

SIGN BUILDING PERMIT APPLICATION

Revised 12/17/2018

- Plans will be returned without review if information is incomplete.
- It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
- No permit will be issued if property owner is delinquent of City taxes or utilities or has open code violations.
- Once the City has reviewed your application, you will be contacted with the cost and when you may pick it up. This usually takes approximately 3-5 business days.
- Upon receiving your Building Permit Placard, please display it in a conspicuous place from the street.

***** If work being conducted is in Sussex County (302-855-7860), you need to contact them to determine if a county permit is necessary *****

REQUIRED DOCUMENTS

(Please check off & return this page along with the following documents with the building permit application)

_____ 2 copies of proposed sign (*identify colors or printed in color*)

Indicating:

- Dimensions & style of sign
- Location of Proposed Electric, if needed
- Location of Existing Utilities

_____ 2 footer details, **sealed** by a design professional, **if** the proposed sign is taller or wider than **6 feet**

_____ 2 site plans, **if** sign is free standing

- Indicating: Size, Location, any existing structures and distances from lot lines.

_____ DelDOT approval, **if** proposed sign is located on or along a State maintained roadway

_____ Commercial Sign Building Permit Application Form (*Please see attached*)

PLEASE NOTE:

*Required inspections, found on your copy of the building permit, require **24 hours** advanced notice.

*Before you dig, please call **Miss Utility at 1-800-282-8555** to have them mark utility lines. This is a **free service**.

*City of Milford will not pick up construction debris. It is the responsibility of the contractor or homeowner to ensure trash is contained and disposed of in a timely manner.

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ELECTRIC SERVICE REQUIRED _____ YES _____ NO

(IF ELECTRIC SERVICE IS REQUIRED: Complete the Electric Permit Application *in its entirety* and contact **Jennifer Anderson-Electric Operations Manager (302) 422-1110 X 1135 or Timmy Barnett-Line Forman (302) 422-1110 x-1134** to schedule an on-site meeting with the owner/contractor.)

CONTRACTOR/BUILDER: _____

CONTRACTOR/BUILDER ADDRESS: _____

CONTRACTOR/BUILDER PHONE: _____

CONTRACTOR/BUILDER CELL: _____

CITY OF MILFORD
CONTRACTOR LICENSE #:

BUSINESS/PROPERTY OWNER: _____

BUSINESS/PROPERTY OWNER
PHONE:

PROPERTY/SITE ADDRESS: _____

TAX PARCEL ID NUMBER: _____

ZONING:

TOTAL COST OF PROJECT: \$ _____

Signature of Property Owner:

It is the responsibility of the owner/contractor/agent to notify the Building Department of any deviations from the approved plans and to insure placement, area regulations, and setbacks are met.

I furthermore certify that I am authorized to grant, and do in fact grant, permission to the City of Milford zoning official and Building Inspector to enter onto the property noted on the City of Milford Building Permit for the purpose of inspections.

Signed: _____

Name: _____

Date: _____

DIMENSIONS OF STORE FRONT

WALL SIGN

