

How does the Minor Label Program Work?

Inspection Lots

A “lot” is made up of 10 labels. Contractors purchase minor labels in sets of 10. As soon as 10 installations are entered into the system a lot is formed. This lot of 10 can consist of addresses of several jurisdictions. For example, one job could be in Portland, another in Bend, another in Salem, etc. One job will be randomly selected and sent to the respective jurisdiction for inspection. If an inspection is not possible on the label, it will be returned to the Division and another from that lot of 10 requested. The Division will go through the lot of 10 labels until one is inspected and passes.

Inspections

Every Saturday at 4:00 a.m. the system checks for inspection requests. If your jurisdiction has a pending inspection and you have not logged in to the system in the past six days, you will receive an automated email notifying you that there is an inspection waiting for you. If you have logged in during the six days, the system will wait until the next week to send you an email (unless, again, you have logged in).

To view inspections, log in and click on [View inspection status tracking report](#) from the Main Menu. The status of the inspections will be BCD REQUESTED. *If this status does not change within two months of the requested date, the inspection will be automatically expire and the lot returned to the Division.*

Three attempts to reach the homeowner/business to schedule an inspection are to be made within 30 days of receiving the inspection request. As soon as the label is being worked on, the status should be changed from BCD REQUESTED to either WORK IN PROCESS or ASSIGNED TO INSPECTOR. Changing the status will provide an additional 30 days before the request is expired and the lot is returned to the Divisions.

The Division reimburses jurisdictions \$75 for PASS or FAIL inspections on a quarterly basis. If the homeowner/business cannot be reached to schedule an inspection the status should be changed to NO CONTACT. If the homeowner/business does not want, or cannot be available for an inspection, the status should be changed to OWNER DENIED.

The COMMENT BOX on the inspection screen is the place to keep track of any phone calls or notes. Both the contractor and the division can view anything typed in the comment box. **If a label should FAIL, the reason for the failure and the inspector’s name must be entered in the comment box.**

When a label is marked PASS or FAIL, a notification email is automatically sent to the contractor.

Failed Minor Labels

The Minor Label Program is a PASS or FAIL program. When a label is marked PASS the lot is closed. When a label is marked FAIL the contractor is notified through an automated email. The reason for the failure must appear in the Comment Box—the contractor needs to know why the label failed, as the contractor has 10 days from the notice date to contact the Division to contest the failure decision.

If the contractor contests the failure, the contractor will be advised to contact the inspector to see if the inspector will reverse the decision (the reason for the inspector’s name appearing in the comment box). The Division will hold the label for 30 days or until notified by the jurisdiction to reverse the decision.

Our OAR 918-100-0060 states that if a label fails the contractor has to make the corrections and pay your hourly reinspection fee. **It is the contractor's responsibility to schedule the reinspection.**

If the contractor does not contest the failure decision within 10 days, a different label from the same lot of 10 is selected for inspection. The Division will go through the 10 labels until one is passed or all 10 have been attempted. How a failed label is resolved is between the contractor and the jurisdiction. **The Division only pays for the first inspection out of a lot of 10.**

If you are a second or third inspection after a failed label, you will receive the following message in the Comment Box:

Please invoice the contractor directly for the inspection fee. BCD Minor Label Program will not reimburse your jurisdiction for this requested inspection; as a previous label from this lot of 10 failed (ELSxxxx).

The above message means that a previous label from the lot of 10 failed and the jurisdiction performing the inspection and failing the label received the \$75 from the Division. Now a second label has been selected from this lot of 10, as the Division must go through all of the labels until one passes. The contractor must pay the jurisdiction directly for this inspection because the Division only pays for the first one. Your office would invoice the contractor for the \$75 inspection fee. **If the contractor does not pay this amount within your time frame, contact the Division and we will contact the contractor & suspend their purchasing privileges until the \$75 is paid.**

Other

Once a label's status is changed to NO CONTACT or OWNER DENIED the label returns to the inspection queue. Another label from this lot could be sent out to another jurisdiction (or yours) on the same day—it depends on whether I am working on inspections that day. **If the label was marked one of these accidentally & needs to be changed to PASS/FAIL, please contact me immediately so I can stop another label from being sent out.** Sometimes there is a miscommunication between the inspector & the permit staff and the label was inspected, even though the notes do not reflect this. Again, contact me as soon as possible to change the status.

This is the main menu. Click on the first link, "Inspection status tracking report"

Your session will expire in 60 minutes if you remain on this page.

OREGON BCD Minor Label Program

Main Menu

-  [Inspection status tracking report](#)
-  [Inspection history](#)
-  [Enter inspection results](#)
-  [Reports](#)
Contractors: view the current list of expired labels that have not been reported
Jurisdictions: view inspections reimbursements report
-  [Update jurisdiction information](#)
Add/update contact information
-  [Manage user accounts](#)
Add additional users to your account, and manage existing user accounts
-  [Change your password](#)
-  [Update email address](#)
-  [Log out](#)

If you need assistance, view the Minor Label [program information](#) page.

This screen shows your inspections. Click on the label # link (ELS629287).

Inspection status tracking report

"BCD requested" shows inspection requests you have received but have not yet assigned. "Assigned to inspector" shows inspections that you have assigned to your inspection staff. If you performed an inspection that does not appear in the list below, please [search](#) for the label by number using the [search](#) screen.

Sent	Label	Type	Contractor	Status
02/16/2018	ELS629287	R	ALL ELECTRIC SERVICE 243 NE SAN BAY O CIR, NEWPORT OR 97365	BCD Requested

Then you get this:

Inspection assignment and results data entry

Contractor/Company: ALL ELECTRIC SERVICE
Phone: (541) 528-3766
Fax: *not on file*
Shipping Address: PO BOX 132, TIDEWATER OR 97390

Label ID: [ELS629287](#)
Installed: 02/06/2018 **Type:** 1 & 2 Family
Work Description: 15 AMP HEAT PUMP CIRCUIT
Installer: JAMES MURRY **License:** 19052J
Job Address: [243 NE SAN BAY O CIR, NEWPORT OR 97365](#)
Contact Name: JIM WAGNER
Contact Phone: (541) 265-7812

Inspection Status: ▼
Inspection Date:
Inspection Comments:

Now – if you click the label number again (ELS629287), you will see any notes that are associated with the label.

Label details

Contractor/Company: ALL ELECTRIC SERVICE
Phone: (541) 528-3766

Label ID: ELS629287 **Ordered:** 01/06/2018
Install date: 02/06/2018 **Type:** 1 & 2 Family
Work description: 15 AMP HEAT PUMP CIRCUIT
Installer: JAMES MURRY **License:** [19052J](#)
Job address: [243 NE SAN BAY O CIR, NEWPORT OR 97365](#)
Contact name: JIM WAGNER **Phone:** (541) 265-7812

Status date	Jurisdiction	Status	Comments
02/16/2018	NEWPORT, CITY OF	BCD Requested	

No notes found

If there were any notes of interest (special homeowner info or message from the contractor), they would appear on this screen.