

GUIDE TO OPENING A BUSINESS

A checklist prepared by the City of Milford Planning Department

Anyone interested in opening a business in the City of Milford should contact the Planning Department at (302) 424-8396 for assistance. Please complete the [Certificate of Use](#) form and submit to the Planning Department if you plan on occupying an existing building. Completion of this form is necessary to have the utilities placed in the business's name.

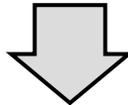
Existing Building

- First, Complete a [Certificate of Use Form](#) to determine:



IF

- The business is permitted by the existing [zoning category](#), and
- The business will meet the parking standards, and
- There is NO physical changes to the structure, and
- There is NO change in the Occupancy Classification per the 2012 International Building Code



Then

- Apply for a [State of Delaware Business License](#)
- Obtain a City of Milford [Business License](#)
- Obtain a City of Milford [Sign Permit](#)

Existing Building

- First, Complete a Certificate of Use Form to determine:



IF

- The business is permitted by the existing zoning category, and
- The business will meet the parking standards, and
- There ARE physical changes to the structure and/or there IS a change in the Occupancy Classification per the 2012 International Building Code



Then

- Obtain a Delaware Department of Transportation Entrance Permit (If Applicable)
Entrance Approval
- Obtain State Fire Marshal Approval
Fire Marshal Approval
- Obtain State Plumbing Office Approval
Plumbing Office Approval
- Provide a plan for the City's Planning Department to review
- Obtain a Building Permit for Physical Changes
Building Permit
- Apply for a State of Delaware Business License
State of Delaware Business License
- Obtain a City of Milford Business License
Business License
- Obtain a City Sign Permit
Sign Permit
- Obtain a Certificate of Occupancy (Issued by the Planning Department)

New Construction or the Business is Not a Permitted Use



Then

- **STOP!**
- Schedule a meeting with the Planning Department
 - (302) 424-8396
 - rpierce@milford-de.gov