



Minor Plumbing Labels

Category: Commercial Construction

Revised: September 11, 2001 *[Margaret M. Mahoney]*

Responsible Bureau Section: Commercial Plumbing
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BACKGROUND

Oregon Revised Statutes (ORS) establish special alternative inspection programs for installations for other than new construction. One of these programs is the Minor Label Program. Implementation rules for minor plumbing labels have subsequently been adopted by the Building Codes Division of the Oregon Department of Consumer and Business Services. The rules implement the statutes for the Structural Specialty Code, the Mechanical Specialty Code, the Plumbing Specialty Code and the One & Two Family Dwelling Specialty Code. Statutory authority and implementing rules for each program are:

Program	Statutory Authority	Implementing Rule
Commercial & Industrial*	Chapter 455.190	OAR 918-100-000 through 918-100-060

- * Apartment and multi-family installations are included in the “commercial and industrial” minor plumbing label program.

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The Minor Plumbing Label Program utilizes minor installation labels in lieu of regular plumbing permits and random inspections to ensure compliance of minor work. Only the types of minor plumbing installations specified in this program guide may be done under a minor label. Currently, the only minor label available through the Office of Planning and Development Review (OPDR) is for commercial and industrial work (accessible work only). Minor plumbing labels for one and two family dwellings are issued and administered through the Tri-county Service Center, 123 NE 3rd Avenue, Portland OR. (503) 872-6731.

Minor Plumbing Labels shall only be used for work within the category of the purchased label. For example, commercial and industrial labels may not be used for similar installations in one and two family dwellings.

Only registered and licensed plumbing contractors may purchase and use minor labels. Minor labels cost less than equivalent permits. The lower price is a reflection of the lower costs involved in making the inspections. A minor label is only required when the work otherwise requires a permit. Nothing prohibits a person from purchasing a regular permit for work covered by the minor label program.

A. Definitions

Accessible: Plumbing installations that can be easily inspected because the work is in the open or because there is a designed permanent physical access such as an access panel, door or similar entry.

Commercial and Industrial: Any occupancy (including apartments and other multi-family dwellings) other than one- and two-family dwellings.

Minor Label: Adhesive sticker sold by the City of Portland which identifies the City; label number; contractor's name; installation date; job address; work description; property owner's name, address and phone number; name of the person doing the work and that person's journeyman plumber license number or apprentice plumber card number; Plumbing Board contractor license number and other information.

Minor Label Log: A record of installations made under a minor label.

New Construction:

1. Creation of a new building shell, structural retrofit, installation or alteration of load bearing walls, foundations or exit passageways;

2. Installation of mechanical and plumbing products as part of the work described in A. above;
3. Installation of structural, mechanical or plumbing work performed in connection with changing the use or occupancy classification of the building;
4. Any addition which increases the square footage of the building or structure; or,
5. Remodeling within an occupied existing shell which results in:
 - a. Vacation of more than 25 percent of occupants within a floor or building resulting from remodel;
 - b. Termination of a tenant's usual activities for more than five working days; or
 - c. Construction which involves more than 25 percent of the area on any floor.

Repair and Maintenance: Restoring accessible or existing appliances, appurtenances, fixtures, wastes, vents or distribution pipes in buildings or structures to a safe and sanitary condition.

Replacement: Exchanging an existing structural component or mechanical or plumbing product for a similar item which:

1. Does not change the source or location of power;
2. Does not exceed the design capacity of the existing system; and,
3. Meets current accessibility and earthquake requirements.

B. Commercial Plumbing Installations Under a Minor Plumbing Label

1. The following work may be done under a Commercial/Industrial Minor Plumbing Label if the installation is in an accessible location:
 - a. Plumbing repair and maintenance;
 - b. Replacement of up to three accessible plumbing appliances; appurtenances or fixtures as defined in the State Plumbing Code;
 - c. Replacement of up to 20 feet of plumbing piping.

2. The following work may *not* be done under a Minor Plumbing Label:

- a. Installation of cross-connection control devices;
- b. New construction;
- c. Accessibility retrofit;
- d. Chemical or industrial liquid waste and vent piping;
- e. Medical gas systems.

2. Restrictions:

- a. A minor label is only required when the work otherwise requires a permit.
- b. No more than one minor plumbing label may be used on any single project. A single project is defined as not more than one minor label used per calendar month for each address, suite dwelling unit or tenant space.
- c. Work/installation must meet the requirements of the Commercial/Industrial - Plumbing Specialty Code
- d. Misuse of labels will result in penalties as prescribed by law.

