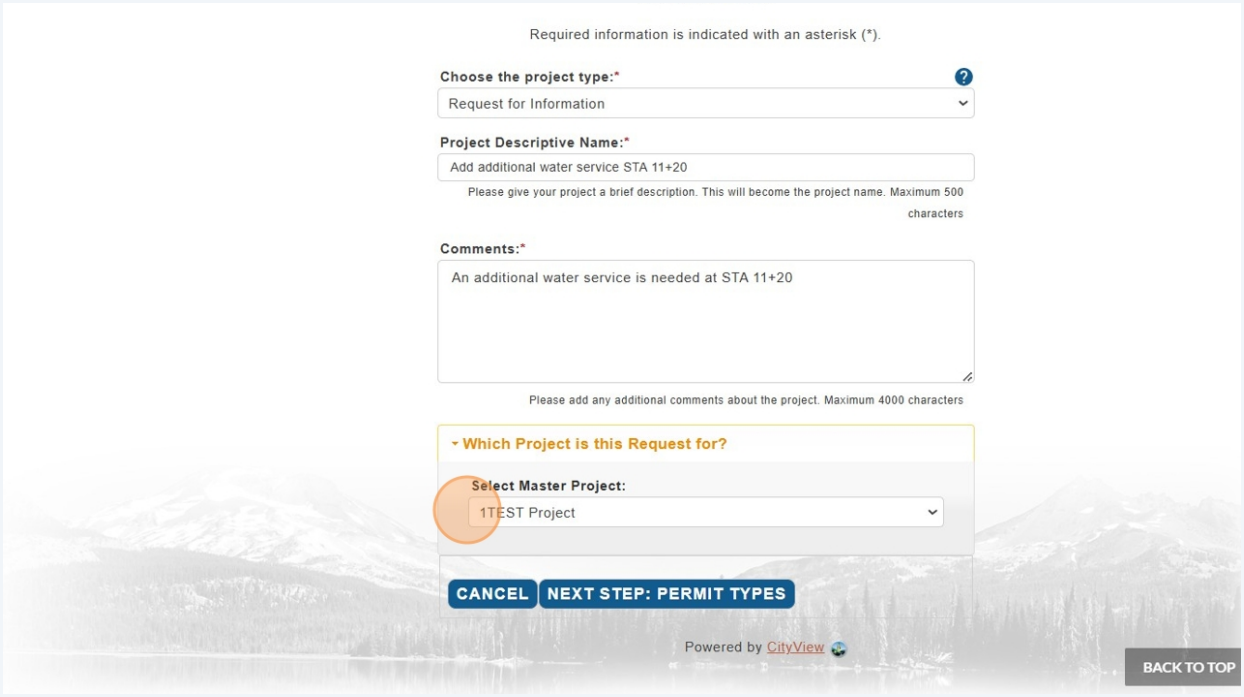
7 Click the "Comments:*" field.



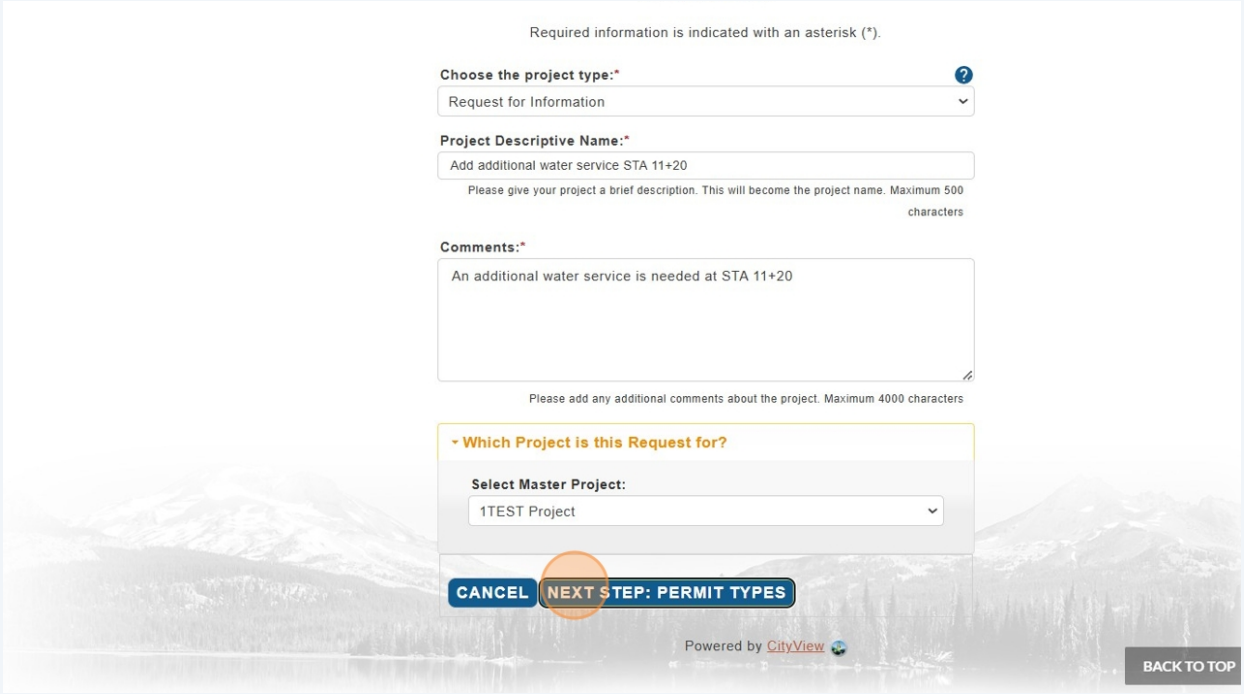
8 Enter a comment or further information into the "Comments" field.



