



Auto Shop Permit Checklist

1. **Occupancy Permit:** States what and how a building is to be used. Issued by Inspectional Services Dept. 1010 Massachusetts Ave. 5th Flr. Boston MA 02118.
2. **Boston Fire Department Flammable Storage License:** Required to store vehicles, flammable or combustible materials inside a building (*must be renewed annually*). 1010 Massachusetts Ave, 4th Floor. (1-617-343-3477)
3. **Boston Fire Department Annual Permit:** Required permit for rubbish containers, torches, spray paint and spray booths (*must be renewed annually*).
4. **Boston Police Licensing Unit:** Class 2 License to sell used vehicles, 1 Schroeder Plaza, Boston Ma. 02120 (1-617-343-4425) (*must be renewed annually*)
5. **Use of Premises Permit:** Allows for a particular use for open space, area of land. Such as selling or storing vehicles and storage containers.
6. **Workers Compensation Insurance:** All employers operating in Massachusetts are required to carry worker's compensation insurance for their employees and themselves if they are an employee of their company, some exceptions may apply. (*must be renewed annually*.) 1-800-323-3249 X470
7. **Site Cleanliness License:** Required by all businesses that use bulk dumpsters, must apply to Inspectional Services for a license. (*must be renewed annually*)
8. **Business Certificate:** All businesses require a Business Certificate, from the City Clerk's Office Room 601, 1 City Hall Square, Boston MA 02201. 617-635-4600 (*renew every 4 yrs.*)
9. **Inspectional Services Auto Shop License:** All automotive related businesses are required to have this license to operate (*must be renewed annually*.)
10. **Registered Shop:** All motor vehicle auto body and glass repair shops must be registered with the Massachusetts Division of Standards (1-617-727-3480 (*renew every 3 yrs.*))

***Failure to obtain or renew these licenses/permits may affect your right to operate.**

