

How to result a Mechanical Minor Label

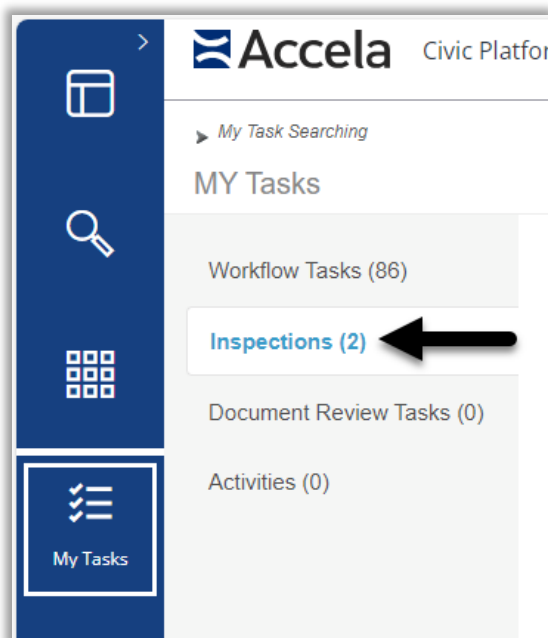
1. Go to <https://av-oregon.accela.com/>
2. Enter “minor_labels” for the agency.
Enter your jurisdiction’s unique user name and password.
Click the “login” button.

Password reset:

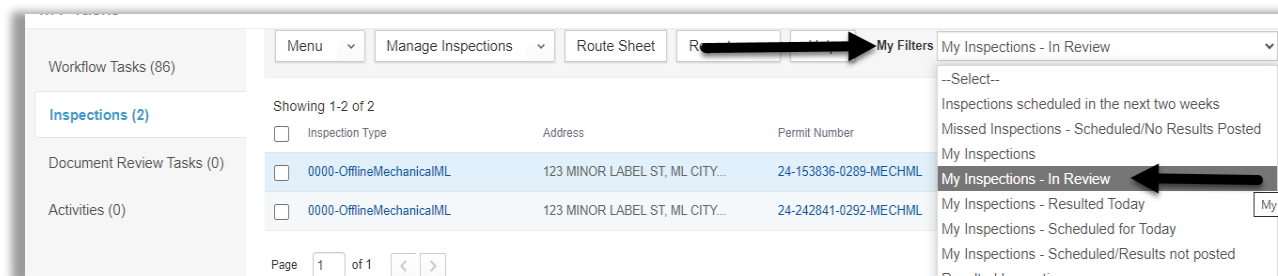
Please email ePermitsHelp.BCD@dcbs.oregon.gov

3. First, click Launch pad,  Second, click “All Pages,” Third, click “My Tasks.”

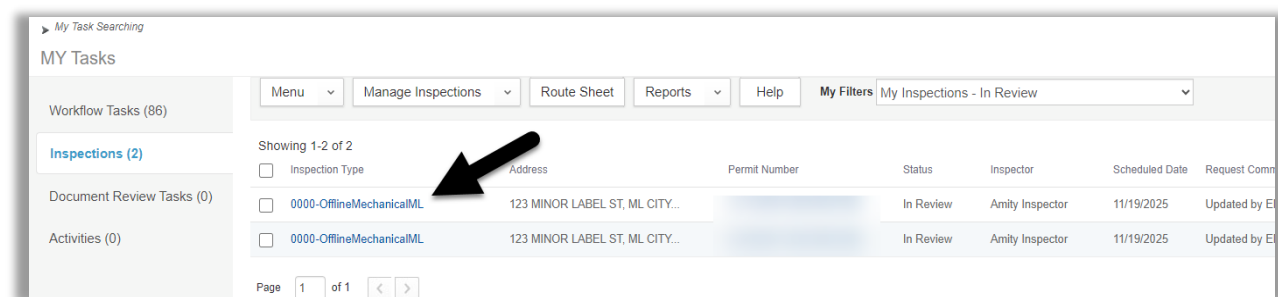
4. In “My Tasks” select “Inspections.”