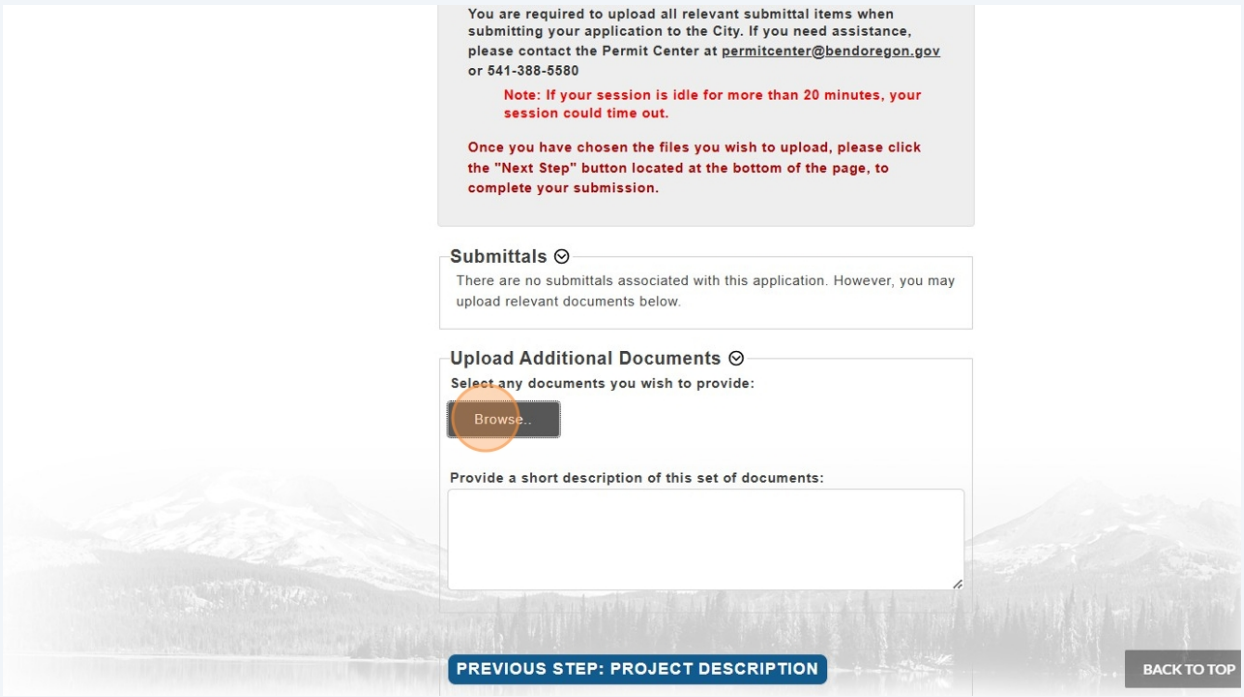
9 In the "Select Mater Project" field select the associated CIP Project Number the RFI applies.



10 Click "Next Step: Permit Types"



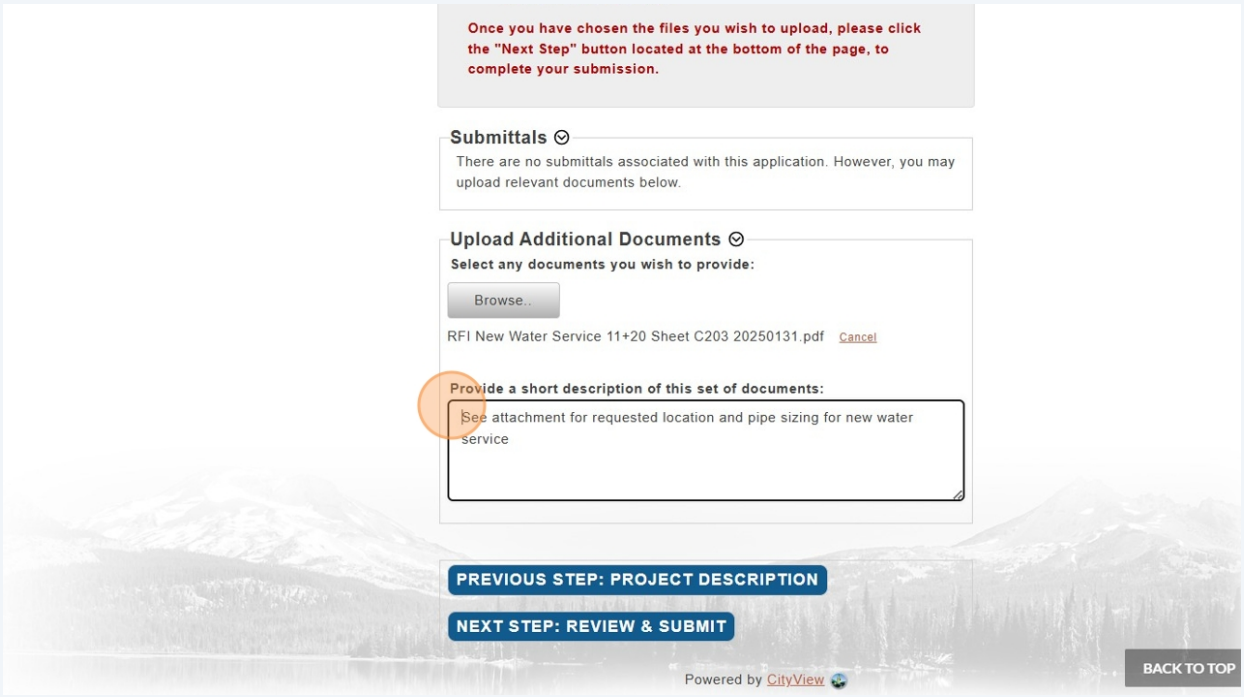
11 If you have an associated document click "Browse"



