



CAMBRIDGE LICENSE COMMISSION

831 Massachusetts Avenue Cambridge MA 02139 (617) 349-6140

Procedure to Apply for a Garage, Flammables or Garage with Flammables License

The following must be submitted in order to be scheduled for a hearing:

1. Completed Garage application signed by the Fire Chief. Please call the Division of Fire Prevention: (617) 349-4918. On this application you should include only what you are applying for with this application.

If you are applying to **amend** a license, please **do not** include on the application that for which you are already licensed. However, you must include a copy of your current year license.

2. Floor plan*, **each page** must be stamped approved by the Fire Department, on 8 ½" X 11" size paper *only*, showing:
 - Street address, nearest cross street and abutting properties;
 - Show installation date, size, and location of present tanks, if any;
 - Indicate tanks to be removed, if any, and the capacity of these tanks;
 - Indicate proposed new tanks and designate their capacity.
 - Indicate number of vehicles to be kept on the premises.
 - Indicate amount and location of all inflammables to be licensed.

*Please contact the Fire Department, in advance at (617) 349-4918, to determine their requirements for this plan.

3. Zoning approval from the Zoning division of Inspectional Services (617) 349-6100, on the Licensed Premises Inspection Approvals form.
4. Traffic, Parking and Transportation approval (617) 349-4700 on the Interdepartmental Parking Facility Registration form. This is required only when a garage is involved.
5. Stamped Articles of Organization, if a Corporation; LLC Agreement if a Limited Liability Company; Partnership Agreement if a Partnership.
6. A Business Certificate or D/B/A Certificate from the City Clerk's Office, first floor of City Hall (617) 349-4260.
7. A check for \$175.00, made payable to the City of Cambridge, for the hearing and advertising fee.
Garage, Flammables or Garage with Flammables License
Page Two
8. Copies of all applicable permits issued by the Cambridge Fire Department.
9. Completed Garage and Gasoline Coversheet.

Once **ALL** of the above is submitted, you will be scheduled for the next available hearing. Hearings are usually held on Tuesday evening starting at six o'clock. We will send you written notification of the hearing date. We will also place an advertisement in The Cambridge Chronicle, which is published on Thursday.

10. Once the ad is published, you must notify abutters. Contact the City Assessor's Office at (617)349-4343 for the list of abutters. You will copy the legal ad from the paper and mail it within three days of publication to the abutters by certified mail, return receipt requested. You will then sign the affidavit and have it notarized by a notary public. Attach the white receipts to this form and submit to our office prior to the hearing. The green cards may be turned in at the hearing.

The following may be submitted after you apply but must be received in our office **BEFORE** the hearing:

11. A signed lease or letter of intent from the landlord.

Please note that the Fire Department will automatically do a premise inspection before the hearing.

If you are approved for the license, the following must be completed **BEFORE** you are allowed to operate:

1. Approval from the building division of Inspectional Services on the Licensed Premises Inspection Approvals form (or electronic approval).
2. A check, made payable to the City of Cambridge, for the license fee. (The license fee is calculated on a sliding scale).

License Commission approvals are only valid for six months from the decision date and you **MAY NOT** operate until we issue the license to you.

Garage, Flammables or Garage with Flammables Coversheet

This coversheet must be filed with all Garage and Gasoline Applications, including those for amendments to licenses.

Address of property on application

Property Owner (Please print)

Please check appropriate line:

_____ This is a license application, no license currently exists.

_____ This is an application to amend an existing license

Signed

Date signed

Print Name of person signing above

Phone Number of person signing above

Fill out the following certificate, attach receipt cards for registered letters, have this form notarized and return this form and cards to the License Commission, 831 Massachusetts Avenue, 1st Floor, Cambridge, MA 02139. Date of Hearing _____

I hereby certify that I am the person who has applied to the Board of License Commissioners for a license for the storage of _____, in total quantity not exceeding _____ gallons restricted as follows: aboveground _____ gallons; underground _____ gallons; at no: _____ Street, in the City of Cambridge, that I mailed by registered mail, postage prepaid, within three days after the date of publication, a notice of such hearing **to all owners of real estate abutting on said land**, and that the names and addresses of all the said abutters are as follows: (Continue list of abutters on reverse, if needed).

Property

Owner

Address

Signed: _____

Commonwealth of Massachusetts

Middlesex, ss.

On this _____ day of _____, 20_____, before me, the undersigned notary public, personally appeared _____, provided to me through satisfactory evidence of identification, which were _____ to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public

My Commission Expires:

