

# MECHANICAL/SHEET METAL CHECKLIST

## Plans not required if project is limited to:

- New bath vent
- New kitchen hood vent
- New dryer vent
- Any work waived by Inspector of Buildings

## Items that do not need a residential sheet metal permit

- Replacement of existing residential fan unit  
(Note: replacing ductwork requires permit)
- Change out of residential furnaces and air handlers
- Metal roofing and flashing
- Flue and chimneys for gas, oil, or solid fuel equipment

### 1. HVAC Layout

- Show equipment locations (furnace, heat pump, ERV/HRV)
- Indicate duct routes with sizes, insulation, and sealing
- Include air intakes/exhausts, condensate drains, gas lines, refrigeration piping

### 2. Duct & Ventilation

- Specify duct materials, insulation, and sealing details
- Provide airflow design and balancing plan
- Ventilation per 780 CMR R403: airflow specs, testing, certification

### 3. Heating & Cooling

- Heat loss/gain calculations (Manual J)
- Equipment sizing (Manual S)
- Duct sizing (Manual D)

### 4. Compliance

- Include CFM values and HERS report if required
- Energy code documentation (Massachusetts 10th Edition / IECC)
- REScheck, COMcheck, or HERS certificate
- Refrigerant compliance (A2L or new refrigerants)

### 5. Inspection & Testing

- Rough-in and final inspections
- Duct leakage test (if required)
- Air balancing report and airflow verification

### 6. Extra (if needed)

- Structural or geotechnical reports
- Fire alarm/sprinkler narratives
- Flood elevation certificate (if in flood zone)

## Commercial Sheet Metal Permit

- Sheet metal permit application
- Investigation and evaluation per 780 CMR Chapter 34 (for existing buildings)
- Plans stamped by Registered Design Professional (if building > 35,000 cubic feet)
- Construction Control Affidavit (required for permits subject to construction control)

\*Note: This checklist is intended to identify the majority of issues to consider in relation to this kind of project. Special circumstances relating to the nature of proposed construction or location of the project may require additional considerations. All septic system upgrades require review by the Conservation Commission for impact on the wetlands.

Updated 1/20/2026