

BUSINESS LICENSE INSTRUCTIONS

Per Ordinance 2019-35, beginning January 1, 2020 all businesses must annually obtain a Business License from the City of Milford. All new businesses must obtain a Business License and a Certificate of Use from the Planning Department prior to initiating utility services and operating the business. Please note, each separate location or branch of the same business requires a separate business license. Licenses are valid from January 1st to December 31st of each year.

Charitable, religious, educational, public service facility, social association, social club or governmental agency or other non-profit organizations are exempt from the business licensing fee; however, a copy of the non-profit organization's 501(C)(3) must be submitted along with the application form to verify exemption status.

In addition, those activities for which a Contractor License, Vendor License or Rental License are required by City Code are exempt from the business licensing requirement.

NEW: Included in the cost, City of Milford Business License holders will receive regular email updates from the City's Economic Development Department containing business resources, grant information and any pertinent news. License holder can unsubscribe at any time.

Contact the Planning Department at 302-424-8396 for information regarding zoning, building construction, repair permits and sign permits call 302-424-8396 or by visiting <http://cityofmilford.com/360/Planning-Economic-Development>.

Additional information on how to open a business in Milford can be found at <http://cityofmilford.com/228/Economic-Development>.

Additional information on how to setup utility services can be found at <http://cityofmilford.com/456/Utility-Payments-Bills-Rates-and-More>.

CITY OF MILFORD
APPLICATION FOR BUSINESS LICENSE
License Period: January 1 through December 31

- Provide a copy of State of Delaware Business License and/or any other approvals issued by DE Division of Revenue or other governmental or quasi-governmental agency:
(i.e. Alcoholic Beverage Control Commission, Administrative Services, Banking Commissioner Insurance Commissioner, Insurance Commissioner, Public Service Commission, Department of Natural Resources, Environmental Protection Agency, Internal Revenue Service, etc.)
- Annual Fee - \$30.00 **Made payable to: City of Milford, Attn: Licensing 180 Vickers Drive, Milford, DE 19963**

Name of Business (DBA): _____ Phone: (____) _____

Business Address: _____

Business Mailing Address: _____

Authorized Representative Name: _____ Phone: (____) _____

Email: _____ Emergency Phone: (____) _____

Owner(s) Name: _____ Owner(s) Title: _____

Owner(s) Home Phone: (____) _____ Owner(s) Cell Phone: (____) _____

Owner(s) Address: _____

Federal Employer Identification Number or SSN (Last 4 Only) _____

Trade, Business or Occupation _____

For Profit Non-profit (provide a copy of IRS form)

Number of Employees: Full-time _____ Part-time _____ Seasonal _____

Please note that any false or erroneous information provided on this application is grounds for the suspension of said license without return of fee. The undersigned applicant states that he/she is knowledgeable of, has complied with and will continue to comply with all ordinances of the City. The undersigned also agrees that he/she is responsible for contacting the Planning Department if any of the above information changes during the leasing period.

Applicant Signature: _____ Date: _____

Printed Name: _____

OFFICE USE ONLY:

Approved by: _____ Date Issued: _____

Check # _____ Amount Paid: _____