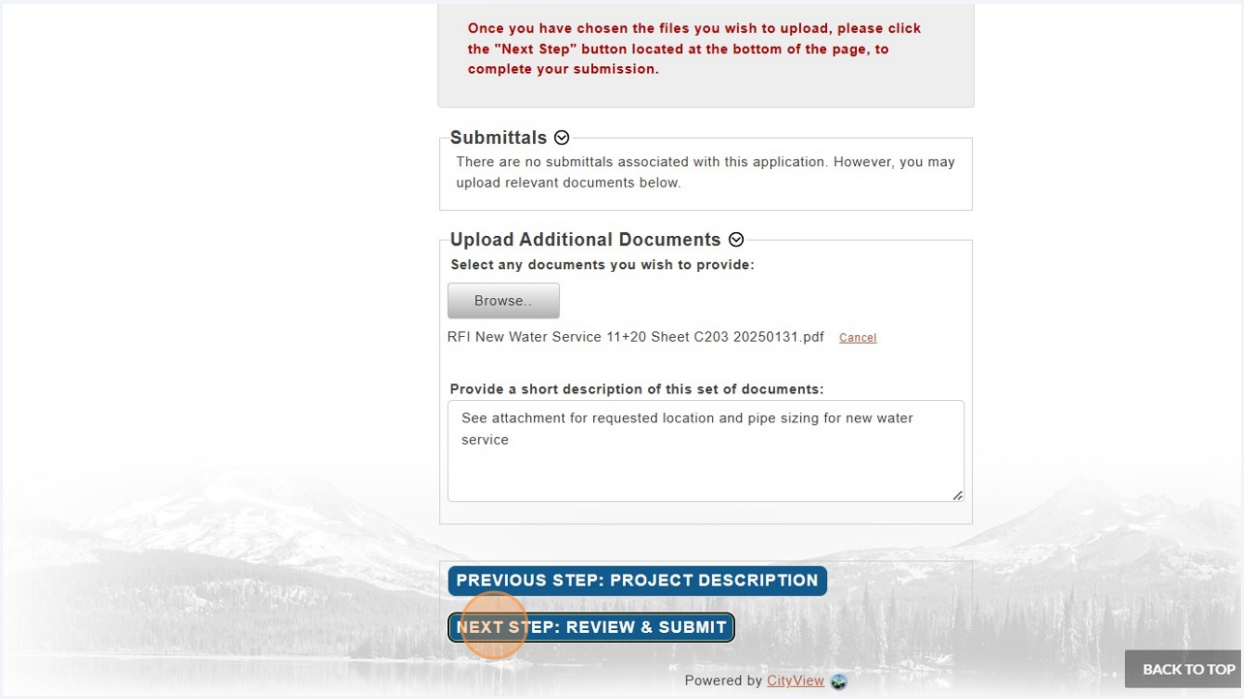
⚠ Uploaded documents shall use the following naming convention: Document Subject and date.

Example: RFI New Water Service 11+20 Sheet C203 20250131.pdf

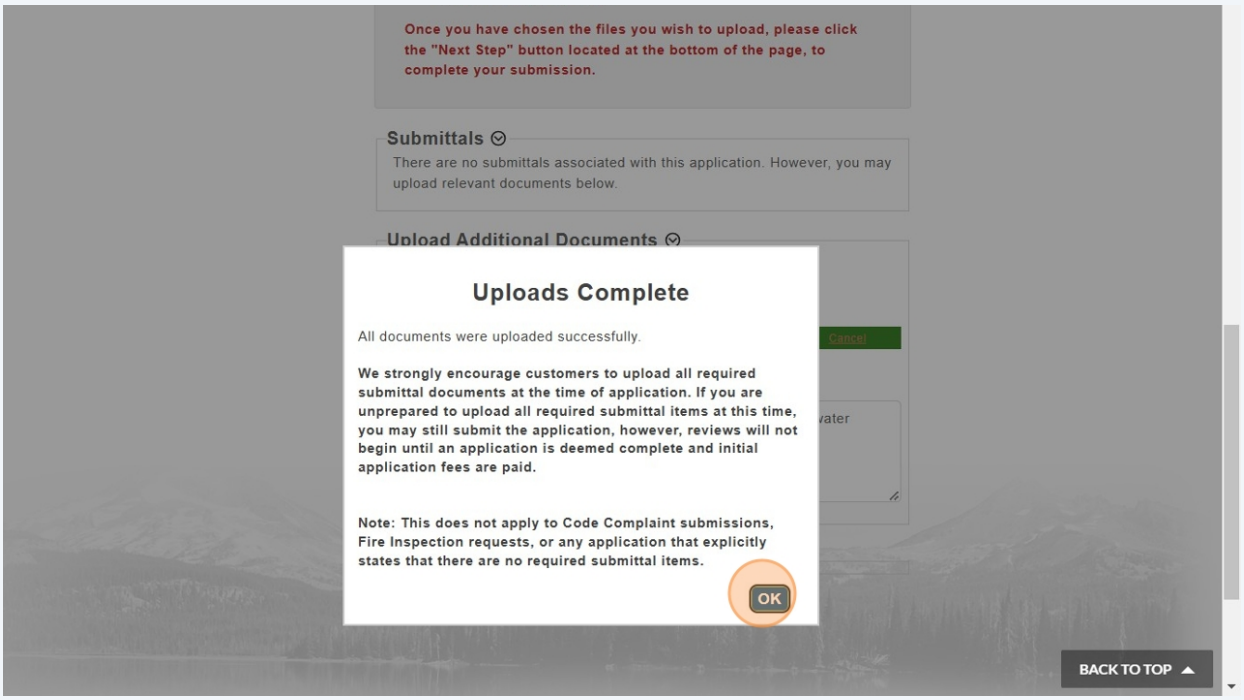
12 Add a description of the document in the "Provide a short description of this set of documents" field.



