



REGISTRY OF MOTOR VEHICLES

General Requirements for Owner Contractor Inspection

Registry of Motor Vehicles · Section 5 Division
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030

The Massachusetts State Police will be onsite to visit your location in 4 - 10 weeks from the date of this letter. In order to prepare for this visit, please review the following list of general requirements and ensure all are met prior to the State Police arrival.

- **Have the following documents available for review:**
 1. Business Certificate
 2. Articles of organization/Corp papers (if applicable)
 3. FID/EIN
 4. A list of all authorized users who will have access to the Section 5 plates and photocopies of valid driver's license for each authorized user.
- **Must be principally and substantially engaged in the business** of General Contracting, leasing for hire, storing of trailers or mobile offices to be used exclusively for your business.
- **Must fulfill one of the following:**
 1. Own/control a fleet of 10 or more vehicles
 2. As a government agency with vehicles owned or controlled by such agency for the purpose of public safety
 3. Own a fleet of 20 or more vehicles or trailers which you rent or lease to the general public
- **Must apply for a Compliance Decal** and display it to indicate you have taxed and titled your Special Mobile equipment. The decal must be displayed on the driver side rear window. Owner Contractor plates can only be displayed on SPECIAL MOBILE EQUIPMENT for the sole purpose of transportation to and from construction sites. Equipment must have a gross vehicle weight of at least 12,000 lbs.
- **Must have a permanently affixed exterior sign** posted of sufficient size and design to give the general public notice of the name and nature of the business. You must have a sign to display business hours.
- **Must have all titles and/or lease agreements on-hand for the inspector to review.** Ensure that your fleet of vehicles have been titles in the correct business name.
- **Must have an established repair facility** for the repair of your vehicles. The State Police will inspect this location.
- **Must have a separate and exclusive entrance to your place of business**, unless both businesses are owned by you. Section Five registrants cannot share office space.
- **Must have adequate office space** in the building structure or office trailer to conduct business.

Prior to the State Police Inspection, please check with your city or town for any additional requirements.