5. Click on “My Filters” and select “My Inspections – In Review.”



6. You will see any inspections assigned to you ready to be resulted. Click on one of the inspections.



7. Click on “Documents.”


Inspections

Save Reset Cancel Reports Help

Inspection Detail

Conditions (0)

Conditions of Approval (0)

Documents (1) 

Permit Number
24-180537-0238-MECHML

Scheduled Date *
10/24/2025

Created By ACA

No

***** INSPECTION RESULTS *****

Status *
--Select--

Inspection Date
01/10/2025

Department
Building

Inspector *
Amity Inspector

Resulted On:
01/10/2025

Address
123 MINOR LABEL ST, N

Record Type *
Building/Minor
Labels/Mechanical/Comp

8. Click on the document link.

24-180537-0238-MECHML

Menu New Download Info Help


Inspection Detail

Conditions (0)

Conditions of Approval (0)

Documents (1)

☐ Actions File Name

☐ Actions  OFR_0000-OfflineMechanicalML_69778.../OFR_0000-OfflineMechanicalML_69778...

9. Click on “Download.”

Document Information

OFR_0000-OfflineMechanicalML_6977813.pdf

Uploaded
Uploaded on 11/22/2024

Doc Info

Doc Review Tasks

Doc Review Comments

Doc Review History

File Name
OFR_0000-OfflineMechanicalML_6977813.pdf

Size
1.33 MB

Document Group/Category *
--Select-- --Select--


Description
24-180537-0238-MECHML

Status
Uploaded

Department
State ePermitting

Modified By
Oregon Mobile

Form Name: Document Details

Download 

10. The first page of the document will be a summary of the contractor’s information, work address, and description of work. If there are no pictures or the pictures are not adequate, you will need to make an on-site inspection.

Inspection Submittal Report

Inspection ID:	7013644
Assigned Inspector:	
Record:	24-185932-0282-MECHML
Inspection Type:	0000-OfflineMechanicalML
Contractor:	VALLEY
Contractor Phone:	
Contractor Email:	
Inspection Date:	2024-12-26 09:36:04
Inspection Address:	450 SE Lacreole Dr Dallas OR 97338 United States
Description of Work:	450 SE Lacreole Dr Dallas OR 97338 United States..... Replace existing bathroom fan

11. Once you are finished reviewing the document or inspecting the site, return to “Inspection Detail.” Select “Pass” or “Fail” for the Status. You may also add comments in the “Standard Comment” box.

Inspections

Inspection Detail

Conditions (0)

Conditions of Approval (0)

Documents (1)

SaveResetCancelReportsHelp

Permit Number
24-180537-0238-MECHML

Inspection Type *
0000-OfflineMechanicalML

Address
123 MINOR LABEL ST, ML CITY

Scheduled Date *
10/24/2025

Scheduled Time (AM/PM)

