



**EZ PERMIT**  
**DUCTWORK & WARM-AIR APPLIANCES**

For the Installation of New Ductwork,  
 Registers/Grilles/Diffusers, and Warm-Air Appliances  
 Revised 11/19

**EZ Ductwork & Warm-Air Appliances Permit**

Obtain permits for the installation of new ductwork, registers, grills and diffusers, and warm-air appliances without submitting plans by meeting the Conditions and Design Limitations below. Any deviations from this permit standard will result in permit revocation.

**Special Flood Hazard Area:** If subject property is located within a Special Flood Hazard Area (Floodplain), EZ Permit **MAY ONLY** be submitted at Permit Services at 1401 JFK Blvd, MSB, Concourse Level. Additional documentation required.

**Conditions**

- Ductwork and air-handling equipment must be self-contained within single tenant space.
- Any work requiring vertical/horizontal assembly penetrations shall not be applicable to the EZ permit process. Such penetration locations shall include:
  - Floor & Horizontal Assemblies
  - Exterior Walls
  - Stairway Enclosures
  - Fire-Resistance Rated Construction
- Ductwork and air-handling equipment shall not exceed a design capacity of 2,000 cfm. Contractors shall specify size of appliance tonnage.
- The EZ permit process shall not be applicable to kitchen exhaust systems.
- Residential whole-house mechanical ventilation worksheet shall be completed and submitted with EZ Mechanical Permit Application.

**Construction Requirements**

- Non-metallic ducts to be constructed of Class 0 or 1 duct material in accordance with UL 181.
- All metallic ducts to be constructed as specified by SMACNA *HVAC Duct Construction Standards—Metal & Flexible*.
- All fibrous glass duct construction to conform to SMACNA *Fibrous Glass Duct Construction Standards* or NAIMA *Fibrous Glass Duct Construction Standards*.
- Floor registers shall resist, without structural failure, a 200-lb concentrated load, and shall not be installed in floors within toilets and bathrooms required to have smooth, hard, nonabsorbent surfaces, with exceptions of dwelling units.

**Residential Mechanical Energy Mandatory Requirements**

- Thermostats shall be programmable
- Ducts in unconditioned spaces  $\geq 3"$  diameter shall be insulated to  $\geq R-8$  in attics and  $\geq R-6$  elsewhere
- Ducts in unconditioned spaces  $< 3"$  diameter shall be insulated to  $\geq R-6$  in attics and  $\geq R-4.2$  elsewhere
- Air handler shall have a manufacturer's designation of  $\leq 2\%$  air leakage when tested per ASHRAE 193
- The *Duct and Envelope Testing* form shall be completed and submitted to the inspector
- HVAC pipe insulation is R-3 minimum (e.g. hydronic systems, refrigerant lines) and outdoor insulation is protected
- Manual J report, including heating and cooling design loads, shall be submitted to the inspector
- Heating and cooling equipment shall be selected in accordance with Manual S, based on loads calculated in accordance with Manual J
- **Manual S.** Specified cooling equipment capacity shall be  $\leq 1.15$  times the design load or the next larger nominal size, whichever is greater. (Exception: Heat pumps may exceed the design load by 1.25 times or the next nominal size.)
- **Manual S.** Specified heating equipment capacity shall be  $\leq 1.40$  times the design load or the next larger nominal size, whichever is greater

**Commercial Mechanical Energy Mandatory Requirements**

- Mechanical systems shall be designed to comply with 2018 IECC
- Zone isolation and ventilation requirements shall comply with 2018 IECC
- Equipment shall meet the minimum efficiency requirements with the 2018 IECC
- Thermostatic controls shall control each zone individually and meet the configuration requirements of the 2018 IECC
- Supplementary controls for heat pumps with supplementary electric resistance shall be installed



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- Piping serving as part of the heating or cooling system shall be insulated

**Flexible Air Connectors & Ducts**

- Flexible air connectors shall have a maximum length of 14'-0"
- Flexible air ducts and air connectors to be installed with a minimum clearance to an appliance as specified in the appliance manufacturer's installation instructions.

**Duct Support**

- Factory-made ducts listed in accordance with UL 181 shall be supported in accordance with the manufacturer's installation instructions.
- Field- and shop-fabricated fibrous glass ducts shall be supported in accordance with the SMACNA *Fibrous Glass Duct Construction Standards* or the NAIMA *Fibrous Glass Duct Construction Standards*.
- Field- and shop-fabricated metal and flexible ducts shall be supported in accordance with the SMACNA HVAC *Duct Construction Standards – Metal and Flexible*.

**Duct Joints**

- Round metallic ducts shall be mechanically fastened by at least three (3) sheet metal screws or rivets spaced equally around the joint. Partially inaccessible duct connections shall have at least three (3) screws/rivets spaced equally on the exposed portion of the joint.
- Joints between plastic ducts and plastic fittings shall be made in accordance with the manufacturer's installation instructions
- Flexible, non-metallic ducts, air handlers, and filter boxes shall be made substantially airtight by approved closure systems in the following table:

<b>Closure Systems for Non-Metallic Duct System Joints and Seams</b> (IRC 2015 Section M1601.4.1) (IMC 2018 Section 603.9)			
Duct Type	UL Rating	Closure Type	Closure UL Rating
Rigid Fibrous Glass Ducts	UL181A	Pressure Sensitive Tape	181 A-P
		Mastic	181 A-M
		Heat-Sensitive Tape	181 A-H
Flexible Air Ducts/Connectors	UL 181B	Pressure Sensitive Tape	181 B-FX
		Mastic	181 B-M
Flexible Non-Metallic Air Ducts	UL 181B	Mechanical Fasteners	181 B-C