



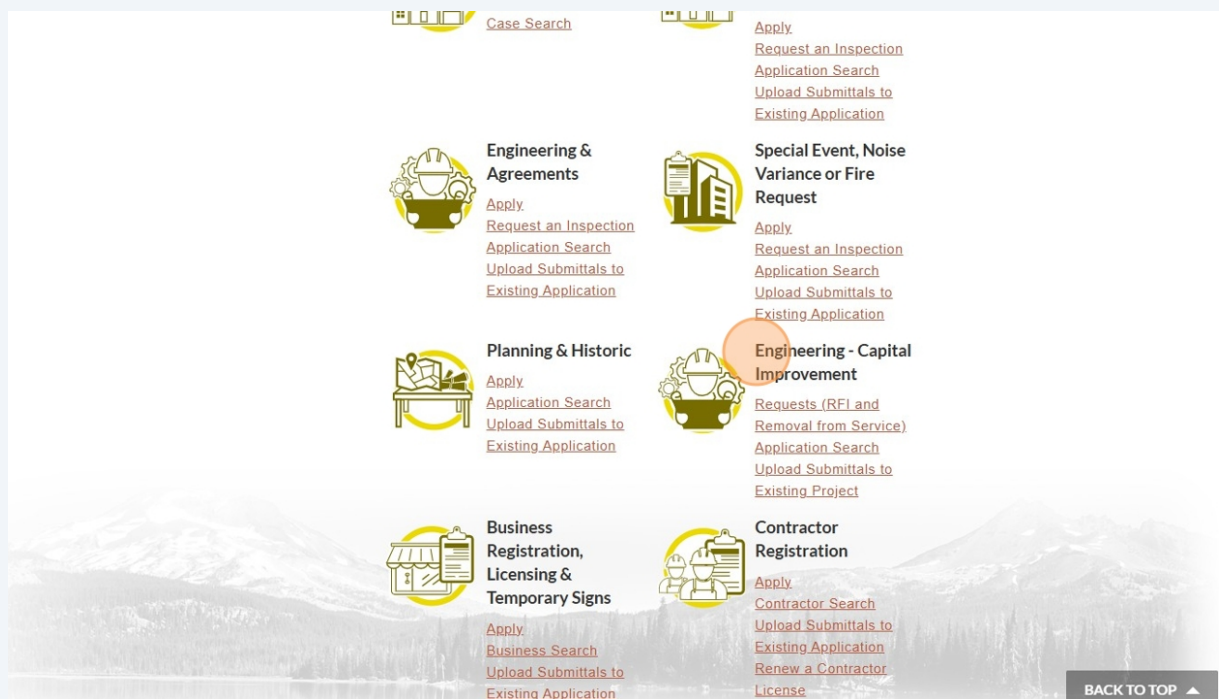
CityView Online Permit Center Portal - Request for Information (RFI)