Record Type *
Building/Minor
Labels/Mechanical/Comprehens

Created By ACA

No

***** INSPECTION RESULTS *****

Status *
--Select--

Inspection Date
01/10/2025

Department
Building

Inspector *
Amity Inspector

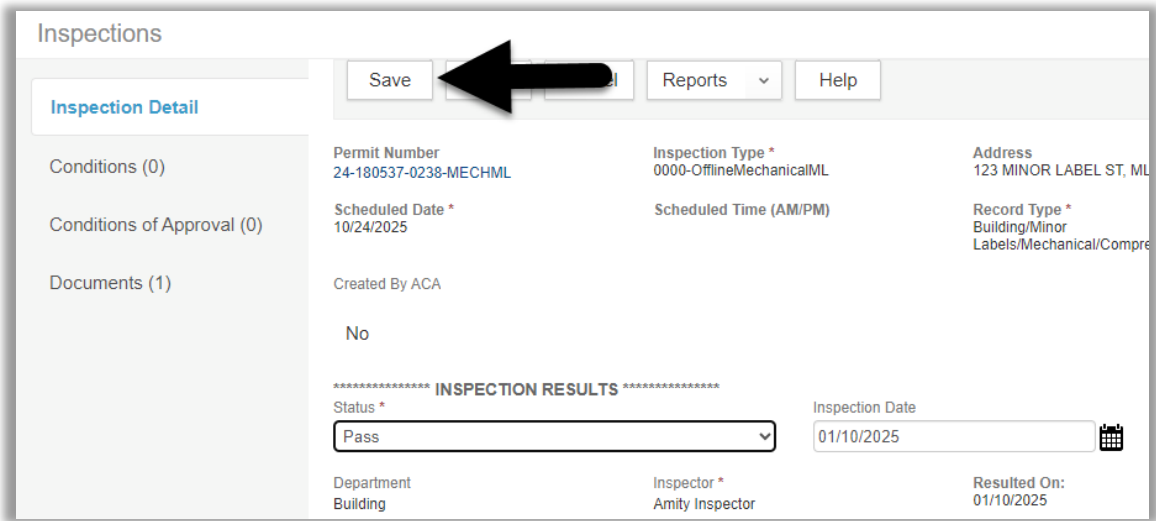
Resulted On:
01/10/2025

Result Comment

Standard Comment

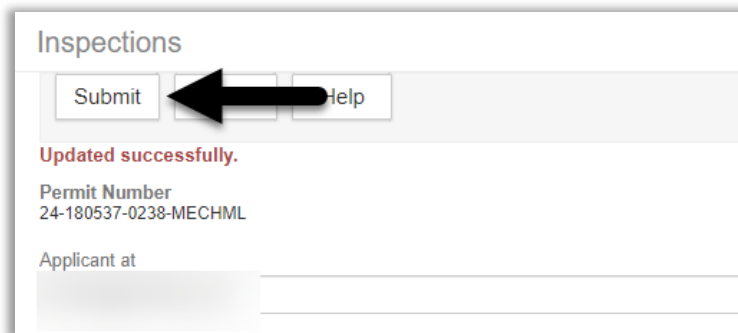
check spelling

12. Click “Save” to result the inspection.



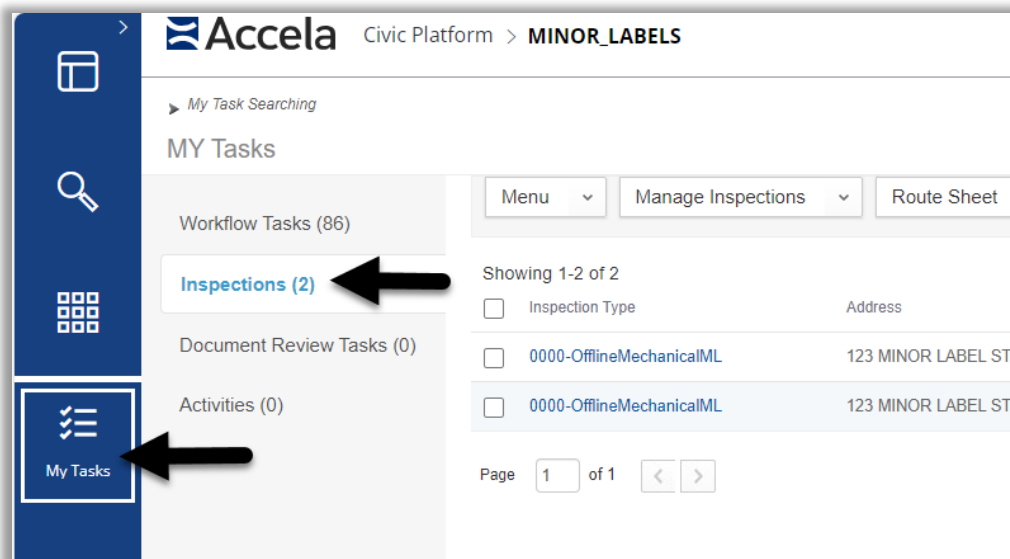
The screenshot shows the 'Inspections' form with the 'Save' button highlighted by a black arrow. The form includes fields for Permit Number (24-180537-0238-MECHML), Inspection Type (0000-OfflineMechanicalML), Address (123 MINOR LABEL ST, ML), Scheduled Date (10/24/2025), Scheduled Time (AM/PM), Record Type (Building/Minor Labels/Mechanical/Compre), Created By (ACA), Status (Pass), Inspection Date (01/10/2025), Department (Building), Inspector (Amity Inspector), and Resulted On (01/10/2025). The 'INSPECTION RESULTS' section is also visible.

13. Click on “Submit” to send the inspection result.



The screenshot shows the 'Inspections' form with the 'Submit' button highlighted by a black arrow. The form displays a success message: 'Updated successfully.' Below this, the Permit Number (24-180537-0238-MECHML) and Applicant at are visible.

14. To result another inspection, click on “My Tasks” and select the Inspection to refresh the list. The inspection you just resultd should fall off the list. Now you can click on the next inspection.



The screenshot shows the 'My Tasks' page in the Accela Civic Platform. The 'My Tasks' button in the sidebar is highlighted by a black arrow. The 'Inspections (2)' link is also highlighted by a black arrow. The page displays a list of inspections with columns for Inspection Type and Address. The first two rows show '0000-OfflineMechanicalML' at '123 MINOR LABEL ST, ML'. The page also includes a 'Menu' dropdown, 'Manage Inspections' dropdown, and 'Route Sheet' button.