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

Michael J. Lavoie
Chief

Adam J. Roche
District Chief

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 lubritoriums without an annual license issued by the fire chief. The process for a new license occupying an existing or new automotive establishment is as follows:

***** Contact Worcester Fire Department License office for assistance and complete application *****

1. Verify that the property is zoned for type of occupancy requested (change of use 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 located on the 2nd floor of City Hall.
5. If working as a proprietorship, a business certificate is required from the City Clerk's office which is located on the 2nd floor of City Hall. 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/gases are stored in garage, you must fill out a flammable fluid storage application. Provide type and quantity of products to be stored.
10. If a dumpster 6 yards or larger will be kept on the property, a dumpster permit application must be complete. The fee is $25 for the 1st dumpster and $10 for each additional dumpster.
11. Applicant calls (508)799-1834 Worcester Fire Department License Division Inspector Vescera or Inspector Ekberg for license and permit fees.
12. If you generate any hazardous waste (including waste oil) you MUST register with Mass. DEP (Department of Environmental Protection): 617-292-5898.
13. If you are an auto body or spray painting shop, you MUST register with Mass. Division of Standards. You must display your RS # on your sign. 617-727-3480. 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.