



New Licenses for Lessee or Owner

The Ordinance of the City of Worcester Chapter 10, Section 7 states that no person shall operate any garage, auto repair garage, auto body facility, auto body or spray booth and lubritorium without an annual license issued by the fire chief. You may contact the Worcester Fire Department License Office for assistance in completing this application. The process for a new license occupying an existing or new automotive establishment is as follows:

1. Verify that the property is zoned for type of occupancy requested (Change of Use form may be required).
2. Provide the correct Certificate of Occupancy for such use.
3. Property Owner/Lessee Form MUST be filled out completely.
4. REAP form must be signed off at the Treasurer's Office, City Hall 2nd Floor.
5. If working as a proprietorship, a business certificate is required from the City Clerk's Office (City Hall 2nd Floor). Fee: \$50.00
6. If working as a corporation, a copy of corporation papers is to be submitted with packet.
7. A notarized letter from the owner stating they are allowing the new lessee to use the property for its intended use (repair, auto body, spray booth, etc.) MUST be submitted with packet. If you are the owner of the property and wish to hold the license, provide proof of ownership.
8. There must be a floor drain that is properly trapped and shall discharge through an oil/water separator per 527 CMR 1 Sec 30.2.5 and Worcester Fire Prevention Code Article 19. This is also required by the state plumbing code (see Plumbing Department).
9. If any flammable fluids or gases are stored in garage, you must fill out a Flammable Fluid Storage application. Provide the type and quantity of products to be stored.
10. If a dumpster six yards or larger will be kept on the property, a Dumpster Permit application must be completed. The fee is \$25 for the first dumpster and \$10 for each additional dumpster.
11. Applicant calls (508)799-1834 (the Worcester Fire Department License Division Inspector) for license and permit fees.
12. If you generate any hazardous waste (including waste oil) you MUST register with MA DEP (Department of Environmental Protection): 617-292-5898.
13. If you are an auto body or spray painting shop, you MUST register with MA Division of Standards (617-727-3480). You must display your RS # on your sign. You MUST supply WFD with proof you have started this process.
14. No license will be issued without all the documents and without all the forms filled out entirely and an inspection from WFD License Division.