



Department of Consumer  
and Business Services

# Building Codes Division

## Mechanical Minor Label – Pilot Program

This pilot program for mechanical minor labels is for contractors holding a valid Construction Contractors Board (CCB) license and who are not in violation of the minor label requirements found in Oregon Administrative Rules Chapter 918, Divisions 100 and 440.

### **HOW to purchase labels:**

- Purchase labels online at: [buildingpermits.oregon.gov](http://buildingpermits.oregon.gov)
- Labels are purchased in lots of 10 for \$140.00 (price includes surcharge)
- Labels are then mailed to the contractor

### **Participating Jurisdictions:**

- Albany
- Central Point
- Medford
- Salem
- Coos County
- Deschutes County
- Jackson County
- Linn County
- Marion County
- Umatilla County

### **Jurisdictions *WHERE* labels may be used:**

- **Coos County** – in those areas where the building program is administered by BCD. This includes all of Coos County **EXCEPT** within the city limits of Coos Bay, Lakeside, and North Bend.
- Within areas where **Deschutes County** administers the building inspection program. This includes all of Deschutes County **EXCEPT** within the city limits of Bend and Redmond.
- Within areas where **Jackson County** administers the building inspection program. With Medford and Central Point participating this includes all of Jackson County **EXCEPT** within the city limits of Ashland, Eagle Point, Jacksonville, Phoenix, Rogue River, and Talent.
- Within areas where **Linn County** administers the building inspection program (with Albany participating, this is all areas **EXCEPT** within city limits of Harrisburg, Lebanon, and Sweet Home).
- Within areas where **Marion County** administers the building inspection program (with Salem participating, this is all areas **EXCEPT** within city limits of Aurora, Silverton and Woodburn).
- **Umatilla County** – in those areas where the building program is administered by BCD. This includes all of Umatilla County **EXCEPT** for within the city limits of Hermiston, Pendleton, and Umatilla.

**Type of work *ALLOWED* with the minor label:**

- Moving or replacing ductwork not involving fire dampers or penetrations of firewalls, fire assemblies or floors
- Relocating grilles and air distribution inlets or outlets
- Replacing existing heating, cooling, and ventilation equipment, including minor alterations of fuel piping or appliance connectors downstream of an appliance shutoff valve
- Adding a central air-conditioning unit to existing ductwork in one and two-family dwellings
- Installing new mini-split heat pumps in one and two-family dwellings
- Installing a mechanical exhaust fan for radon mitigation systems in one and two-family dwellings

**Minor labels *CANNOT* be used for:**

- Mechanical replacements where the fuel type changes
- Replacement of fuel burning equipment which requires replacement of the existing venting system
- Replacement of commercial systems or equipment that:
  - Exceeds 2,000 cubic feet per minute of air movement capability
  - Weighs more than 400 pounds, except packaged rooftop equipment up to 5-ton cooling capacity being replaced with packaged rooftop equipment not exceeding the existing unit's cooling capacity
  - Exceeds 5-ton cooling capacity

**AFFIX the minor label in one of the following locations:**

- On the unit installed
- On the inside of the electrical disconnect box
- On the electrical panel

**IMPORTANT INFORMATION:**

- Pictures and/or short videos may be uploaded by the installer at the time the work is done using the free Oregon ePermitting Mobile App.
- BCD staff will randomly select one label from each group of 10 to be inspected by a local inspector.
- If the pictures are adequate, the local inspector will review the uploaded pictures and determine whether the installation has been installed in compliance with the applicable mechanical code.
- If the pictures are not adequate, the local inspector will inspect the installation at the job site.
- Visit <http://www.oregon.gov/bcd/minlab/Pages/mechanical.aspx> for instructions and examples.