



Deborah A. Clayman  
Licensing Director

**City of Chelsea**  
DEPARTMENT OF LICENSING,  
PERMITTING AND CONSUMER AFFAIRS  
City Hall, 500 Broadway  
Chelsea, Massachusetts 02150

Telephone: (617) 466-4160  
Fax: (617) 466-4165  
dclayman@chelseama.gov

***License Application Issued  
under the Provisions of Article VII,  
Sections 9-170 through 9-182  
of Chapter 9 of the Chelsea Ordinances***

Nature of business for which license is sought:

\_\_\_\_\_ Motor Vehicle Garage and Repair Shop

\_\_\_\_\_ Parking Garage/Parking Lot

\_\_\_\_\_ Towing Operation/Storage Lot

1. Name of business: \_\_\_\_\_  
Proposed address: \_\_\_\_\_  
Business phone #: \_\_\_\_\_

2. Does applicant own the premises to be licensed:  
\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, state the name, address and telephone number of owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. State whether the above-named concern is an individual, co-partnership, association or a corporation?  
\_\_\_\_\_

4. If an individual, state the following:

Name: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Home telephone: \_\_\_\_\_

5. If a co-partnership, state the following information for each partner:

Name: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

Name: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

6. If an association or a corporation, state the following information for the principal officers:

Name of Association or Corporation: \_\_\_\_\_  
\_\_\_\_\_

Name of President: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

Name of Clerk: \_\_\_\_\_  
Social security number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
\_\_\_\_\_  
Home telephone: \_\_\_\_\_

7. Working days per week: \_\_\_\_\_

8. Working hours requested: \_\_\_\_\_

Note if night storage:  Yes  No

a) Hours parking attendants will be on duty: \_\_\_\_\_

b) Schedule of rates for storage or parking: \_\_\_\_\_

9. Number of employees: \_\_\_\_\_

10. Number of parking spaces for vehicles: \_\_\_\_\_

11. If garage, how many bays? \_\_\_\_\_

12. Give a detailed description of your business activity. Use a separate page, if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach to this application a plot plan, showing land area in square feet, the building area in square feet, number of floors, placement of buildings on the lot, area use in the buildings, parking areas and storage areas, any unusable areas, exact location of all flammable storage areas, street entering and exit locations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Federal ID Number

\_\_\_\_\_  
Date

cc: Brian A. Kyes, Chief  
Chelsea Police Department

Herbert C. Fothergill, Jr., Chief  
Chelsea Fire Department

Building/Zoning Inspector  
Department of Inspectional Services

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
the above named person(s) personally appeared before me and made  
oath that the foregoing statement is true.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration Date

I certify under the penalties of perjury that, to the best of my  
knowledge and belief, I have filed all state tax returns and paid  
all state taxes required under law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print last name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID or Social Security #

**LICENSE WILL NOT BE ISSUED UNLESS ATTESTATION HAS BEEN COMPLETED AND  
SIGNED BY THE APPLICANT (M.G.L., chapter 62C, section 49A, as  
amended by Chapter 233, Acts of 1983)**

\_\_\_\_\_  
Return completed application to Deborah A. Clayman, Licensing  
Director, City Hall, 500 Broadway, Room 200, Chelsea, MA 02150,  
along with the following:

- 1) Application fee in the amount of \$100 (check or money order  
only), payable to the City of Chelsea (not applicable for  
renewals).

Upon receipt of application, public hearing will be scheduled  
(not applicable for renewals).

Upon approval of application, applicant is required to submit the  
following:

- 1) License fee (\$100, plus \$25 for each bay/parking space);
- 2) Copy of Business Certificate, if applicable;
- 3) Bond or liability insurance policy;
- 4) Certificate of Compliance or Certificate of Insurance  
for workers compensation insurance;
- 5) Copy of Certificate of Registration issued by the Director  
of the Division of Standards (Garage/Repair License  
applicants only).

**NOTE:** As required in the Revised Ordinances of the City of Chelsea, section 9-174(b), each license issued shall be accompanied by a bond, executed by a company authorized to do such business in the Commonwealth of Massachusetts, in the sum of fifty thousand dollars (\$50,000.00), conditioned upon the payment of the licensee of any and all final judgments for damages resulting to persons or property, including theft of any motor vehicle or any part or accessory thereof, arising out of the operation or maintenance of the licensed operation. Such bond shall run to the City of Chelsea for the benefit of any person who may receive injuries or suffer property damage or loss by theft resulting from the operation or maintenance of such business and shall be kept in full force and effect for the full period of time for which the license is effective. A liability insurance policy, in the sum of \$300,000, issued by an insurance company authorized to do business in the Commonwealth of Massachusetts, and substantially conforming to the requirements of this section may be substituted for the above described bond.