



Building Safety Division
(541) 388-5580
building@bendoregon.gov
710 NW Wall Street, Bend OR 97703

MECHANICAL WITH ELECTRICAL MINOR LABEL

I. PURPOSE

The purpose of this document is to provide options and guidelines for submitting a mechanical permit application when the scope of work includes electrical and how permits are affected when electrical corrections are required. Options include using the State of Oregon Building Codes Division Electrical Minor Label program.

II. PROCESS

When a mechanical permit is purchased for the installation of a mechanical unit that also requires an electrical permit, applicant has the option to:

- a) Obtain both mechanical and electrical permit through the City of Bend's regular permitting process via the [Online Permit Center Portal](#).
- b) Apply for mechanical permit through the City and obtain the electrical permit separately by using the Oregon Building Codes Division issued minor label if you meet requirements of the program. This minor label sticker needs to be posted prior to beginning the work (<https://www.oregon.gov/bcd/minlab/Pages/minor-label-info.aspx>)
 - If an electrical minor label is used and mechanical inspector is certified to inspect electrical, inspector shall inspect scope of electrical minor label permit.
 - If electrical corrections are required, final Mechanical inspection will be failed and applicant must purchase an electrical permit from the City of Bend via the online Portal. Once the electrical permit has been obtained, final mechanical can be re-requested for inspection approval. Electrical minor label contractor will have 20 calendar days from time of notice from Oregon Building Codes Division of failed inspection to make corrections and call for inspection (OAR 918-305-0440).
- c) Obtain only a mechanical permit and specify that someone else will obtain the electrical permit (i.e. if your mechanical contractor coordinates with an electrical contractor).
 - If no electrical permit was obtained by the time of mechanical inspection, mechanical will be disapproved and any electrical corrections can be noted as a courtesy. Owner will have 20 calendar days to obtain electrical permit, make corrections and call for inspection. If electrical permit has been obtained at time of mechanical inspection, electrical inspection may be done at the same time and be approved or disapproved without affecting the results of mechanical inspection.