


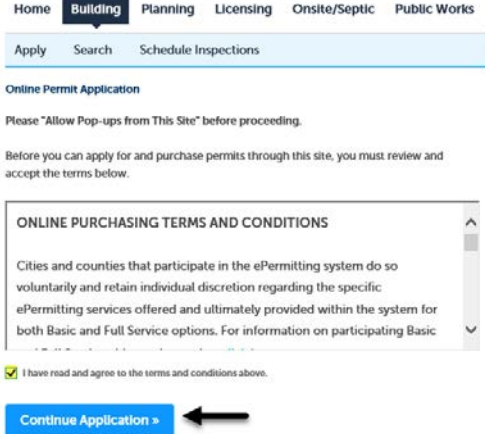


Building Codes Division

Minor Label Application Instructions

The instructions below explain how to apply for Mechanical Minor Labels online. To complete the application you will need to have your Construction Contractors Board (CCB) license number. You can apply for a CCB license online using this link: <https://www.oregon.gov/ccb/licensing/pages/licensing.aspx>

You will also need to create an online account in Accela to submit the application online. You can create an account online using this link: <https://aca-oregon.accela.com/oregon/>

Instructions	Example												
<ol style="list-style-type: none"> 1. Login to Accela account (Hyperlink) 2. Select Apply 3. Select Building Dept. Application 													
<ol style="list-style-type: none"> 4. Read and agree to the terms and conditions 5. Select Continue Application 													
<ol style="list-style-type: none"> 6. For work site location, enter the following information: <i>Important – The worksite address for ALL mechanical minor labels is 123 MINOR LABEL ST, ML CITY OR 97304</i> <ol style="list-style-type: none"> a. Street No: 123 b. Street Name: Minor c. Select Search 7. Locate and Select the address: 123 MINOR LABEL ST, ML CITY OR 97304 8. Click the <input checked="" type="checkbox"/> under Minor Labels - Mechanical 9. Select Continue Application 	<p>FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number as For example, enter 1234 pin instead of 1234 Pine St, Canby.</p> <p>*Street No: <input type="text" value="123"/> Direction: --Select-- *Street Name: <input type="text" value="minor"/> Post Dir. --Select-- Unit No. <input type="text"/></p> <p>City: <input type="text" value="Not required for search"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>If multiple versions of the address that you are searching for appear below, select one. If that address version of your address until you find the permit type that you are looking for. If an address does not below with more suggestions.(1 items):</p> <p>Showing 1-1 of 1</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> <th>City</th> <th>State</th> <th>Zip</th> <th>Parcel</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>123 MINOR LABEL ST, ML CITY OR 97304</td> <td>ML CITY</td> <td>OR</td> <td>97304</td> <td></td> </tr> </tbody> </table> <p>Jurisdiction Issuing Permit:</p> <p>Select the application type below. If you do not see the selection you want or if no selections are available you may use the Local Building Department Directory to assist you. (1 services found):</p> <p>▼ Minor Labels - Mechanical <input checked="" type="checkbox"/> Minor Labels - Mechanical</p> <p><input type="button" value="Continue Application"/></p>	Action	Description	City	State	Zip	Parcel	Select	123 MINOR LABEL ST, ML CITY OR 97304	ML CITY	OR	97304	
Action	Description	City	State	Zip	Parcel								
Select	123 MINOR LABEL ST, ML CITY OR 97304	ML CITY	OR	97304									

10. Under Licensed Professional List, ensure that your CCB License is the only professional listed.

- a. You can **Edit** or **Delete** listed professionals using the **Action** column on the left

11. Select **Continue Application**

Licensed Professional List

The professional licenses listed will be submitted with the application.

✔ Licensed professional removed successfully.

Showing 1-1 of 1

Action	License Number	License Type	Business Name	CCB #
Edit Delete	1	CCB	State CCB License	

[Continue Application »](#) 

12. Confirm the Site address is **123 MINOR LABEL ST, ML CITY OR 97304**

13. Select **Continue Application**

ePermit

1 General Info 2 Services 3 Review

Step 1: General Info > Site Address Information

Site Address (Read-only)

*Street No.: Direction: --Select-- *Street Name: Post Dir.: --Select--

City:

[Search](#) [Clear](#)

14. Select or add the applicant and site contact information

- a. You can select an existing contact from your account, or add a new contact
- b. Once a contact has been successfully added you will see “✔ Contact added successfully”
- c. Provide a description of the work

15. Select **Continue Application**

ePermit

1 General Info 2 Services 3 Review 4 Pay Fee

Step 1: General Info > Applicant

Applicant

Add the appropriate contact information for this permit application.