C. License Requirements for Use of a Minor Plumbing Label

- 1. Plumbing contractors having a certificate of registration (known as an Oregon Plumbing Business Certificate of Registration) under ORS 447.030 and a verified Construction Contractors Board registration; and,
- 2. Plumbers having a certificate of competency (known as a Journeyman Plumber's Certificate of Competency) under ORS Chapter 693 or apprentices in compliance with ORS Chapter 693, and working for licensed plumbing contractors.

D. Label Purchase

Plumbing contractors are eligible to purchase minor plumbing labels.

Labels may be purchased from the Development Services Center (DSC). Labels may be purchased in person, or by mailing a minor label application form along with a check, or, if the applicant has a trust account, by mailing or faxing a minor label application form. Purchaser may need to provide proof of meeting license requirements of Section III above. A copy of the form is attached.

Each category of labels is sold in multiples of ten.

F. Responsibilities of the Development Services Center (DSC)

Before selling minor labels, the DSC will verify that the purchaser meets license requirements. By the fifth working day of each month, the DSC will provide a list of Commercial/Industrial labels to the Commercial Plumbing Section, which were sold during the previous month. The list will include contractor's name, address and phone number, label sale date, and label numbers.

G. Responsibilities of the Minor Label User

The Minor Label User will:

1. Fill in the information required on the minor label. (Please use a ballpoint pen and check that the information on page two of the form is legible.)
2. When work is started, attach the label on or near the installation.
3. Return the second page (yellow copy) of the minor label log to OPDR after the ten minor labels are used, or six (6) months from date of purchase, whichever occurs first.
4. Arrange necessary access to the installation(s) chosen for inspection by the Bureau (See Section VII, below).

NOTE: Minor plumbing labels expire six months from date of purchase, and are not refundable.

H. Responsibilities of the "Plumbing Section"

1. At least ten percent of the installations on each returned minor label log will be randomly selected and inspected within 30 days of the return of the log. The selection is made by the supervisor of the Commercial Plumbing Section. The Supervisor will assign the selected installations for inspection.

- a. If the selected installation complies with the code under which the installation was made, then all of the other installations are assumed to comply.
- b. If the first installation inspected violates the code under which the installation was made, the contractor will be notified of all corrections required and that a reinspection fee as established by City Code, will be charged.

In addition, the Supervisor may select another installation listed on the log for inspection. The inspection of the second installation will be made at the current full cost of inspection to the contractor. The contractor will be notified of all corrections required.

If the second installation is found to be in violation, then all other installations on the log may be inspected. The contractor will be charged the current full cost of the inspection for each inspection and for all reinspections. The contractor will be notified of all corrections required.

2. When the inspections for a minor label log are completed, installation details for all installations listed on the minor label log are recorded by address. The minor label log is forwarded to the Records Center for filing.
3. The label purchase list will be compared with the returned minor label logs to determine which logs have not been returned. If six months have elapsed from the date of label purchase, a certified letter will be sent to the contractor requesting return of the minor label log within ten days. If the log is not returned within ten days, the matter will be referred to OPDR's Code Compliance Section.



City of

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Application for Minor Plumbing Labels

Instructions: Please complete the requested information (print or type). Indicate which type of minor plumbing label you are requesting. Check the appropriate box below:

- Commercial, Industrial, Apartment and Multi-Family Labels

Indicate how many labels you wish to order. Labels are sold in multiples of ten. The minimum order is ten labels. Return the completed application and check to the Development Services Center at PO Box 8120, Portland, OR, 97207-8120. If you have a trust account and wish the amount due charged to your trust account, you may order labels by mail or by fax, (503)823-3018. The labels will be mailed to you.

Date: _____

Plumbing Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone No. () _____ Construction Contractors Board #: _____

Oregon Plumbing Business Certificate of Registration #: _____

Please charge the amount due to my trust account: _____

(signature of contractor's representative)

		Quantity	Fee
Minor Installation Labels	\$100 per 10 labels	_____	\$ _____
State of Oregon Surcharge	\$8 per 10 labels	_____	\$ _____
		Total Amount Due	\$ _____

For Office Use Only

Date: _____

Verified By: _____

(Permit Technician)

Label Number Sequence: _____ - _____

Issued By: _____

(Cashier)