1

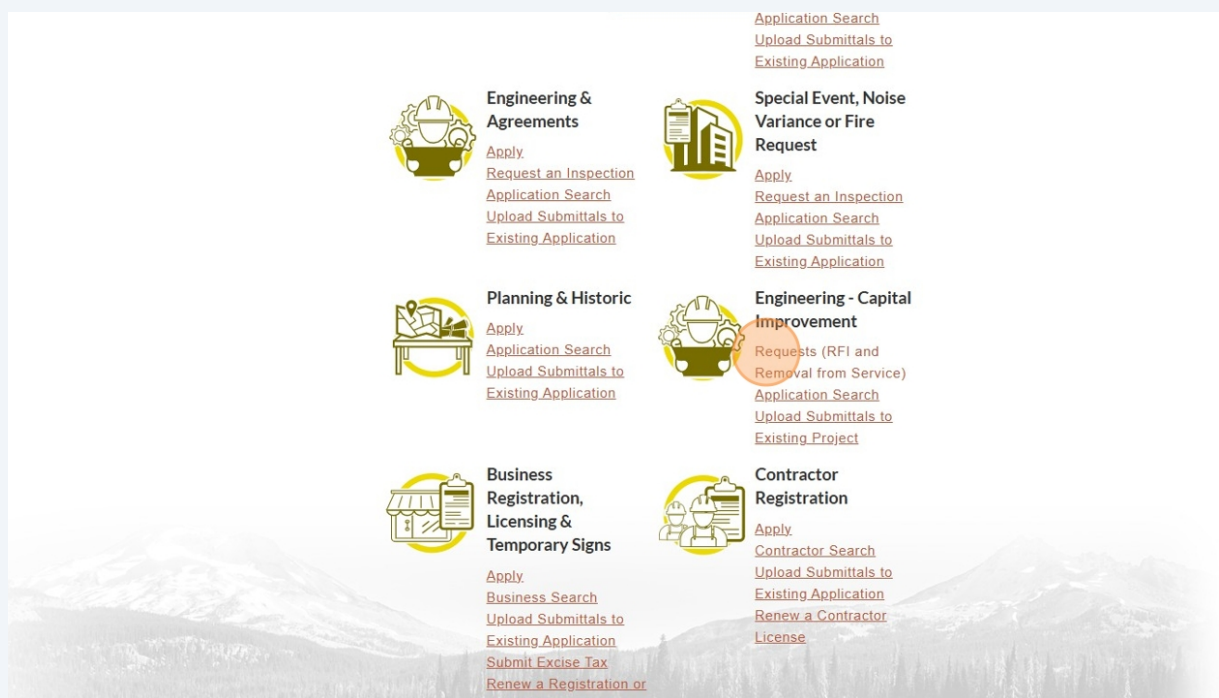
Once logged into the Online Permit Center Portal, navigate to the "Portal Home"

The screenshot shows the City of Bend Online Permit Center Portal. The header includes the City of Bend logo, navigation links (City Directory, News, Jobs, Pay Online, Council Meetings), a search bar, and a 'GO' button. Below the header is a main navigation bar with icons and labels for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT (highlighted), VISITOR, and CITY PROJECTS. On the left, there is a sidebar with a 'CONTACT' section for the Community Development Department, including a phone number and email. The main content area is titled 'Online Permit Center Portal' and features a yellow banner with a 'Welcome CIP Engineering Test' message and links for 'Sign Out', 'My Account', 'My Items', 'My Shopping Cart (0)', and 'Portal Home'. Below the banner, there is a 'Search for a Property' link and a 'Portal Help' link. The page also includes a 'Font Size' selector and a 'Print' button. The footer contains a 'Welcome to the City of Bend's Online Permit Center Portal' message, instructions for new and returning users, and a link to 'business hours'. At the bottom, there is a link to 'Accommodation Information for People with Disabilities'.

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"

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

Welcome CIP Engineering Test
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#)
[Search for a Property](#) [Portal Help](#)

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
 6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000112

Required information is indicated with an asterisk (*).

Choose the project type:*

--Select--

Project Descriptive Name:*

Please give your project a brief description. This will become the project name. Maximum 500 characters

5

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

Community Development Department
 (541) 388-5580
permitcenter@bendoregon.gov

[Search for a Property](#) [Portal Help](#)

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
 6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000112

Required information is indicated with an asterisk (*).

Choose the project type:*

Request for Information

Project Descriptive Name:*

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Please add any additional comments about the project. Maximum 4000 characters

[BACK TO TOP](#)

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

Department
(541) 388-5580
permitcenter@bendoregon.gov

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000113

Required information is indicated with an asterisk (*).

Choose the project type:*

Request for Information

Project Descriptive Name:*

Add additional water service STA 11+20

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:

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7 Click the "Comments:*" field.

Community Development
Department
(541) 388-5580
permitcenter@bendoregon.gov

Search for a Property Portal Help

1 Project Description 2 Permit Types 3 Permit Type Settings 4 Location 5 Contacts
6 Upload Files 7 Review & Submit 8 Submitted

Engineering Project - Project Description

TMPPL20250000112

Required information is indicated with an asterisk (*).

Choose the project type:*

Request for Information

Project Descriptive Name:*

Add additional water service STA 11+20

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

BACK TO TOP

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

Upload Files Review & Submit Submitted

Engineering Project - Project Description

TMPPL20250000112

Required information is indicated with an asterisk (*).

