



## 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](mailto: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](mailto: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