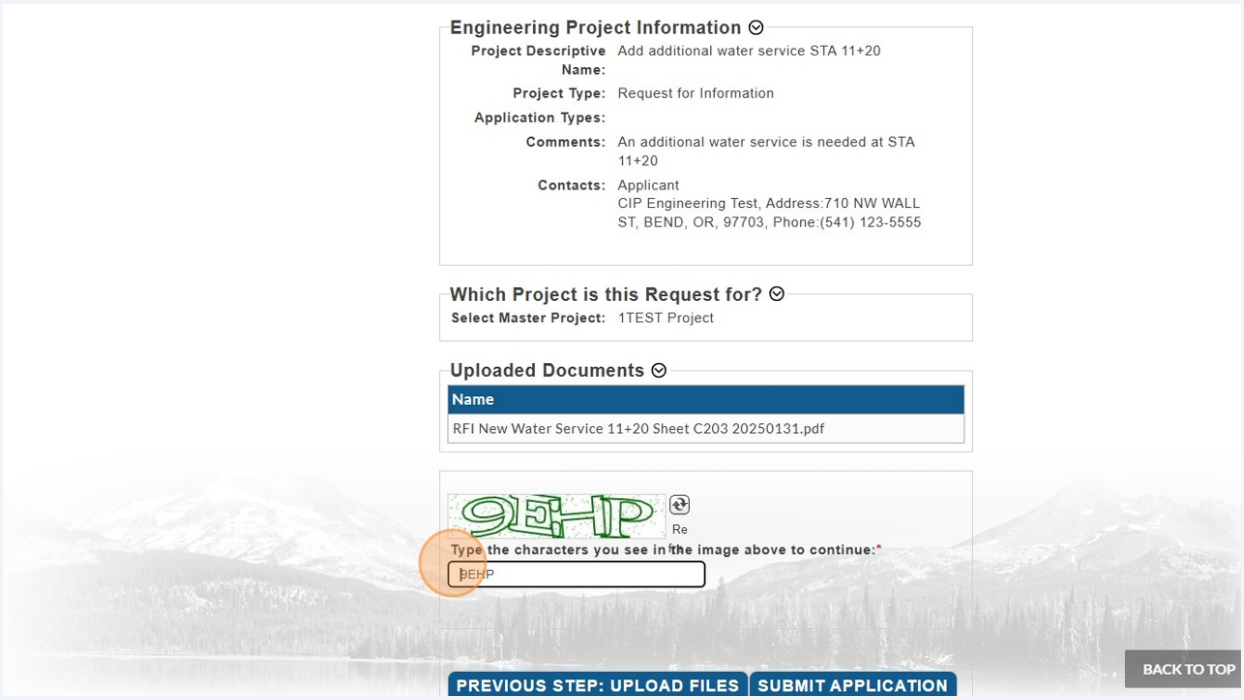
13 Click "Next Step: Review & Submit"



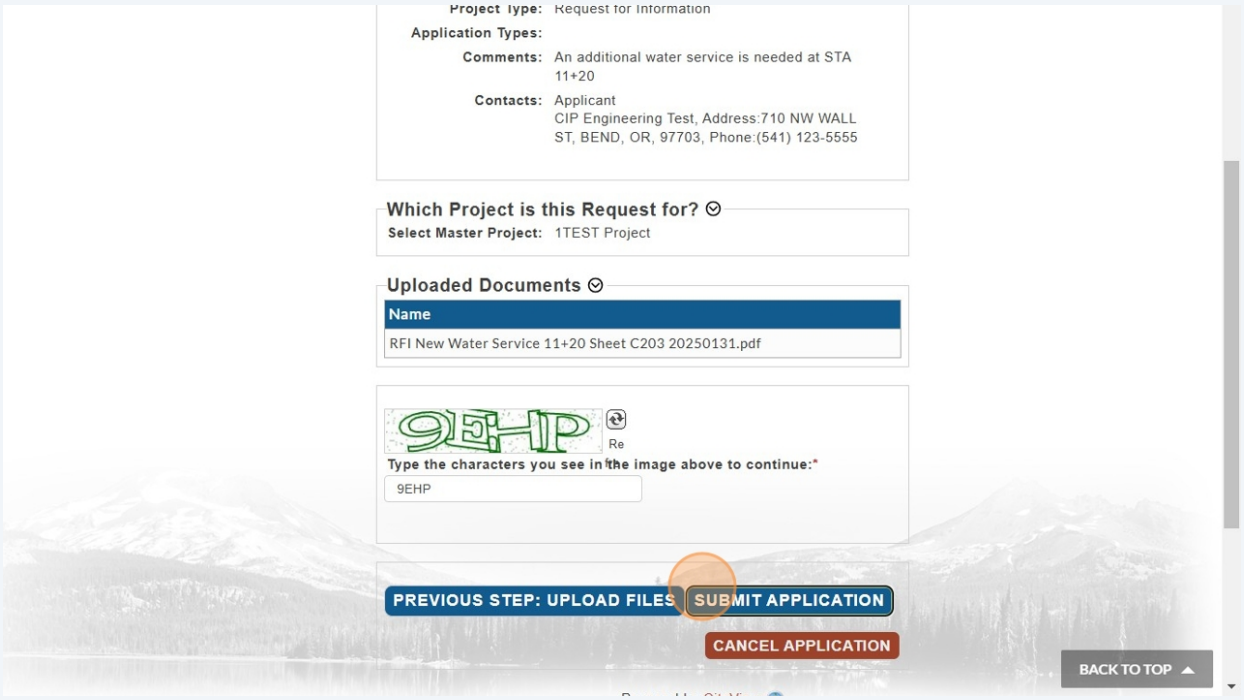
14 Click "OK"



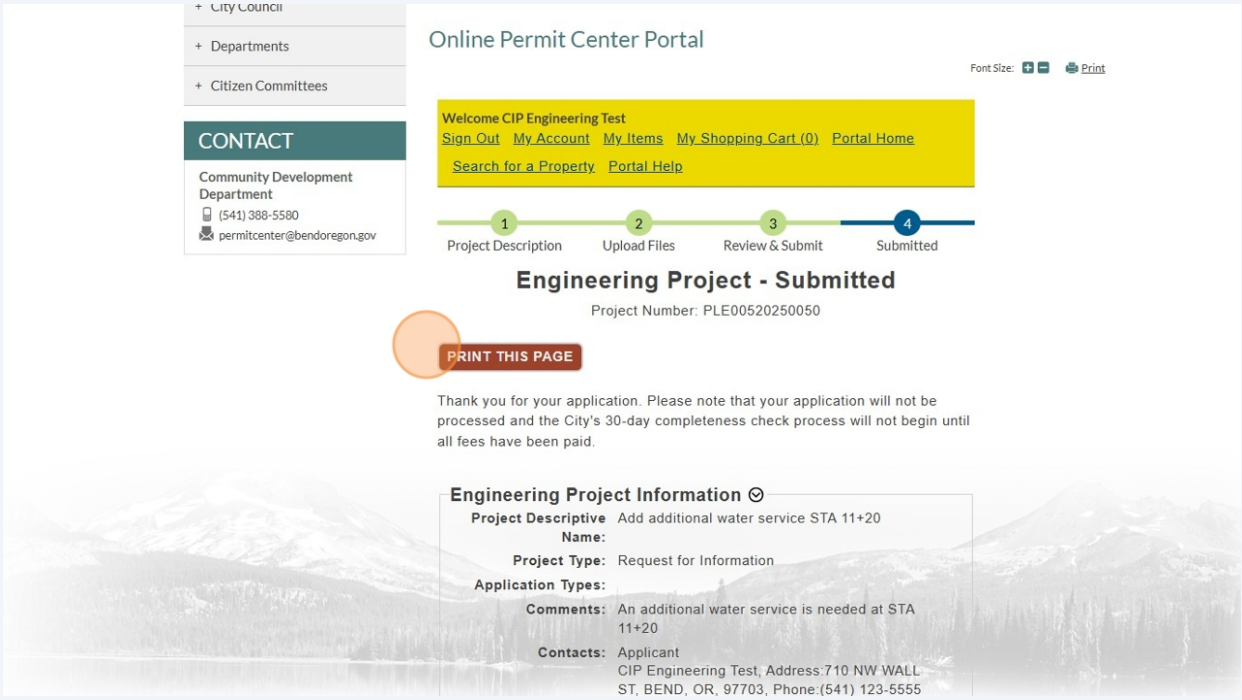
15 Enter the text from the CAPCHA in the "Type the characters you see in the image above to continue:*" field.



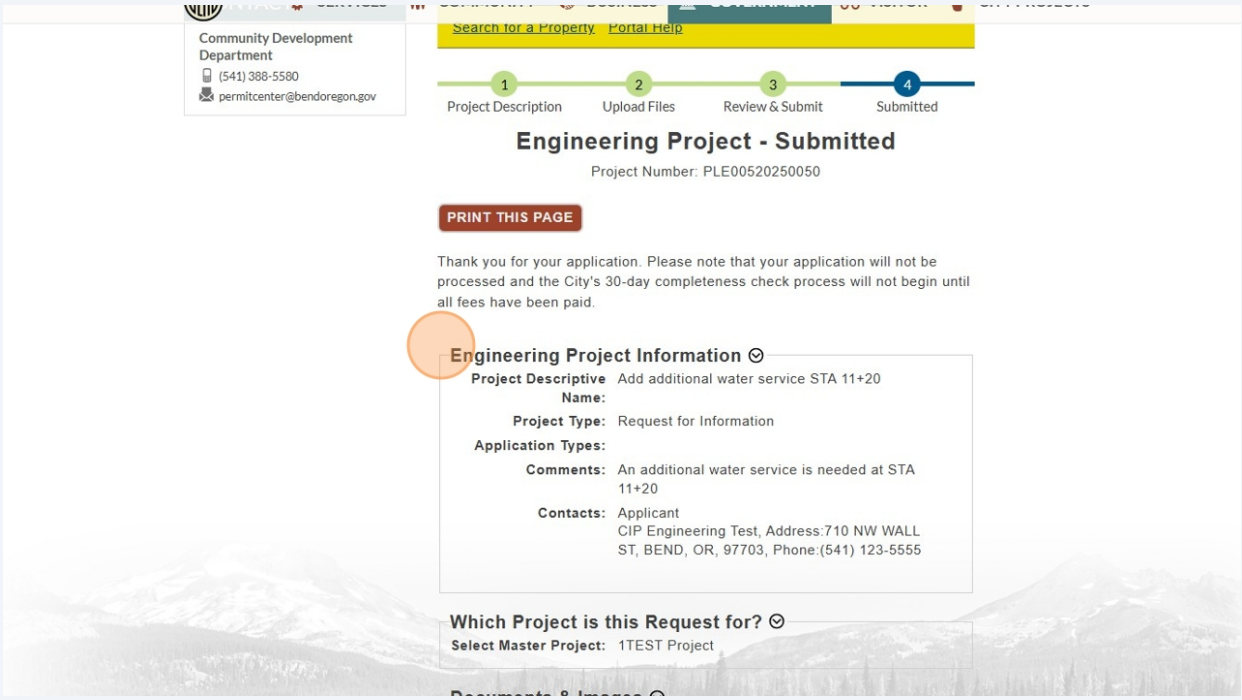
16 Click "Submit Application"