Choose the project type:*

Request for Information

Project Descriptive Name:*

Add additional water service STA 11+20

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

An additional water service is needed at STA 11+20

Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:

--Select--

CANCEL NEXT STEP: PERMIT TYPES BACK TO TOP

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

Required information is indicated with an asterisk (*).

Choose the project type:*

Request for Information

Project Descriptive Name:*

Add additional water service STA 11+20

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

An additional water service is needed at STA 11+20

Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:

1TEST Project

CANCEL NEXT STEP: PERMIT TYPES BACK TO TOP

Powered by CityView

10 Click "Next Step: Permit Types"

Required information is indicated with an asterisk (*).

Choose the project type:* ?

Request for Information

Project Descriptive Name:*

Add additional water service STA 11+20

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

An additional water service is needed at STA 11+20

Please add any additional comments about the project. Maximum 4000 characters

Which Project is this Request for?

Select Master Project:

1TEST Project

CANCEL **NEXT STEP: PERMIT TYPES**

Powered by [CityView](#)

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11 If you have an associated document click "Browse"

You are required to upload all relevant submittal items when submitting your application to the City. If you need assistance, please contact the Permit Center at permitcenter@bendoregon.gov or 541-388-5580

Note: If your session is idle for more than 20 minutes, your session could time out.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

Browse..

Provide a short description of this set of documents:

PREVIOUS STEP: PROJECT DESCRIPTION **BACK TO TOP**



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.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

RFI New Water Service 11+20 Sheet C203 20250131.pdf [Cancel](#)

Provide a short description of this set of documents:

See attachment for requested location and pipe sizing for new water service

PREVIOUS STEP: PROJECT DESCRIPTION

NEXT STEP: REVIEW & SUBMIT

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13 Click "Next Step: Review & Submit"

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Select any documents you wish to provide:

RFI New Water Service 11+20 Sheet C203 20250131.pdf [Cancel](#)

Provide a short description of this set of documents:

See attachment for requested location and pipe sizing for new water service

PREVIOUS STEP: PROJECT DESCRIPTION

NEXT STEP: REVIEW & SUBMIT

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14 Click "OK"

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Submittals ☺

There are no submittals associated with this application. However, you may upload relevant documents below.

Upload Additional Documents ☺

Uploads Complete

All documents were uploaded successfully.

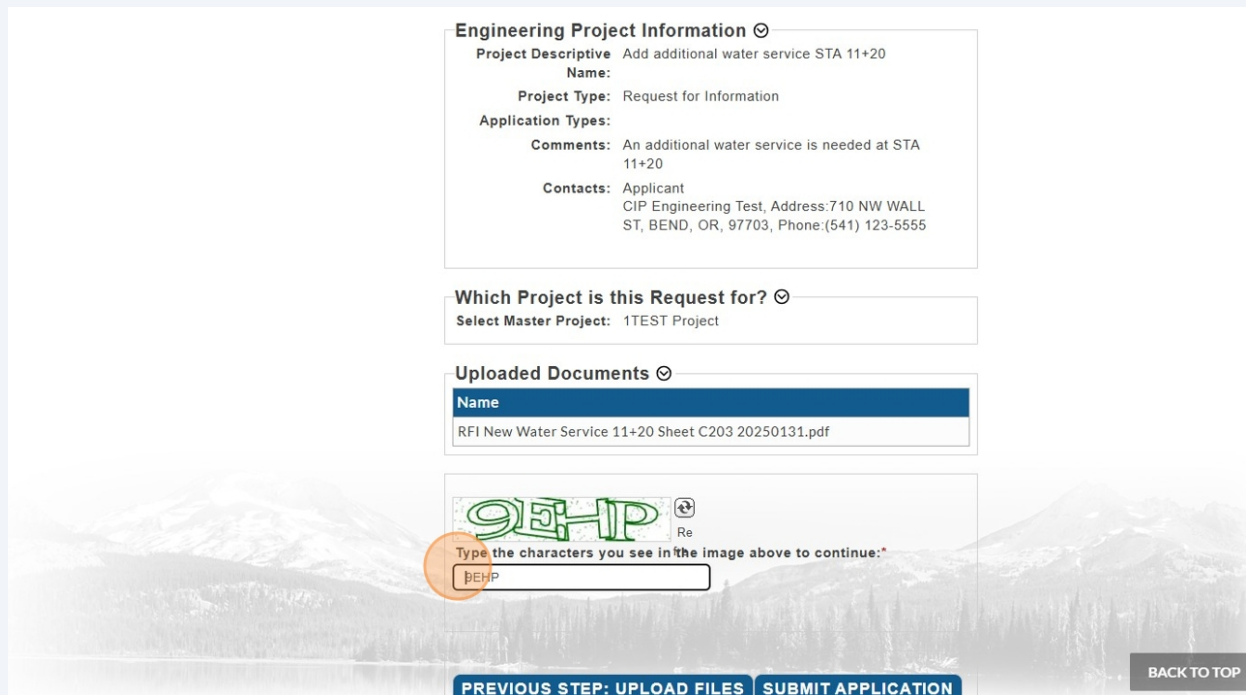
We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid.

