

## PERMIT FEE SCHEDULE

Type of Permit	Permit Fee	Inspection Status	Department
<b>Auctioneer Permit</b>	\$25/Day	No Inspection	City Clerk
<b>Raffle &amp; Bazaar License</b>	\$10/Year from date of issuance	No Inspection Required	City Clerk
<b>Parks Fees</b>	\$65 / Hour / Parks Staff Member and/or Parks Electrician *Minimum of 4 hours / per event / per day (\$260 minimum charge)  \$400 trash removal fee  \$1,040 Parks Portable Stage fee for the delivery, setup, breakdown, pickup and transportation of Parks Stage	No inspection required	DPW/ Parks
<b>Street Closure / Obstruction Permit</b>	Fee Waived	Pre and post inspection required	DPW&P Engineering
<b>Parking Signage</b>	Fee Waived	No Inspection Required	Department of Transportation & Mobility
<b>Event Garage / Lot Rentals</b>	\$500 Municipal Lot \$500 Municipal Garage per Level	No Inspection Required	Department of Transportation & Mobility
<b>Temporary Building Permit</b>	Fee Waived	City and State inspection required	Inspectional Services
<b>Temporary Permit to Practice Body Art</b>	Fee Waived	Inspection required	Inspectional Services
<b>Electrical Permit</b>	Fee Waived	Inspection required	Inspectional Services
<b>Food Permit</b>	\$0 Farm Stand (Defined by the State as: Unprocessed fruits and vegetables, eggs, honey and maple syrup)  \$25 Farmers' Market with retail Seasonal (Semi-Annual) (May include pie, cakes, cookies, breads etc.)  \$50 Farmers' Market with Food Preparation (Annual)	Inspection required	Inspectional Services
<b>Temporary Food Permit</b>	\$60/Permit	Inspection required	Inspectional Services

<b>Food Truck/Trailer Inspection Permit</b>	Fee Waived, embedded in Temporary Food Permit	Inspection required	Fire Prevention
<b>Food Permit (Bundle)*</b> <b>*(Bundle rate eligible to non- profits at discretion of Inspectional Services)</b>	\$150—1-12 Vendors \$300—13-24 Vendors \$500—25+ Vendors	Inspection required	Inspectional Services
<b>Plumbing Permit</b>	\$125 + \$15 per each additional fixture	Inspection required	Inspectional Services
<b>Entertainment License</b>	No fee Monday through Saturday, \$50 to City of Worcester and \$100 to Commonwealth of MA on Sundays	No inspection required	License Commission
<b>Liquor License</b>	\$100 per day	No inspection required	License Commission
<b>Hawkers and Peddlers Permit</b>	\$62	Inspection required	Police
<b>Police Detail</b>	\$60/hour per officer with a 4 Hour Minimum	No inspection required	Police
<b>Dumpster Permit</b>	Fee Waived  Permit required for size 6 yard or greater  Same day delivery/removal do not necessitate permit	Inspection required for more than one day use	Fire
<b>Fireworks Permit</b>	Fee Waived	Day before and day of event inspection	Fire
<b>Propane Storage</b>	Fee Waived	Inspection required one week prior to event	Fire
<b>Fire Detail</b>	Detail rate is 1.5 times staff members normal rate, 4 hours minimum, up to 8 hours	No Inspection Required	Fire
<b>Public Facilities Staff</b>	\$60 / Hour / Staff member		Public Facilities
<b>City Hall Restroom Access</b>	\$56.25/Hour After 5PM (Mon.- Fri.) and After 8AM (Weekends) \$100.00/Hour Prior to 8AM (7 days a week)		Public Facilities

## CONTACT INFORMATION

For your reference, the following is a list of contacts you may need in acquiring all necessary permitting for your event. For the Special Event Committee, please contact [specialevents@worcesterma.gov](mailto:specialevents@worcesterma.gov).

### **Executive Office of Diversity Equity and Inclusion**

51 Sever St. Third Floor  
Worcester, MA, 01609  
Phone: (508) 799-1995  
[EODEI@worcesterma.gov](mailto:EODEI@worcesterma.gov)

### **Cultural Development Department**

455 Main Street, Room 409  
Worcester, MA, 01608  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[culture@worcesterma.gov](mailto:culture@worcesterma.gov)

### **Department of Public Facilities**

50 Officer Manny Familia Way,  
Room 101  
Worcester, MA 01605  
Phone: (508) 799-8588  
[publicfacilities@worcesterma.gov](mailto:publicfacilities@worcesterma.gov)

### **Department of Public Works**

20 East Worcester Street  
Worcester, MA, 01604  
Phone: (508) 799-1300  
Fax: (508)-799-1448  
[dpw@worcesterma.gov](mailto:dpw@worcesterma.gov)

### **Department of Public Works & P Engineering Division**

20 East Worcester Street  
Worcester, MA, 01604  
Phone: (508) 929- 1450  
[DPWpermits@worcesterma.gov](mailto:DPWpermits@worcesterma.gov)

### **Department of Transportation and Mobility**

76 East Worcester Street  
Worcester, MA 01606  
Phone: (508) – 929-1300  
[mobility@worcesterma.gov](mailto:mobility@worcesterma.gov)

### **Division of Emergency Communication**

2 Coppage Drive  
Worcester, MA, 01603  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[communications@worcesterma.gov](mailto:communications@worcesterma.gov)

### **Division of Emergency Management**

2 Coppage Drive  
Worcester, MA, 01603  
Phone: (508) 799-1840  
Fax: (508) 799-1389  
[emergencymgt@worcesterma.gov](mailto:emergencymgt@worcesterma.gov)

### **License Commission**

25 Meade Street, Room 205  
Worcester, MA 01610  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[license@worcesterma.gov](mailto:license@worcesterma.gov)

### **Inspectional Services Department**

25 Meade Street  
Worcester MA, 01610  
Phone, Food inquiries: (508)-799-1198 ext. 33030  
Phone, Portable Toilets/Housing inquiries: (508)-799-1198 ext. 33012  
Fax: (508) 799-8544  
[inspections@worcesterma.gov](mailto:inspections@worcesterma.gov)

### **Office of the City Manager**

455 Main Street, Room 306  
Worcester, MA, 01608  
Phone: (508) 799-1175  
Fax: (508) 799-1208  
[CityManager@worcesterma.gov](mailto:CityManager@worcesterma.gov)

### **Parks Department**

50 Officer Manny Familia Way  
Worcester, MA, 01605  
Phone: (508) 799-1190  
Fax: (508) 799-1293  
[parks@worcesterma.gov](mailto:parks@worcesterma.gov)

### **Public Health Department**

25 Meade Street  
Worcester, MA, 01610  
Phone: (508) 799-8531  
Fax: (508) 799-8572  
[health@worcesterma.gov](mailto:health@worcesterma.gov)

### **Worcester Police Department**

9-11 Lincoln Square  
Worcester, MA, 01608  
Phone: (508) 799-8600  
Fax: (508) 799-8680  
[wpd@worcesterma.gov](mailto:wpd@worcesterma.gov)

### **Worcester Fire Prevention Office**

25 Mead Street, Room 100  
Worcester, MA, 01610  
Phone: (508) 799-1822 ext. 33100  
[Prevention@worcesterma.gov](mailto:Prevention@worcesterma.gov)

### **City Clerk**

455 Main Street, Room 206  
Worcester, MA, 01608  
Phone: (508) 799 – 1121  
Fax: (508) 799 – 1194  
[clerk@worcesterma.gov](mailto:clerk@worcesterma.gov)