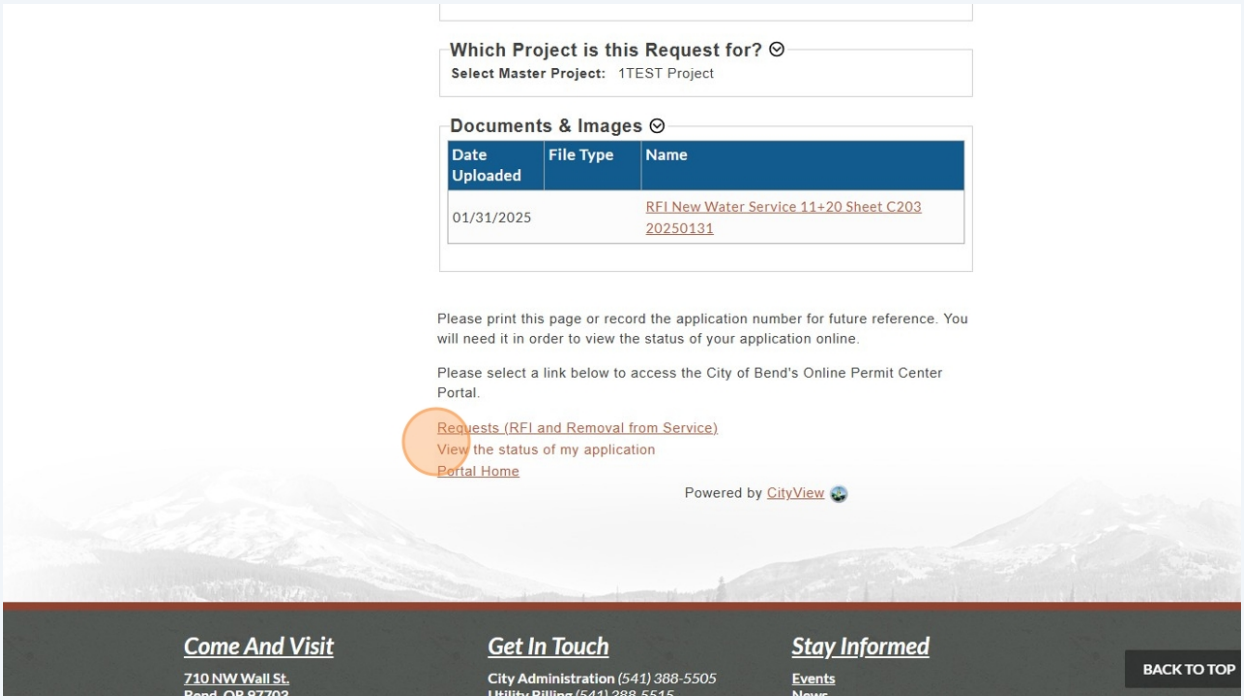
17 The confirmation page will be displayed. You can print the page by clicking "PRINT THIS PAGE"



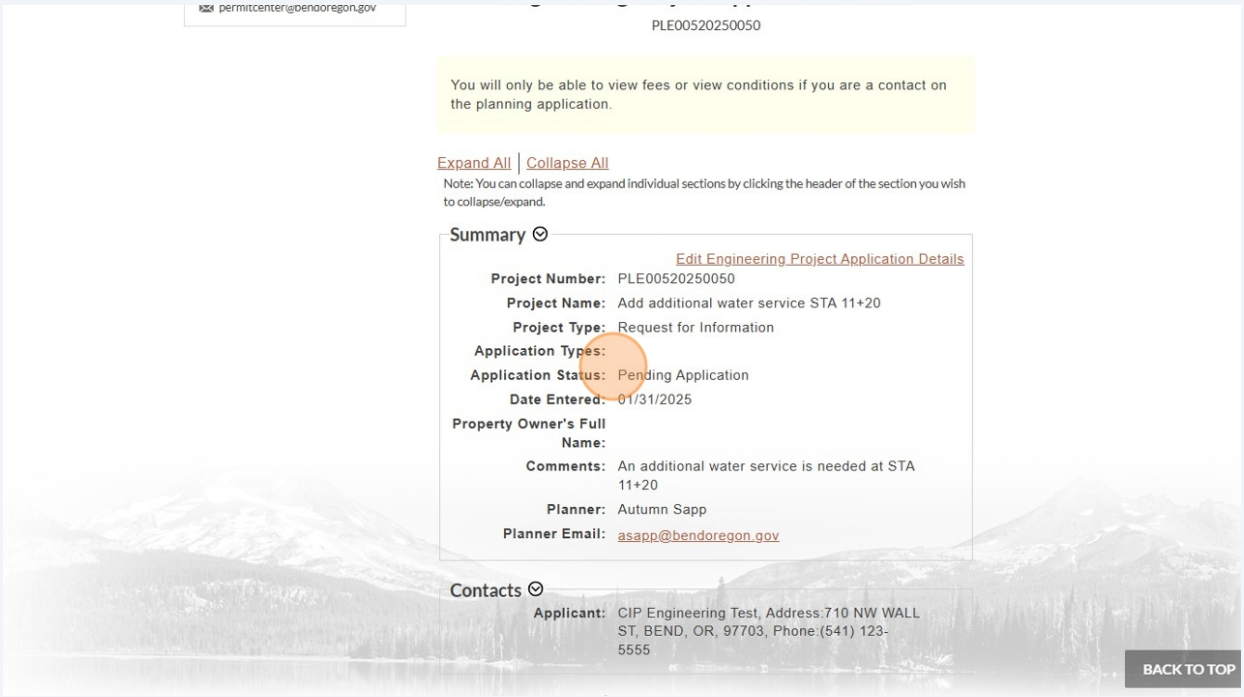
18 A summary of your RFI will be displayed



