



**Bureau of
Development
Services** FROM CONCEPT
TO CONSTRUCTION

PROGRAM GUIDE



Minor Structural Labels

Category: Commercial Construction

Effective: November 1, 1997 _____

Responsible Bureau Section: Structural/Mechanical Section
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BACKGROUND

Oregon Revised Statutes Chapter 455.190 establishes special alternative inspection programs for commercial and industrial installations for other than new construction. One of these programs is the Minor Label Program. Implementation rules for commercial and industrial minor labels, adopted by the Building Codes Division, are contained in Oregon Administrative Rules (OAR) 918-100-000 through 918-100-060. The rules implement the statute for the Oregon Structural Specialty Code, the Mechanical Specialty Code, and the Plumbing Specialty Code. The term “commercial and industrial” includes all occupancies, other than one or two family dwellings. Apartment and multi-family installations are included in the “commercial and industrial” minor structural label program.

Minor structural labels may be used in lieu of regular building permits for certain types of installations. Minor labels cost less than equivalent permits. Random inspections are made to ensure installations comply with the Oregon Structural Specialty Code. The lower price of minor labels is a reflection of the lower costs involved in making the random inspections.

Contractors having verifiable Construction Contractors Board registrations, building owners, and building owner’s agents are eligible to purchase and use minor labels. A minor label is only required when the installation otherwise requires a building permit. Nothing prohibits purchase of a regular building permit for installations covered by the minor structural label program.

A. Definitions

Accessible: 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.

Exit Passageway: An enclosed exit connecting a required exit or exit court with a public way.

Minor Label: Adhesive sticker sold by a jurisdiction which identifies the jurisdiction issuing the label; label number; installation date; job address; work description; building owner's/owner's agent's/contractor's name, address and phone number; and name of the person doing the work.

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 1 above;
3. Any 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.

Occupancy Classification: The designation of a building according to its use or the character of its occupancy into one or more of the occupancy groups as provided in the Oregon Structural Specialty Code.

Project: Not more than one minor label used per calendar month for each address, suite or tenant space.

Public Way: Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky which is deeded, dedicated or otherwise permanently appropriated to the public for public use and having a clear width of not less than 10 feet (3,048 mm.).

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. Installations Allowed

1. The following work may be done under a Minor Structural Label:
 - a. Alteration, replacement or repair of up to 100 linear feet of nonbearing, non-fire-resistive walls and partitions not part of the building shell, an exit or an exit passageway;
 - b. Window and door replacements or relocations not part of an exit or exit passageway and fit within existing openings. Replacement windows and doors shall comply with the requirements of the current State codes, including but not limited to safety glazing requirements;

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- c. Light weight interior awnings under 100 pounds total weight;
 - d. Removal and replacement of acoustical ceiling tiles in nonfire-rated ceilings of less than 1,000 square feet (*replacement of supporting grid is not included*);
 - e. Minor roofing repairs not exceeding ten percent of the roofing area.
2. The following work may *not* be done under a Minor Structural Label:
- a. Work on one and two family dwellings;
 - b. New construction;
 - c. Accessibility retrofit;
 - d. Major roof repairs, constituting more than ten percent of roofing area and reroofing;
 - e. Work on fire extinguishing or smoke evacuation systems;
 - f. Replacement of acoustical ceiling tile supporting grid.
3. Restrictions:
- a. A minor label is only required when the work otherwise requires a permit.
 - b. Work must meet the requirements of the Oregon Structural Specialty Code.
 - c. No more than one minor structural label may be used on any single project.
 - d. City of Portland minor labels may only be used for work within the City of Portland Office of Planning and Development Review's jurisdiction.

C. Who is Eligible to Purchase

In order to purchase and use minor structural labels, the applicant must be a:

1. Building owner; or
2. Building owner's agent; or
3. Contractor having a verifiable Construction Contractors Board registration.

D. How to Purchase

Labels are available for purchase in multiples of ten from the Permit Center. 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. (The minor label application form can be found on the Web site - <http://www.portlandonline.com/bds/index.cfm?c=36814&a=229725> or in the Permit Center). The applicant may need to provide proof of meeting the requirements in Section C above.

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

E. Using Minor Labels

The minor label user:

1. Verifies the installation is allowed under the minor structural label program and that the job address is within the City of Portland Office of Planning and Development Review's jurisdiction (see Section B above).
2. Records the installation on the left half of the minor label log. (Please use a ballpoint pen and check that the information on page two of the form is legible.)
3. Fills in the label.
4. When work is started, attaches the label on or near the installation.
5. Returns the two white copies of the minor label log to the Structural/Mechanical Section after the ten minor labels are used, or six months

from date of purchase, whichever occurs first. Keeps the two yellow copies for the user's records.

NOTE: Misuse of labels will result in penalties as prescribed by law.

F. Inspections

The Bureau's Structural/Mechanical Section may inspect one or more of the installations on the minor label log. The minor label user is responsible for arranging necessary access to installations for inspections. If the inspected installation is in violation of the Oregon Structural Specialty Code, corrections and/or reinspections may be required and charges may be imposed for reinspections and new inspections. The Structural/Mechanical Section notifies the minor label user of corrections and fees required.