[Select from Account](#) [Add New](#) 

Site Contact

Add the appropriate contact information for this permit application.

[Select from Account](#) [Add New](#)

[Continue Application »](#) 

16. In additional information, enter the following:

a. **Job Value:** \$0

Important: All Mechanical Minor Labels applications should enter a value of \$0

b. **Category of Construction:** 1 or 2 Family Dwelling

Important: All Mechanical Minor Labels applications should enter a category of 1 or 2 Family Dwelling

c. Provide a Description of the work

17. Select **Continue Application**

Additional Information

* Job Value(\$):

* Category of Construction
--Select--
1-1 or 2 Family Dwelling
2-Accessory Building
3-Commercial/Industrial
4-Multi-Family
5-Manufactured Dwelling
6-Building Alarm or Sprinkler System

Project Name

Cross Street Directions

* Description of Work

[Continue Application >](#)

18. Under Services, select the number of labels you wish to purchase

19. Select **Continue Application**

Services

MECHANICAL (MINOR_LABELS)

* Select the number of labels you wish to purchase:

[Continue Application >](#)

20. No attachments are needed, Select **Continue Application**

ePermit

1 General Info	2 Services	3 Review
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Step 2 : Services > Attachments

All documents uploaded for Electronic Document Review must, at a minimum, be reviewable. Click [here](#) for instructions.

All similar Construction Documents must be uploaded in the same PDF. i.e. one PDF, all Engineering as one PDF, etc.

Not all agencies accept electronic plans. Your agency may require hard c

Attachment

File names should not contain any special characters. Numbers, letters, dashes, under

The maximum file size allowed is 80 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Ac
No records found.				

[Add](#)

[Continue Application >](#)

- 21. Review all information for accuracy
 - a. If information needs to be corrected, select **Edit**
 - b. If the information is correct
- 22. Select **Continue Application**

ePermit

1 General Info 2 Services 3 Review 4 Pay Fees 5 Completion

Step 3 : Review

[Continue Application >](#) [Save and resume later.](#)

After reviewing the information, if you need to make a change to a section, click the Edit buttons shown on the gray bars. If everything is correct, click the Continue Application button below.

Application Type

ePermit

Licensed Professional List [Edit](#)

Showing 1-1 of 1

Action	License Number	License Type	Business Name	CCB #	Primary Phone	Fax
Edit	19	CCB				

Site Address (Read-only)

500 SW DORION
PENDELTON

Parcel (Read-only)

Parcel Number: 2N3210AD00100
Lot: 00100

- 23. Review order information
- 24. If all information is correct, select **Check Out**

Step 4 : Pay Fees

Fees may be assessed throughout the project as determined by the jurisdiction. Based on the services selected, the below fees are due.

Fees Due

Fees	Qty.	Amount
MINOR_LABELS		\$140.00
Mechanical Minor Labels		\$140.00
Mechanical Minor Labels	10	\$125.00
State of Oregon Surcharge - Mech (12% of applicable fees)	125	\$15.00

TOTAL FEES: \$140.00
Note: This may not include all the fees required for this project.

[Check Out >](#)

- 25. Enter required credit card and billing information for the card holder
- 26. Select **Submit Payment**

Amount to be charged: \$140.00

Pay with Credit Card

Credit Card Information:

* Card Type: --Select-- * Card Number: * Security Code: ?

* Name on Card: * Exp. Date: 01/ 2020

Credit Card Holder Information:

Auto-fill with Jerod Broadfoot

Country: United States

* Mailing Address:

* City: * State: --Select-- * Zip:

* Phone:

E-mail:

[Submit Payment >](#)

- 27. Your submission is complete, please print and retain a copy for your records. You will also be e-mailed a copy of your payment receipt.

Step 3 : Receipt/Record issuance

Receipt

Your application has been successfully submitted. Please print and retain a copy of the information for your records. The Applicant on record was emailed a copy of the Receipt. The Receipt can also be found under the record Documents.