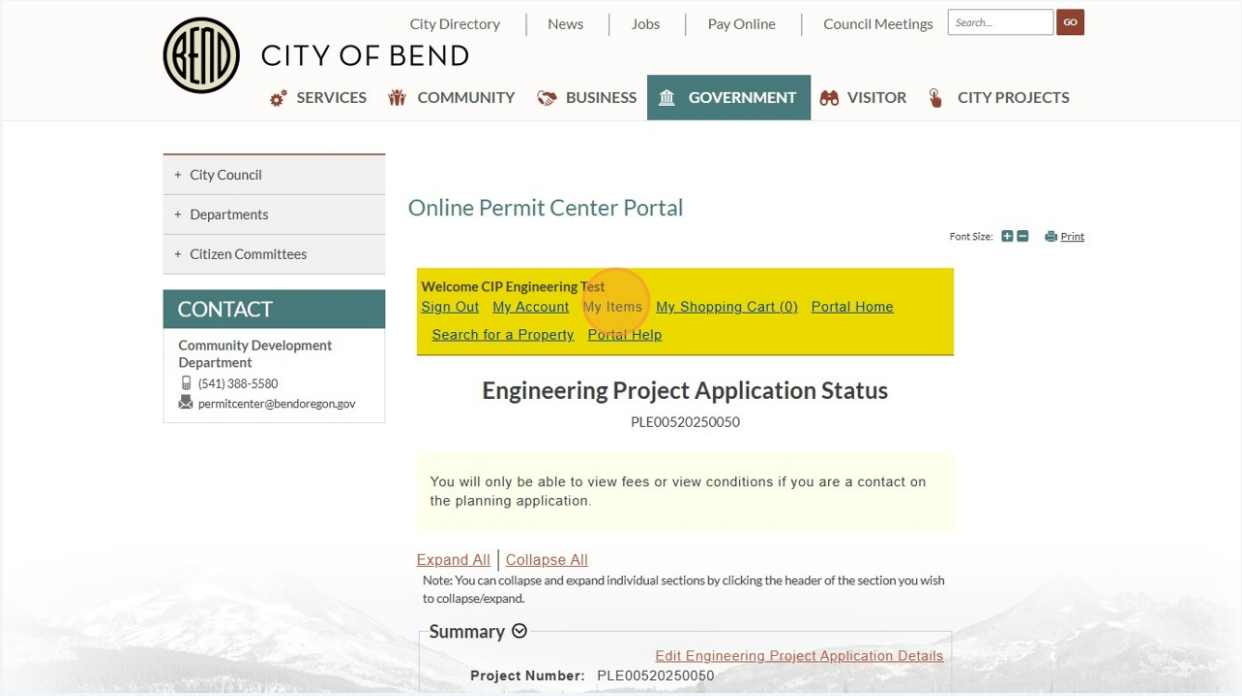
19 To view the status of the RFI, click "View the status of my application"



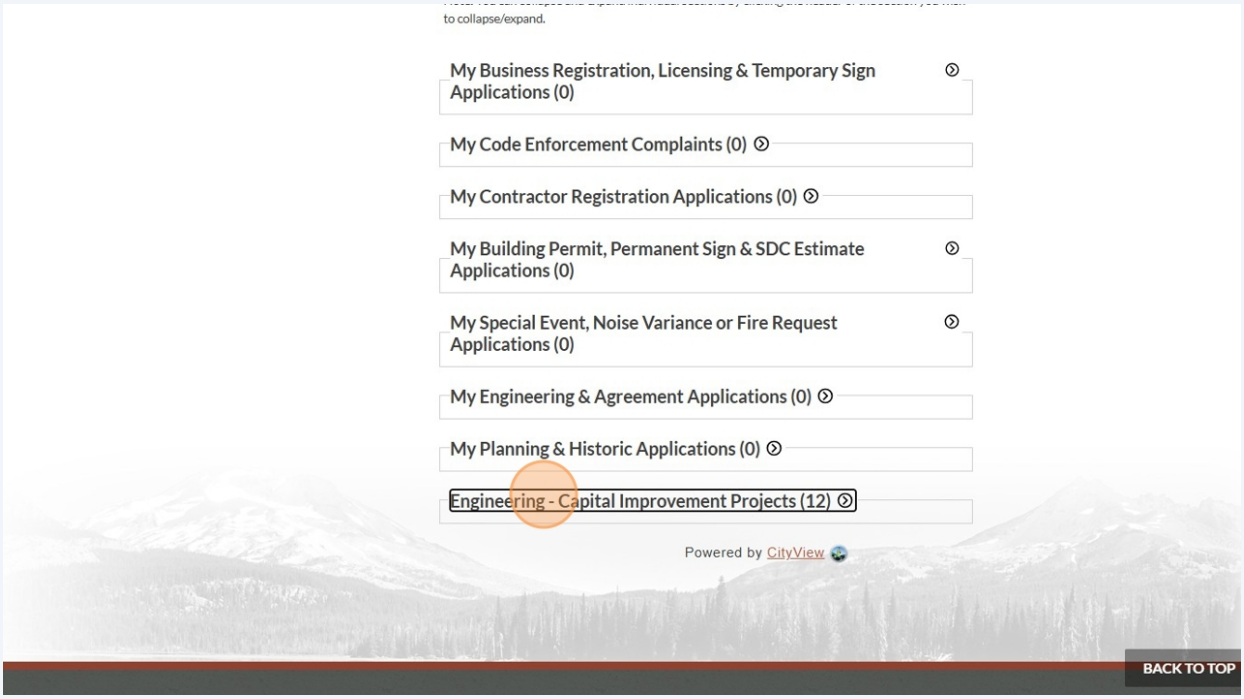
20 The status is displayed next to the the "Application Status" field



