



# **CITY OF WORCESTER, MASSACHUSETTS FIRE DEPARTMENT**



**25 Meade Street - 01610**

**FIRE PREVENTION OFFICE AND FAX NUMBERS**

**OFFICE: (508)799-1822**

**LICENSE OFFICE: (508)799-1834**

**LICENSE FAX: (508)799-1841**

**Geoffrey Gardell**  
**Chief**

**Robert J. Courtney**  
**District Chief**

## **New Lessee for Automotive Establishment Licenses**

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 lubritoriums without an annual license issued by the fire chief. Please contact the WFD Licensing Division for all applicable forms and information prior to purchasing or leasing any property. The process for a new lessee occupying an existing automotive establishment is as follows:

1. Verify that the property is zoned for the type of occupancy requested.
2. Property Owner/Lessee Form **MUST** be filled out completely.
3. REAP form must be signed off at City Hall Treasures Office which is located on the 2<sup>nd</sup> floor of City Hall.
4. If working as a proprietorship, a business certificate is required from the city clerk's office which is located on the 2<sup>nd</sup> floor City Hall. Fee \$50.00
5. If working as a corporation, a copy of corporation papers is to be submitted with packet.
6. 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.
7. If any flammable fluids/gases are stored in the garage, you must complete a flammable fluid storage application. Give type and quantity of products to be stored.
8. If a dumpster 6 yards or larger will be kept on the property, a dumpster permit application must also be filled out. The fee is \$25 for the 1<sup>st</sup> dumpster and \$10 for each additional dumpster.
9. Applicant calls (508)799-1834 Worcester Fire Department License Division for license and permit fees.
10. No license shall be issued without all the documents and without all the forms filled out in their entirety.