

**CITY OF WALTHAM  
IN THE CITY COUNCIL  
610 Main Street  
Waltham, MA 02452**

**Order # 25659**

**IN THE YEAR ONE THOUSAND NINE HUNDRED EIGHTY-FIVE**

An ordinance amending Chapter 8 of the General Ordinances of the City of Waltham entitled, "Licenses, Permits and Business Regulations".

Be it ordained by the City Council of the City of Waltham as follows:

Chapter 8 Article VII of the General Ordinances of the City of Waltham entitled **Petroleum, Explosives, Etc.**, Section 8-106 entitled, "fee for licenses for petroleum, explosives of inflammable liquids" is amended to read":

Section 8-106 "Registration fees for licenses for petroleum, explosives or inflammable liquids and all hazardous materials".

Section 8-106 is further amended by striking out Paragraphs (A), (B) and (C), and inserting in place thereof the following paragraphs:

- (A) The annual fees to be charged for licenses for the storage of motor vehicles in any building or structure shall be in accordance with the following schedule:
 

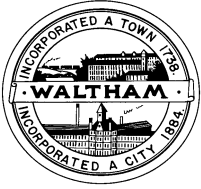
|  |          |
|--|----------|
| (1) At least five (5) motor vehicles but not more than ten (10) motor vehicles | \$50.00  |
| (2) Eleven (11) motor vehicles but not more than twenty (20) motor vehicles    | \$100.00 |
| (3) More than twenty (20) motor vehicles                                       | \$200.00 |
  
- (B) The annual fees to be charged for licenses for the keeping or storing of hazardous materials, including crude petroleum or any of its products, in any building or structure or in any underground or above ground tank for business of commercial purposes, shall be in accordance with the following schedule:
 

|  |            |
|--|------------|
| (1) Not more than 1,100 gallons        | \$25.00    |
| (2) 1,101 gallons to 5,000             | \$50.00    |
| (3) 5,001 gallons to 10,000 gallons    | \$75.00    |
| (4) 10,001 gallons to 30,000 gallons   | \$200.00   |
| (5) 30,001 gallons to 100,000 gallons  | \$500.00   |
| (6) 100,001 gallons to 200,000 gallons | \$800.00   |
| (7) 200,001 gallons and over           | \$2,000.00 |
  
- (C) Initial installation fees to be charged for licenses for keeping or storing hazardous materials, including crude petroleum, or any of its products, in any building or structure, or in any underground or above ground tank for private use only and not for business or commercial purposes, shall be in accordance with the following schedule:
 

|                               |         |
|-------------------------------|---------|
| (1) Not more than 500 gallons | \$15.00 |
| (2) More than 500 gallons     | \$25.00 |
| (3)                           |         |

(Gen. Ords. 1962, s.s. 9-7)

**HEARING FEE: \$75.00**



## CITY OF WALTHAM

### FUEL STORAGE LICENSES & GARAGE LICENSES

An applicant for an original (new) and/or an increase in Fuel Storage License or a new and/or increase in a Garage License shall make application to the City Clerk on a form supplied by the City Clerk. Completed application must be reviewed by Fire Department, along with certified information in regard to fuel storage. The Fire Department will determine if a Public Hearing is required. If required the application must then be filed in the Clerk's office.

Application must be accompanied by five (5) sets of plans with the following specifications:

- 1) Original plan must be drawn on vellum.
- 2) Size of plan should be either 8 ½ inches by 11 inches or 11 inches by 15 inches. Plan should have a north point, names of streets, street numbers on all buildings, size of buildings, distance of garage or fuel tanks from property lines and adjacent buildings and names of property owners. Entrances, exits and all places where the sidewalk is to be crossed are to be shown in red ink.
- 3) Garage applications of more than four (4) car capacity shall be accompanied by an additional plan showing the front elevation of the proposed building. This plan to be the same size as specified above. The vertical scale shall be four (4) feet to an inch.
- 4) All plans shall be signed by the property owner or his authorized agent and should include a title as follows:

"PLAN TO ACCOMPANY PETITION OF \_\_\_\_\_  
(Property Owner)

TO LOCATE A \_\_\_\_\_ CAR GARAGE AND/OR STORE  
(Number of Vehicles)

\_\_\_\_\_ TANKS \_\_\_\_\_ IN APPROVED  
(Total Gallon Capacity) (Above Ground or Underground)

CONTAINERS AT \_\_\_\_\_ WALTHAM, MA.

