

# Mechanical Minor Label Program

The statewide 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 (price includes surcharge)
- Labels are then mailed to the contractor

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

- Statewide

## **Type of work allowed with minor label (*one item per 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 system for radon mitigation in one- and two-family dwellings

## **Minor labels cannot be used for:**

- Mechanical replacements where the fuel type changes
- Replacement of fuel burning equipment that 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 may be uploaded by the installer at the time the work is done using the free Oregon ePermitting app.
- BCD 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 jobsite.
- Visit <http://www.oregon.gov/bcd/minlab/Pages/mechanical.aspx> for instructions and examples.