

# 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 [Sign Permit](#)

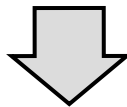
## Existing Building

- 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 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