SCALE: 1 INCH = 40 FEET

- 5) Twenty (20) sets of plans on 11 by 17 inch paper. Does not have to be to scale.

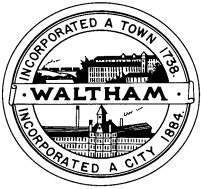
The City Clerk's Department will distribute copies of the application and plan to the Fire Department, the Conservation Commission, the Health Department and Building Department. Each of these departments will state their approval or disapproval and the reasons for their recommendation.

The City Clerk will submit the application and plan to the City Council for referral to the Committee on Licenses & Franchises which will set a Public Hearing date. Once the hearing date has been set, a copy of the Hearing Notice shall be sent to the **applicant** who **MUST** notify direct abutters of record by **certified** mail, return receipt, not less than seven (7) days prior to the Public Hearing. Receipts must be brought to the hearing by the applicant.

The City Clerk's Department shall cause to be published, at least seven (7) days prior to such Public Hearing an official notice of the scheduled Public Hearing in a newspaper published in Waltham.

Applicant is required to pay a hearing fee of \$75.00 to the City Clerk. In addition, applicant is required to pay a licensing fee as shown in Chapter 8, Article VII, Section 8-106 of the General Ordinances of the City of Waltham. Applications requesting additional storage will be treated as new applications with the licensing fee based on the additional storage.

Licenses for Fuel Storage and Garages must be registered annually on or before April 30<sup>th</sup>, with the appropriate fee paid to the City Clerk. Annual registrations shall not require a Public Hearing.



**CITY OF WALTHAM**

**APPLICATION FOR LICENSE  
(PLEASE PRINT)**

For the lawful use of the herein described building/structure/tank, application is hereby made in accordance with the provisions of Chapter 148 of the Massachusetts General Laws and Chapter 8 of the General Ordinances of the City of Waltham, for a license to use the land on which such building/structure/tank is (or is to be) situated, and only to such extent as shown on plot plan which if filed with, ad made a part of, this application.

Location of Land: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

Owner of Land: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone or Cell # \_\_\_\_\_

Operator of Facility: \_\_\_\_\_ Address: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_ Phone # \_\_\_\_\_

Number of buildings/structures/tanks to which application applies: \_\_\_\_\_

Occupancy or use of buildings/structures/tanks: \_\_\_\_\_

If parking garage, total number of motor vehicles: \_\_\_\_\_ Emergency Generator(s) \_\_\_\_\_

**TOTAL CAPACITY AND CONTENTS IN GALLONS:**

Aboveground: \_\_\_\_\_ Flam/Comb Liquid: \_\_\_\_\_ Flam solid: \_\_\_\_\_

Underground: \_\_\_\_\_ Flam/Comb Liquid: \_\_\_\_\_ Flam solid: \_\_\_\_\_

Flammable Gas Name: \_\_\_\_\_

**TANK CONSTRUCTION – Material and Design:** \_\_\_\_\_

Approx. date of installation: \_\_\_\_\_ Within 100 year flood plain? \_\_\_\_\_

Underwriter’s label (UL) Serial # \_\_\_\_\_

Depth of top of tank below ground level (in inches): \_\_\_\_\_

Does tank meet all requirements of 527 CMR 59 & 14? \_\_\_\_\_

**EXISTING STORAGE OF SITE:** \_\_\_\_\_

Aboveground: \_\_\_\_\_ List tank size: \_\_\_\_\_ Age: \_\_\_\_\_

Materials stored: \_\_\_\_\_

Underground: \_\_\_\_\_ List tank size: \_\_\_\_\_ Age: \_\_\_\_\_

Materials Stored: \_\_\_\_\_

Any previous Leaks? \_\_\_\_\_ Type and Cause: \_\_\_\_\_

Clean up measurers taken: \_\_\_\_\_

Approx date of leak: \_\_\_\_\_ Estimated quantity of leakage: \_\_\_\_\_

Have tank (s) been repaired? \_\_\_\_\_ Replaced: \_\_\_\_\_ Re-inspected by Fire Dept. \_\_\_\_\_

