

INSTRUCTIONS ON USING CITY OF BEND WEBSITE TO TRACK A PERMIT

To do this you will need your application or building permit and your pin number.

- ❖ Log on to the City website – www.ci.bend.or.us
- ❖ Click on “Departments” at the top of the page.
- ❖ Select “Community Development”
- ❖ Click on “Online Inspection Requests” under Building Division on the left side of the page.
- ❖ Click “here” under Building Permits.
- ❖ In the blue “Make a Selection” box on the left side of the screen, click on “Select Permit”
- ❖ Put in application and pin number and then press “Submit”
- ❖ Select the option of “Plan Tracking Status”
- ❖ Under “Action Summary” you can follow your permit through the various steps. The codes you may see are:
 - IR In Review**
 - AP Approved (for Building and Development Services)**
 - CO Completed (for Planning and Fire Depts)**
 - HD or HPZ On Hold (any and all steps)**
- ❖ When the Building Department places a permit “on hold”, you will be contacted through mail, phone or e-mail with any corrections needed
- ❖ Please wait at least a week after the last approval once Building and Development Services show AP and Planning shows CO before calling to check on your permit. This will give us time to receive the file back, calculate fees and give you a call

TO SCHEDULE INSPECTIONS ONLINE

- ❖ Follow the first 3 steps for logging in
- ❖ In the blue box on the left side of the screen, click on “Schedule Inspection”
- ❖ Put in application and pin number and then press “Submit”
- ❖ Select either “Schedule an Inspection” or “Cancel an Inspection”
- ❖ Schedule everything BUT electrical on the Bldg Permit selection (includes mechanical, plumbing, fire sprinkler, etc)

Str / Seq / Permit	Permit Description	Contractor / Sub
000 / 000 / BLDG 00	GENERAL BUILDING	
000 / 000 / ELEC 00	ELECTRICAL	
000 / 000 / MECH 00	MECHANICAL	
000 / 000 / PLBG 00	PLUMBING	

and only Electrical on the Electrical Permit selection

- ❖ **Then click on “Schedule an inspection not on this list” unless the inspection you are attempting to schedule shows on the on the first screen (first screen inspection options might include Final Grading, Final Planning, Final Fire Dept, etc)**
- ❖ Select an inspection from the list by clicking on it, then select the date on which you want the inspection to occur
- ❖ Select “Change” if that is not the date you want or select “Schedule”
- ❖ From here you can schedule another inspection, otherwise you are done
- ❖ **Inspections can be scheduled until 11:30 pm for the next business day**