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The Board of Examiners of Sheet Metal Workers (“Board”) office is providing you the following information as a friendly reminder of the regulatory requirements and responsibilities associated with performing sheet metal work in Massachusetts related to licensing, permitting, and the supervision of apprentices.

- Sheet metal permits shall be obtained prior to performing any sheet metal work. 271 CMR 9.02. Permits for cities and towns must be obtained from the local building department. 271 CMR 9.01(2). Permits for state projects must be obtained from the Board. 271 CMR 9.01(1).
- All those performing sheet metal work on projects and in shops are required to have a current license and apprentices need to be properly licensed and supervised. 271 CMR 2.01, 3.01, 5.02(2). Employees and employers are equally responsible for ensuring that their licenses are maintained. 271 CMR 3.01, 7.01. Performing sheet metal work with an expired license is a violation of the Board’s regulations. 271 CMR 3.02.
- All those manufacturing and fabricating sheet metal work for commercial duct and exhaust systems in Massachusetts, including those fabricating for resale only, are required to have a current license and apprentices need to be properly supervised. 271 CMR 2.01, 3.01, 5.02(2). Employees and employers are equally responsible for ensuring that their licenses are maintained. 271 CMR 3.01, 7.01. Performing sheet metal work with an expired license is a violation of the Board’s regulations. 271 CMR 3.02.
- Any type of partnership, LLC, LLP or other such entity manufacturing and fabricating sheet metal work for commercial duct and exhaust systems in Massachusetts, including those fabricating for resale only, must obtain a Sheet Metal Business License from the Board office. 271 CMR 7.01. Any out of state partnership, LLC, LLP or other such entity performing work in Massachusetts is required to register with the Secretary of State’s Office as a Foreign Corporation prior to submitting a Business application to the Board. 271 CMR 7.01(1)(c).
- The Business Entity’s Master Licensee of Record/Responsible Craftsman is ultimately responsible for overseeing the proper operation of the business as it relates to sheet metal work. Responsibilities include ensuring that permits are obtained, employees are all properly licensed, apprentices are properly supervised, and records of apprentice work hours are maintained. 271 CMR 2.01, 7.04.
- In some cases, master licensees employing apprentices may need to register their apprentice program with the Division of Apprentice Standards (“DAS”). Please note, when applicable, DAS registration and any



associated programs would be separate and distinct from the requirements governed by the Board and 271 CMR, which apply in all cases.

- All Master licensees employing apprentices are responsible for providing proper on-the-job training and supervision and must ensure that the apprentice maintains their license in current status. 271 CMR 7.04. Apprentices working with an expired license are in violation and, as such, will not get credit for hours worked with an expired license. 271 CMR 3.01(2)(3), 3.02. If an Apprentice is found to have worked under the supervision of an unlicensed individual the Board may disallow all or a portion of the work experience when the Apprentice seeks a Journeyman license. 271 CMR 5.02(2)(e). Master licensees should support their apprentices in the completion of their education requirements.
- All licensees are ultimately responsible for ensuring that work is performed by properly licensed individuals and shall not aid or abet, directly or indirectly, any unlicensed practice of sheet metal work. 271 CMR 5.02(2)(e).

Please note, this is not intended to be an exhaustive list of the requirements contained in 271 CMR but rather a reminder of the importance of ensuring that permits are properly obtained and that all workers are currently licensed to avoid any potential violations and related sanctions.

Check the status of a Sheet Metal license at <https://elicensing.mass.gov/CitizenAccess>