Signature of Applicant (owner): \_\_\_\_\_ Date: \_\_\_\_\_

**Any changes to the Fuel Storage License ie. owner(s), contact person and so on requires notifying the City Clerk's Office. Failure to notify will be forwarded to the City Council. Overdue fees for yearly registration will also cause need to notify the City Council.**

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**APPROVED / DISAPPROVED DATE:** \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Bldg. Dept: \_\_\_\_\_

Health Dept: \_\_\_\_\_

Conservation Comm: \_\_\_\_\_

(If Departments require restrictions, please attach a separate sheet. Note see attached)



The Commonwealth of Massachusetts  
 Department of Fire Services – Office of the State Fire Marshal  
 Post Office Box 1025, Stow, Massachusetts 01775

**FORM A-1**



**WALTHAM CERTIFICATE OF REGISTRATION**

\_\_\_\_\_  
 Date

Directions: Complete **Forms A - 1, A - 2 , A - 3 and your worker's comp.**, forward all sections and fee to Waltham City Clerk's Office. **Do not** return forms to the Department of Fire Services.

In accordance with the provisions of Massachusetts General Laws, Chapter 148, Section 13 undersigned hereby certifies that:

\_\_\_\_\_  
 Name of holder

at \_\_\_\_\_

Address of holder of license

is the holder of the license granted for the lawful use of the building(s) or other structure(s) situated or to be situated at:

\_\_\_\_\_  
 Street and number

As related to the keeping, storage, manufacture or sale of flammables or explosives.

**Note:** This certificate of registration must be signed by the holder of the license.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 State whether owner, occupant or holder

\_\_\_\_\_  
 Address



The Commonwealth of Massachusetts  
 Department of Fire Services – Office of the State Fire Marshal  
 Post Office Box 1025, Stow, Massachusetts 01775

**FORM A - 2**



**WALTHAM REGISTRATION**

This is to certify that: \_\_\_\_\_

Has, in accordance with the provisions of M.G.L. Chapter 148, Section 13, filed with me a certificate of Registration of setting forth that:

\_\_\_\_\_  
 Name of holder of license

Is the holder of the license granted \_\_\_\_\_ for the lawful use of the building(s) or other

Date

structure(s) situated at or to be situated at \_\_\_\_\_

Street and Number

as related to the keeping, storage, manufacture or sales of flammables or explosives.

\_\_\_\_\_  
 Signature and Official Title

**Note:** A certificate of registration must be filed on or before April 30<sup>th</sup> of each year.

**This registration must be conspicuously posted upon the premises**



The Commonwealth of Massachusetts  
Department of Fire Services – Office of the State Fire Marshal  
Post Office Box 1025, Stow, Massachusetts 01775



City or Town: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR LICENSE**

For the lawful use of the herein described building... or other structure... application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building... or other structure... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land: \_\_\_\_\_ Nearest cross street: \_\_\_\_\_

Owner of land: \_\_\_\_\_ Address: \_\_\_\_\_

Number of buildings or other structures to which this application applies: \_\_\_\_\_

Occupancy or use of such buildings: \_\_\_\_\_

Total capacity of containers in gallons: Aboveground \_\_\_\_\_ Underground \_\_\_\_\_

Kind of Fluid to be stored in containers: \_\_\_\_\_

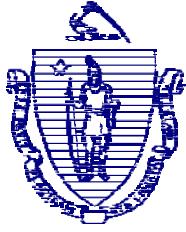
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
(Head of Fire Dept.)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with \_\_\_\_\_ employees (full and/ or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office

6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_