

Sheet Metal Licensing Information

Frequently Asked Questions

On March 11, 2009 Mayor Ed Pawlowski signed Bill Number 87-2008 which establishes a new ordinance of the Allentown Code entitled "Sheet Metal Technician." It places requirements on those persons working on sheet metal systems. All permit applications submitted for work incorporating sheet metal systems must be made by a person holding a valid Sheet Metal Systems Technician License.

1. What qualifies as a sheet metal system?

Sheet Metal Systems are defined as all duct work, ferrous and non-ferrous, including applicable materials and parts used for providing heating, ventilation, air conditioning and exhaust to buildings or structures.

2. Who is allowed to work on sheet metal systems in the City of Allentown as a result of the Sheet Metal Technician law?

Any person (except an owner working on his/her primary residence or a property with three (3) units or less) that has a Sheet Metal Systems Technician License or Apprentice Permit that has been issued by the City of Allentown, Bureau of Building Standards and Safety.

3. How can I obtain a Sheet Metal Systems Technician License?

- a. Fill out an application form (available online or at City Hall)
- b. Pay an application fee of \$180.00
- c. Qualify through at least one of the following criteria:
 - o Pass an examination approved by the Sheet Metal Licensing Board
 - o Meet the requirements of reciprocity

4. How can I obtain a Sheet Metal Systems Apprentice Permit?

- a. Fill out an application form (available online or at City Hall)
- b. Pay an application fee of \$90.00
- c. Qualify through at least one of the following criteria:
 - o Provide proof of enrollment in a registered Sheet Metal Systems Technician Apprenticeship Program
 - o Meet the requirements of reciprocity

5. How often will I have to renew my License/Apprentice Permit?

The Licenses and Apprentice Permits will be renewable every two years.

6. Will there be a surcharge if I do not pay my renewal fee on time?

Yes. A surcharge in the amount of \$90.00 for licenses and \$45.00 for permits will be assessed for all fees that are not received by January 31 of the year they are up for renewal.

7. Has reciprocity been established with any other jurisdiction?

To-date reciprocity has not been established with any other jurisdiction. For Allentown to establish reciprocity, the Sheet Metal Licensing Board must determine that the other jurisdiction maintains licensing qualifications equal-to or greater than those established here. The other jurisdiction must then agree to grant equal recognition to currently practicing, competent persons holding licensure

from the City of Allentown, Bureau of Building Standards and Safety.

8. Who is required to be licensed?

Anyone working on sheet metal systems must be either a Sheet Metal Systems Technician License or a Sheet Metal Systems Apprentice Permit holder. Apprentice Permit holders may only work under the supervision of a certified Sheet Metal Systems Technician.

9. Will the Bureau of Building Standards and Safety maintain a database of all approved Sheet Metal Systems Technicians and is the database public record?

Yes. The Bureau of Building Standards and Safety will maintain a public database of all persons that hold a valid Sheet Metal Systems Technician License or a Sheet Metal Systems Apprentice Permit.

10. Will Sheet Metal Systems Technician License and Apprentices be required to carry identification?

Yes. All holders of a Sheet Metal Systems Technician License or a Sheet Metal Systems Apprentice Permit will be required to carry a license card issued by the Bureau of Building Standards and Safety at all times while they are on a job site in Allentown.

11. Are there penalties for working on sheet metal systems without the required license or permit or for employing workers that do not have the required certificate or permit?

Yes. The law provides for fines on individuals of \$100 to \$300 for each violation per person and \$500 to \$1,000 on corporations, partnerships, or other business entities in violation of the ordinance. These fines will be levied on the company, the individual worker, and/or any person that directs work to be done on a sheet metal system by unqualified personnel. When any person or employer is found to be performing work on a sheet metal system in violation of the license and/or permit requirements, the Bureau of Building Standards will take action to prevent further work from being performed by that person or employer up to and including license suspension and revocation, until full compliance with the requirements is ensured.