

Residential Sheet Metal Permits (One and Two family dwellings)

The following is what is required to file for a residential sheet metal permit:

Sheet Metal Permit Application (Link to fill able [Permit Application](#))

Certified Plot Plan to show zoning compliance if installing exterior A/C condensers
(see [Section XIX](#) of the Zoning By laws for the **Requirements**)

Debris Disposal Form

Workman's Compensation Affidavit (binders are not acceptable)

Plans are required for new homes, additions in excess of 100 sf., large scale alterations which involve substantial interior demolition, a new system installed in existing dwelling, and any other work the Building Official determines plans are necessary. All plans shall contain the following information:

1. Plans must be legible and drawn to scale. Maximum size is 24 x 36
 2. Layout of the HVAC System and/or regulated venting (i.e. Bath vents, kitchen hood vents, dryer vents, etc.) including but not limited to equipment and duct location including registers and returns, fresh air intakes and exhaust locations, duct sizes, and metal gauges of the duct work.
 3. CFM of air flow at each register of the HVAC system.
 4. For HVAC systems show applicable sizing calculations done in accordance with Manual D, J and S of the ACCA (Air Conditioning Contractors of America).
 5. R-Value of duct insulation. (if applicable)
 6. Any other information deemed necessary by the Building Official.
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NOTE: Plans are not required if the project is limited to a new bath vent, new kitchen hood vent, new dryer vent or any other work the Building Official waives the requirement for plans.

The following items **do not need** a residential sheet metal permit according to official interpretation of the sheet metal board:

The replacement of an existing residential fan unit only. Note: If replacing duct work to fan unit will require sheet metal permit.

Change out of residential furnaces and air handlers

Metal Roofing

Metal Flashing

Flue and chimneys for gas fired, oil fired and solid fuel burning equipment