Note: This does not apply to Code Complaint submissions, Fire Inspection requests, or any application that explicitly states that there are no required submittal items.

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



Engineering Project Information ☺

Project Descriptive Name: Add additional water service STA 11+20

Project Type: Request for Information

Application Types:

Comments: An additional water service is needed at STA 11+20

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for? ☺

Select Master Project: 1TEST Project

Uploaded Documents ☺

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

9EHP Re
Type the characters you see in the image above to continue:*

9EHP

PREVIOUS STEP: UPLOAD FILES **SUBMIT APPLICATION** **BACK TO TOP**

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Click "Submit Application"



Project type: Request for Information

Application Types:

Comments: An additional water service is needed at STA 11+20

Contacts: Applicant
CIP Engineering Test, Address:710 NW WALL ST, BEND, OR, 97703, Phone:(541) 123-5555

Which Project is this Request for? ☺

Select Master Project: 1TEST Project

Uploaded Documents ☺

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

9EHP Re
Type the characters you see in the image above to continue:*

9EHP

PREVIOUS STEP: UPLOAD FILES **SUBMIT APPLICATION** **CANCEL APPLICATION** **BACK TO TOP** ▲

17

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

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

Welcome CIP Engineering Test
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#)
[Search for a Property](#) [Portal Help](#)

1 Project Description 2 Upload Files 3 Review & Submit 4 Submitted

Engineering Project - Submitted

Project Number: PLE00520250050

PRINT THIS PAGE

Thank you for your application. Please note that your application will not be processed and the City's 30-day completeness check process will not begin until all fees have been paid.

Engineering Project Information ☺

Project Descriptive Name: Add additional water service STA 11+20

Project Type: Request for Information

Application Types:

Comments: An additional water service is needed at STA 11+20

Contacts: Applicant
 CIP Engineering Test, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 123-5555

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A summary of your RFI will be displayed

Community Development Department
 (541) 388-5580
 permitcenter@bendoregon.gov

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

Welcome CIP Engineering Test
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#)
[Search for a Property](#) [Portal Help](#)

1 Project Description 2 Upload Files 3 Review & Submit 4 Submitted

Engineering Project - Submitted

Project Number: PLE00520250050

PRINT THIS PAGE

Thank you for your application. Please note that your application will not be processed and the City's 30-day completeness check process will not begin until all fees have been paid.

Engineering Project Information ☺

Project Descriptive Name: Add additional water service STA 11+20

Project Type: Request for Information

Application Types:

Comments: An additional water service is needed at STA 11+20

Contacts: Applicant
 CIP Engineering Test, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 123-5555

Which Project is this Request for? ☺

Select Master Project: 1TEST Project

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

Which Project is this Request for? ☹
Select Master Project: 1TEST Project

Documents & Images ☹

Date Uploaded	File Type	Name
01/31/2025		RFI New Water Service 11+20 Sheet C203 20250131

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the City of Bend's Online Permit Center Portal.

