



Procedure for Garage Permits and Flammable License

- **Application Requirements:**
 - Submit a typed or neatly printed application, including:
 - The number of vehicles.
 - The number of gallons of gas in the tanks of vehicles (20 gallons per vehicle).

- **Plan Submissions:**
 - Provide four (4) copies of the certified plot plan.
 - Provide four (4) copies of the floor plans, with parking spaces numbered consecutively. Ensure that all handicap parking spaces are clearly marked.
 - Label all rooms on the plans.
 - For parking spaces near doors, include a raised curb or bollard to maintain free access for the Boston Fire Department.
 - If stackers are used for parking, include detailed information about the stacker system, including sprinkler systems on both the upper and lower levels.
 - Show all underground tanks and above-ground tanks on the plans.

- **Garage Specifications:**
 - For private garages with more than 4 vehicles or repair garages with more than 1 vehicle, ensure compliance with specific safety and design requirements.

- **Newspaper Payment:**
 - Payment for the legal advertisement must be made payable to the appropriate newspaper.

- **Application Submission:**
 - Submit all required documents and information to:
Brigid Kenny-White
5th Floor Document Room
1010 Massachusetts Ave, Boston, MA 02118
Phone: 617-961-3170, Email: brigid.kenny@boston.gov



Next Steps After Submission:

1. **Hearing Date:**
 - You will be informed of the hearing date via email.
 2. **Notification:**
 - You will receive a letter, a copy of the legal advertisement, and a list of abutters (neighbors) to notify.
 - Notify abutters by **certified mail with return receipt requested** and submit proof (green cards) to the office.
 3. **Hearing Attendance:**
 - You must attend the hearing.
 4. **Inquiries:**
 - For any questions, email: brigid.kenny@boston.gov
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Legal Advertisement Rates (Effective September 2023):

- **Boston Herald:** \$315.00 for one week; \$945.00 for three weeks.
 - **Bulletin Newspaper:** \$248.00 for one week; \$744.00 for three weeks.
 - Submit the check payable to the chosen newspaper with your application.
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Application Form Requirements:

- Location of Land: Ward.
 - Owner of Land: Address.
 - Dimensions of Land: Front (ft), Depth (ft), Area (sq ft).
 - Number of buildings or structures on the land.
 - Use of the land to be licensed.
 - Signature of Owner: Address and Phone Number.
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Notice of Hearing:

The Public Safety Commission will provide notice of the hearing date and location:
1010 Massachusetts Ave, Boston, MA 02118.



A copy of the petition and order of notice will be published, and certified mail notifications will be sent at least **7 days prior** to the hearing.

For further details, contact Brigid Kenny-White, Secretary for the Committee.



The rates for newspaper legal advertisements are as follows:

Rates per week:

- **Boston Herald:** \$315.00
- **Bulletin Newspaper:** \$248.00

Rates for three weeks:

- **Boston Herald:** \$945.00
- **Bulletin Newspaper:** \$744.00

Payment Instructions:

Please make the check payable to the respective newspaper and submit it along with your application to the Committee on Licenses for Garage and Flammable Hearing.



• **Head of BFD:**

Date:

Notice of Hearing:

In response to the foregoing petition, notice is hereby ordered to be given to all interested parties. This Committee will convene on _____ at 10:00 A.M. at 1010 Massachusetts Ave, Boston, MA 02118. Notice shall include:

1. Publication of the petition and this order in _____ .
2. Mailing, via prepaid certified mail, no less than seven days before the hearing, a copy of this petition to each owner of record for parcels abutting the subject land.

Secretary for the Committee:

Brigid Kenny-White