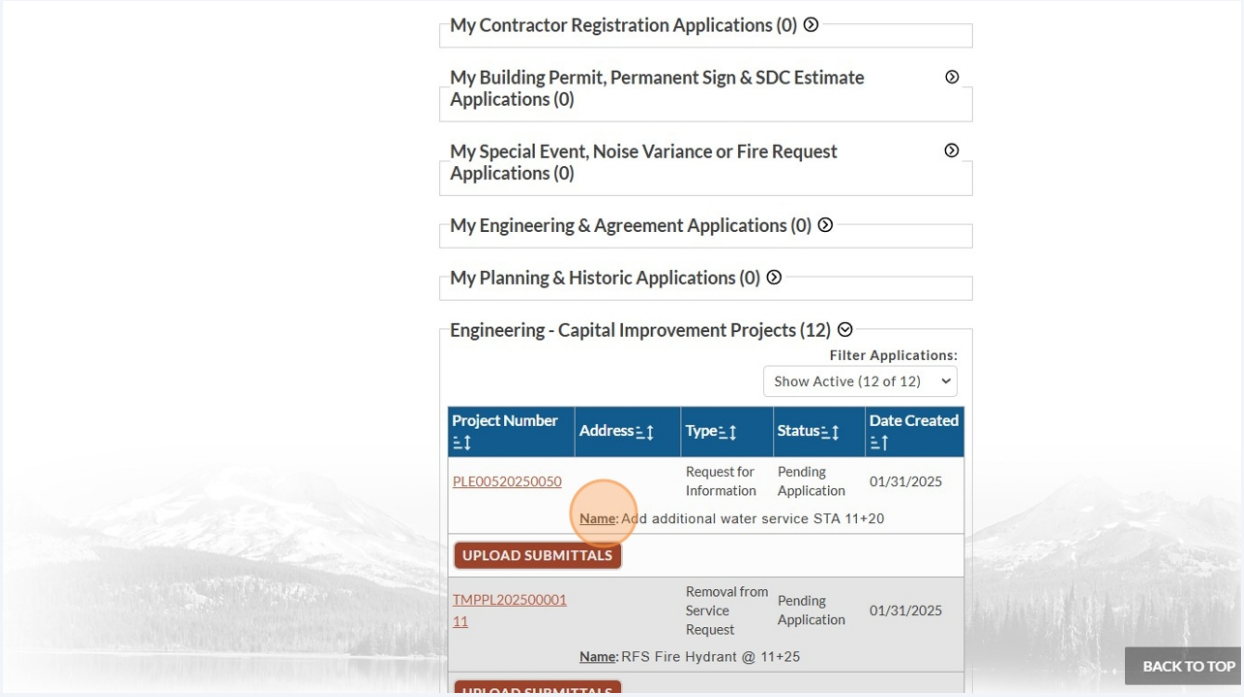
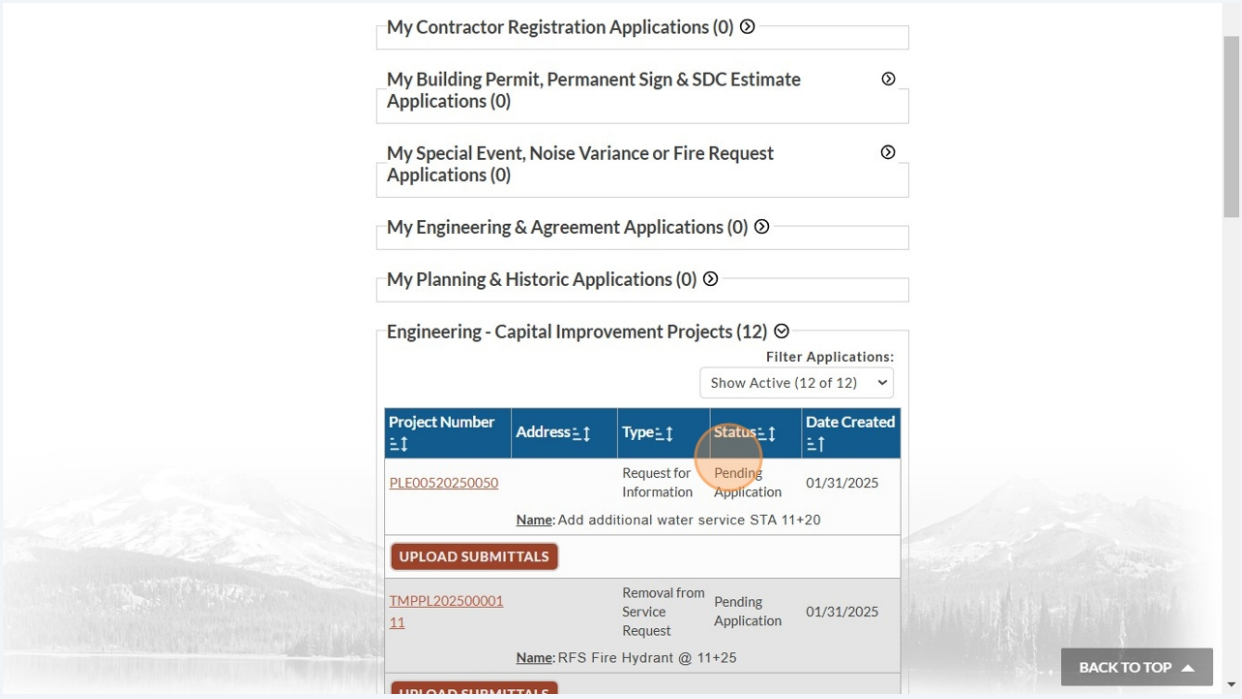
21 To view the RFI at a later date, click "My Items"



22 Scroll down and click on "Engineering - Capital Improvement Projects"



23 Find the RFI application you are looking for



24 The current status is displayed in the "Status" column