[Requests \(RFI and Removal from Service\)](#)
[View the status of my application](#)
[Portal Home](#)

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Come And Visit
710 NW Wall St.
Bend, OR 97703

Get In Touch
City Administration (541) 388-5505
Utility Billing (541) 388-5545

Stay Informed
[Events](#)
[News](#)

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

permitcenter@bendoregon.gov

PLE00520250050

You will only be able to view fees or view conditions if you are a contact on the planning 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 ☹

[Edit Engineering Project Application Details](#)

Project Number: PLE00520250050
Project Name: Add additional water service STA 11+20
Project Type: Request for Information
Application Types:
Application Status: Pending Application
Date Entered: 01/31/2025

Property Owner's Full Name:
Comments: An additional water service is needed at STA 11+20
Planner: Autumn Sapp
Planner Email: asapp@bendoregon.gov

Contacts ☹

Applicant: CIP Engineering Test, Address: 710 NW WALL ST, BEND, OR, 97703, Phone: (541) 123-5555

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

The screenshot shows the City of Bend Online Permit Center Portal. The header includes the City of Bend logo, navigation links (City Directory, News, Jobs, Pay Online, Council Meetings), a search bar, and a 'GO' button. Below the header is a menu with icons for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. The left sidebar contains links for City Council, Departments, and Citizen Committees, followed by a CONTACT section for the Community Development Department. The main content area is titled 'Online Permit Center Portal' and includes a welcome message for 'CIP Engineering Test' with links for Sign Out, My Account, My Items, My Shopping Cart (0), Portal Home, Search for a Property, and Portal Help. Below this is the 'Engineering Project Application Status' for project PLE00520250050. A yellow box contains a message: 'You will only be able to view fees or view conditions if you are a contact on the planning application.' There are links for 'Expand All' and 'Collapse All' with a note explaining their function. A 'Summary' section shows the project number and a link to 'Edit Engineering Project Application Details'.

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

The screenshot shows a list of application categories in the City of Bend Online Permit Center Portal. The categories are: My Business Registration, Licensing & Temporary Sign Applications (0), My Code Enforcement Complaints (0), My Contractor Registration Applications (0), My Building Permit, Permanent Sign & SDC Estimate Applications (0), My Special Event, Noise Variance or Fire Request Applications (0), My Engineering & Agreement Applications (0), My Planning & Historic Applications (0), and Engineering - Capital Improvement Projects (12). The 'Engineering - Capital Improvement Projects (12)' category is highlighted with an orange circle. At the bottom, there is a 'Powered by CityView' logo and a 'BACK TO TOP' button.

23 Find the RFI application you are looking for

My Contractor Registration Applications (0) ⓘ

My Building Permit, Permanent Sign & SDC Estimate Applications (0) ⓘ

My Special Event, Noise Variance or Fire Request Applications (0) ⓘ

My Engineering & Agreement Applications (0) ⓘ

My Planning & Historic Applications (0) ⓘ

Engineering - Capital Improvement Projects (12) ⓘ

Filter Applications:
Show Active (12 of 12) ▾

Project Number ⇅	Address ⇅	Type ⇅	Status ⇅	Date Created ⇅
PLE00520250050		Request for Information	Pending Application	01/31/2025
Name: Add additional water service STA 11+20				
UPLOAD SUBMITTALS				
TMPPL20250000111		Removal from Service Request	Pending Application	01/31/2025
Name: RFS Fire Hydrant @ 11+25				
UPLOAD SUBMITTALS				

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

My Contractor Registration Applications (0) ⓘ

My Building Permit, Permanent Sign & SDC Estimate Applications (0) ⓘ

My Special Event, Noise Variance or Fire Request Applications (0) ⓘ

My Engineering & Agreement Applications (0) ⓘ

My Planning & Historic Applications (0) ⓘ

Engineering - Capital Improvement Projects (12) ⓘ

Filter Applications:
Show Active (12 of 12) ▾

Project Number ⇅	Address ⇅	Type ⇅	Status ⇅	Date Created ⇅
PLE00520250050		Request for Information	Pending Application	01/31/2025
Name: Add additional water service STA 11+20				
UPLOAD SUBMITTALS				
TMPPL20250000111		Removal from Service Request	Pending Application	01/31/2025
Name: RFS Fire Hydrant @ 11+25				
UPLOAD SUBMITTALS				

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