

PROCEDURE FOR GARAGE PERMITS AND FLAMMABLE LICENSE

1- YOU MUST BRING IN THE APPLICATION TYPED OR NEATLY PRINTED WITH THE NUMBER OF VEHICLES AND NUMBER OF GALLONS OF GAS IN THE TANKS OF VEHICLES (20 GALLONS PER VEHICLE)

**2- FOUR (4) COPIES OF THE CERTIFIED PLOT PLAN
FOUR (4) COPIES OF THE FLOOR PLANS WITH THE SPACES
NUMBERED CONSECUTIVELY (SHOW ALL HANDICAP PARKING SPACES)**

3- ALL ROOMS MUST BE LABELED ON THE PLANS - IF YOU HAVE A PARKING SPACE NEAR A DOOR YOU MUST SHOW A RAISED CURB OR BALLARD MUST BE PLACED IN ORDER TO MAINTAIN FREE ACCESS TO THE BOSTON FIRE DEPARTMENT

IF YOU HAVE STACKERS OR ELEVATOR PARKING PLEASE ENCLOSE THE INFORMATION REGARDING THE TYPE OF SYSTEM.

****SPRINKLERS MUST BE ON THE LOWER LEVEL AND UPPER LEVEL OF THE STACKER SYSTEM****

THE UNDERGROUND TANKS MUST BE SHOWN ON PLANS ALL ABOVE GROUND TANKS MUST BE SHOWN ON PLANS.

**** PRIVATE GARAGES MORE THAN 4 VEHICLES**

**** REPAIR GARAGE MORE THAN 1 VEHICLE**

THE PAYMENT FOR THE NEWSPAPER MADE PAYABLE TO THE PROPER NEWSPAPER

**BRING IN ALL THE INFORMATION TO
BRIGID KENNY-WHITE
5TH FLOOR DOCUMENT ROOM
1010 MASSACHUSETTS AVE
BOSTON, MA 02118
617-961-3270
BRIGID.KENNY@BOSTON.GOV**

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AFTER YOU DROP OFF THE APPLICATION I WILL LET YOU KNOW THE DATE OF THE HEARING.

I WILL SEND YOU A EMAIL WITH THE NEXT STEP FOR THE HEARING

I WILL SEND YOU A LETTER AND A COPY OF THE LEGAL AD AND THE ABUTTERS LIST OF NEIGHBORS THAT YOU HAVE TO NOTIFY

YOU HAVE TO MAIL THE LETTERS CERTIFIED MAIL RETURN RECEIPT REQUESTED - YOU WILL SEND ME OR DROP OFF THE "MAILED PROOF GREEN CARDS"

YOU MUST ATTEND THE HEARING

IF YOU HAVE ANY QUESTIONS THE BEST WAY IS TO EMAIL BRIGID.KENNY@BOSTON.GOV

EFFECTIVE SEPTEMBER 2023

**THE NEWSPAPER LEGAL AD RATE HAS
CHANGED**

	ONE WEEK WEEK	THREE
BOSTON HERALD	\$315.00	\$945.00
BULLETIN NEWSPAPER	\$248.00	\$744.00

**THE CHECK IS MADE PAYABLE TO THE
NEWSPAPER AND TURNED IN WITH YOUR
APPLICATION FOR THE COMMITTEE ON
LICENSE FOR GARAGE AND FLAMMABLE
HEARING.**

THANK YOU

