



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

**TAXICAB CHECKLIST FOR
APPLICATIONS/RENEWALS**

*Items marked with * are only required if business is located within the Town of Westwood.*

Completed “Application for License” (form attached)

Article of Organization (if a corporation) as filed with the Massachusetts Secretary of State (must contain the Seal of the Secretary of State)

Signed lease or documents provide a legal right to occupy premises*

Copy of **blue prints** or a hand drawn floor plan (drawn to scale) of the proposed new premises*

Fire Inspection Sign Off – Per Fire Code Compliance, call the Fire Department at 781-320-1060 to schedule a Fire Inspection. Sign off is required for approval of license*

Building Inspection Sign Off – Per the Building Code, call the Building Department to schedule a Building Inspection. Sign off is required for approval of license*

Criminal Offender Record (CORI) Check, per MGL, Chapter 6, §172 – “CORI Request Form.” To be filled out and must present government issued photographic identification.

Police Fingerprint Check – Per Chapter 339 of the Code of the Town of Westwood, all applicant for a license for Taxi license Town shall submit a full set of fingerprints taken by the Westwood Police Department within 10 days of the date of the application for a license, for the purpose of conducting a state and national criminal record background check to determine suitability of the applicant for the license. Please contact the Police Department at 781-320-1000 for additional information.

Workers’ Compensation Certificate of Insurance per MGL c152, §25A. When it expires please contact your insurance company and have them fax it to 781-329-8030 Attn: Board of Selectmen. Yours expires on: _____

State Workers’ Compensation Insurance Affidavit – even if your establishment does not require Workers’ Compensation this must be filled out.

Business Certificate – Per MGL, Chapter 110, §5 and §6; If yours has expired, please check with the Town Clerk at 781-329-3964

Emergency Contact Information – Sign and return Emergency Contact Information verifying information is correct.

Check made out to the Town of Westwood – Review the fee schedule to ensure proper payment is made.

- \$500 fee for the first cab; each additional cab is \$200 and renewal shall be \$100 for each cab

Return Checklist and all paperwork to the Selectmen’s Office, Westwood Town Hall, 580 High Street, Westwood, MA 02090. Please Note: All applications must be reviewed by other departments. Once preliminary review of the application is complete, the application will be forwarded to the Selectmen’s Office to request for a public hearing. The Selectmen’s Office will contact the applicant for the date of the hearing.