

Applying for a Flammables License

Pursuant to MA General Law Chapter 148 Section 13, you must obtain a license before storing certain quantities of flammable materials on your property in Somerville. The city's Fire Prevention Bureau determines whether the quantity of flammables triggers this license. (The quantity varies based on the type of material.)

If you are purchasing a property that already has a Flammables License, you must still apply to transfer the license to your ownership.

TERM:

- The license expires on April 30 and is awarded for no more than one year.

APPLICATION CONDITIONS:

For new licenses:

- You must apply online.
- The premises must be suitable pursuant to the zoning code.
- The premises must be satisfactorily inspected by the Fire Prevention Bureau.
- A public hearing before the City Council is required before the license can be issued.
- You must have paid all taxes, fees or fines owed to the City of Somerville.

For transferring licenses:

- You must apply online.
- You must have paid all taxes, fees or fines owed to the City of Somerville.

FEE:

- \$50.00 nonrefundable application fee.
- \$75.00 Public Hearing fee for a new applicant at a new location, paid after the application is approved.
- \$605.00 annual license fee for a new applicant at a new location, paid after the application is approved.
- \$165.00 fee to transfer a license to a new applicant at an existing location, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- Lease or other documentation of your access to the premises.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citi~~se~~ns~~er~~ve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Flammables."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in CitizenServe.
 - At "License #" select a license you've received before.
- Answer the remaining questions.

- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.