

# Commonwealth of Massachusetts

## Sheet Metal Permit

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Estimated Job Cost: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Plans Submitted: YES \_\_\_ NO \_\_\_

Plans Reviewed: YES \_\_\_ NO \_\_\_

Business License # \_\_\_\_\_

Applicant License # \_\_\_\_\_

Business Information:

Property Owner / Job Location Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

City/Town: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Photo I.D. required / Copy of Photo I.D. attached: YES \_\_\_ NO \_\_\_

Staff Initial

J-1 / M-1-unrestricted license

J-2 / M-2-restricted to dwellings 3-stories or less and commercial up to 10,000 sq. ft. / 2-stories or less

Residential: 1-2 family \_\_\_ Multi-family \_\_\_ Condo / Townhouses \_\_\_ Other \_\_\_

Commercial: Office \_\_\_ Retail \_\_\_ Industrial \_\_\_ Educational \_\_\_

Institutional \_\_\_ Other \_\_\_

Square Footage: under 10,000 sq. ft. \_\_\_ over 10,000 sq. ft. \_\_\_ Number of Stories: \_\_\_

Sheet metal work to be completed: New Work: \_\_\_ Renovation: \_\_\_

HVAC \_\_\_ Metal Watershed Roofing \_\_\_ Kitchen Exhaust System \_\_\_

Metal Chimney / Vents \_\_\_ Air Balancing \_\_\_

Provide detailed description of work to be done:

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**INSURANCE COVERAGE:**

I have a current liability insurance policy or its equivalent which meets the requirements of M.G.L. Ch. 112 Yes  No

If you have checked Yes, indicate the type of coverage by checking the appropriate box below:

A liability insurance policy  Other type of indemnity  Bond

**OWNER'S INSURANCE WAIVER:** I am aware that the licensee does not have the insurance coverage required by Chapter 112 of the Massachusetts General Laws, and that my signature on this permit application waives this requirement.

Check One Only

Owner  Agent

\_\_\_\_\_  
Signature of Owner or Owner's Agent

By checking this box , I hereby certify that all of the details and information I have submitted (or entered) regarding this application are true and accurate to the best of my knowledge and that all sheet metal work and installations performed under the permit issued for this application will be in compliance with all pertinent provision of the Massachusetts Building Code and Chapter 112 of the General Laws.

Duct inspection required prior to insulation installation: YES \_\_\_\_\_ NO \_\_\_\_\_

**Progress Inspections**

Date

Comments

<u>Date</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Final Inspection**

Date

Comments

<u>Date</u>	<u>Comments</u>
_____	_____

By _____ Title _____ City/Town _____ Permit # _____ Fee \$ _____	Type of License: <input type="checkbox"/> Master <input type="checkbox"/> Master-Restricted <input type="checkbox"/> Journeyperson <input type="checkbox"/> Journeyperson-Restricted <input type="checkbox"/> _____	_____ Signature of Licensee License Number: _____ Check at <a href="http://www.mass.gov/dpl">www.mass.gov/dpl</a>
Inspector Signature of Permit Approval _____		



Department of  
Building & Inspections  
Paul F. Stringham  
Inspector of Buildings

## TOWN OF MILLBURY

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508 / 865-0438 • FAX. 508 / 865-0857

TO: HVAC Installers/Builders  
FROM: Paul F. Stringham, Building Inspector, Zoning Enforcement Office  
RE: Submission requirements for HVAC systems  
DATE: March 23, 2017

The state of Massachusetts has adopted the 2015 International Energy Conservation Code (with MA amendments) fully effective January 2, 2017

**A reminder...Millbury is a 'stretch code' community.**

**EFFECTIVE IMMEDIATELY**, the following items are required to be submitted prior to issuance of a sheet metal or HVAC permit:

### **ALL SUBMISSIONS**

- Standard Massachusetts Sheet Metal permit application, fully completed
- Copy of sheet metal license
- MA Worker's Compensation Insurance Affidavit
- Declaration sheet from insurance company certifying Worker's Compensation coverage
- Plans showing route of supply, return, duct size, components, insulation values on ductwork, termination size
- Performance specifications of heating unit (also cooling unit, if applicable)

### **RESIDENTIAL WORK**

- ACCA approved Residential Plans Examiner Review Form for HVAC System Design
- Check payable to the Town of Millbury (\$8/\$1,000 of project value, minimum \$100)
- ACCA approved manual 'S'
- ACCA approved manual 'D'
- ACCA approved manual 'J'

### **COMMERCIAL WORK**

- Check payable to the Town of Millbury (\$10/\$1,000 of project value, minimum \$250)
- Calculations and specifications in accordance with 2015 IECC with MA amendments section C403
- Mechanical system design criteria
- Economizer description
- Equipment and system controls
- Fan motor horsepower and controls
- Duct sealing, duct and pipe insulation and location

**MISSING OR INCOMPLETE SUBMITTALS WILL BE REJECTED**