Boiler/Pressure Vessel
Minor Repair Permit Application

Department of Consumer and Business Services
Building Codes Division • Boiler Section
1535 Edgewater NW, Salem, OR
Mailing address: P.O. Box 14470, Salem, OR 97309-0404
Phone: 503-373-7538 • Web: oregon.gov/bcd

Mail application with payment to:
DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

DEPARTMENT USE ONLY	
Permit numbers:	
Date:	
Issued by:	

NOTE: SEE PAGE 2 FOR IMPORTANT INFORMATION ON THE USE OF MINOR REPAIR PERMITS

APPLICANT INFORMATION			
Applicant business name:			Phone:
☐ Owner	☐ Property management		
☐ Contractor	Boiler business license #:	CCB#:	
Address:			
City:		State:	ZIP:
Contact person:			
Phone:	Fax:	Email:	

MINOR REPAIR PERMIT FEES			
	Number of lots:	Fee	Fiscal code
Minor repair permits @ $175.00 per lot of five permits:		$	70311/1195
12% surcharge ($21.00 per lot)		$	70311/1291
Total		$	

Secure fax for credit card payments:
503-947-2333
If paying by credit card, applicant must sign credit card information box.

Make check or money order payable to Department of Consumer & Business Services. Do ***not*** send cash.

☐ Visa ☐ MasterCard ☐ Discover Phone:

Cardholder signature | Expiration date

Name of cardholder as shown on credit card

Credit card number | $ Amount

Fiscal use only:

BCD Building Codes Division
Department of Consumer and Business Services
440-4933 (09/21/COM)

BOILER/PRESSURE VESSEL MINOR REPAIR PERMIT
INSTRUCTIONS

Minor repair permits may be used **only** for minor repairs. Minor repairs include the nonwelded replacement of the following safety devices OAR 918-225-0240(22)(c):

- Low water cut-offs
- Pressure relief valves
- Safety valves
- Safety switches
- Rupture discs
- High pressure or temperature limits
- Low pressure or temperature limits
- Fuel train components
- Flame detectors
- Flame safeguards
- Heat exchanger elements
- Burner components, including related operating controls

A minor repair permit may be used on *one* boiler or pressure vessel. Multiple minor repairs may be performed on one boiler or pressure vessel under one minor repair permit provided that each minor repair is completed within five days of beginning the first minor repair.

Minor repair permit work must comply with the Oregon Boiler and Pressure Vessel Specialty Code.

An individual performing work under a minor repair permit must do the following:

1. Hold appropriate licenses, if required, under ORS 480.630 and OAR 915-225-0691
2. Fill out the information required on the minor repair permit
3. Post the minor repair permit in a secure and visible location near the site of the repair

Within five business days of the work being completed under a minor repair permit, the purchaser of the minor repair permit must do the following:

1. Notify the division that the minor repair permit has been used
2. Document each minor repair that was performed in the minor repair log as directed by the division

The log can be found at www.oregon.gov/bcd/permit-services/pages/boiler-minor-repair-permit-log.aspx

The division will randomly inspect at least one permit from each lot of minor repair permits. If work done under the first permit does not comply with the Oregon Boiler and Pressure Vessel Specialty Code, the division will inspect a second permit from the same lot. If the work done under the second permit is also noncompliant, the division will individually inspect all remaining permits from the same lot. Any inspections after the first inspection will be charged to the permit applicant at the division's hourly inspection rate. If the division determines that work performed under a minor repair permit did not comply with the Oregon Boiler and Pressure Vessel Specialty Code, the division will require corrections to bring the boiler or pressure vessel into code compliance. Such corrections MUST be performed under a full installation permit.

Questions: Contact the boiler program at 503-373-7538 or email BCD.boiler@dcbs.oregon.gov

BCD Building Codes Division
Department of Consumer and Business Services
440-4933 (09/21/COM)