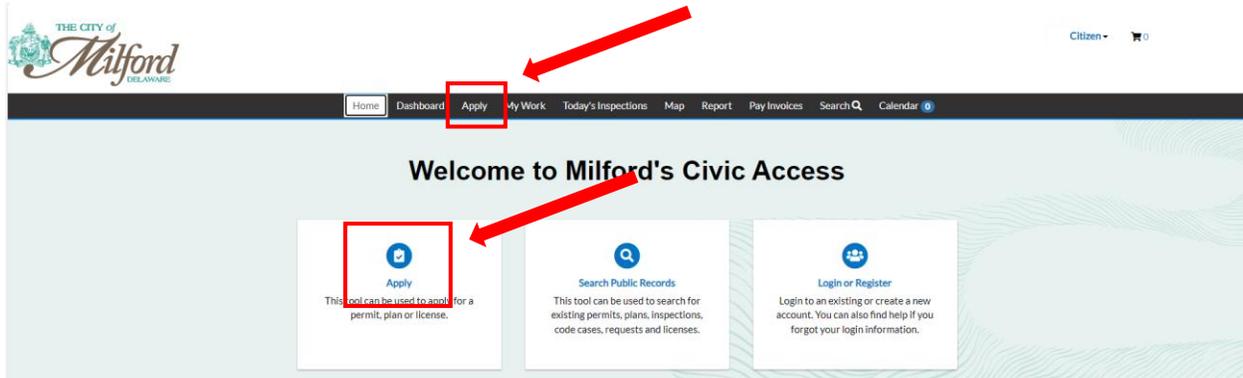# Civic Access – Apply for a Permit

City of Milford
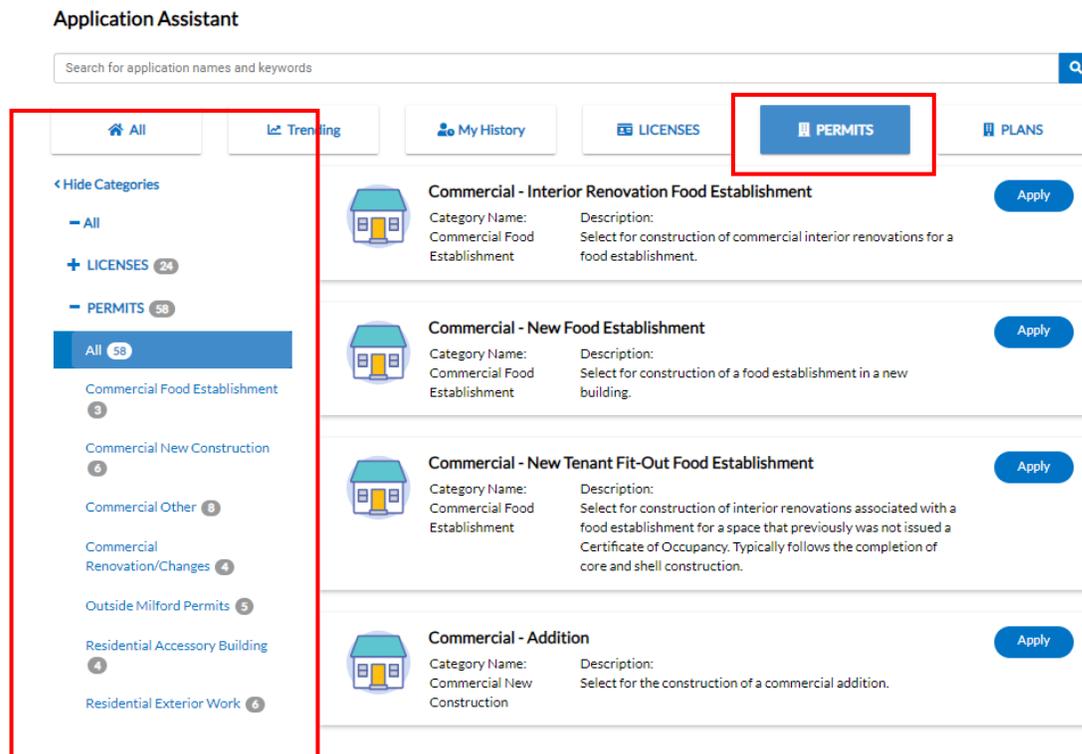
Apply for a Permit

You can apply for a plan by selecting the "Apply" button in the main menu or the "Apply" tile on the home page.

On the Application Assistant page, you can either search by keywords or click on the Permits tabs to find the type of permit you want to apply for.

- Each application type includes a brief description of when it should be used.
- Once you find the desired application type, click the "Apply" button on the right side of that application type.

Location Screen
Click the plus button on the Add Location tile.
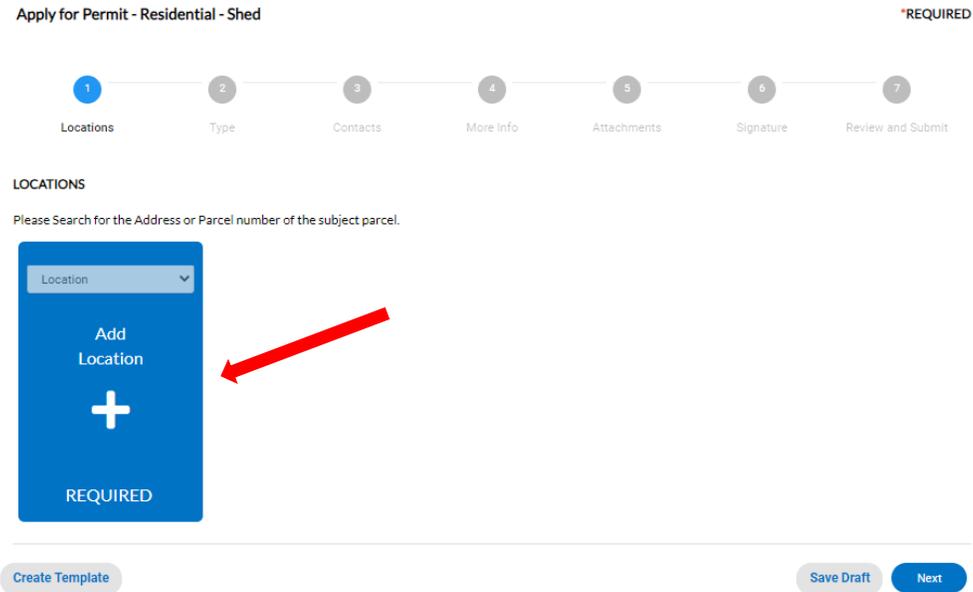
Enter in the address or Parcel ID in the search box.

Once the results of the search load, click the checkbox for the location that is directly under the search box then click the blue add button. Click the next button.
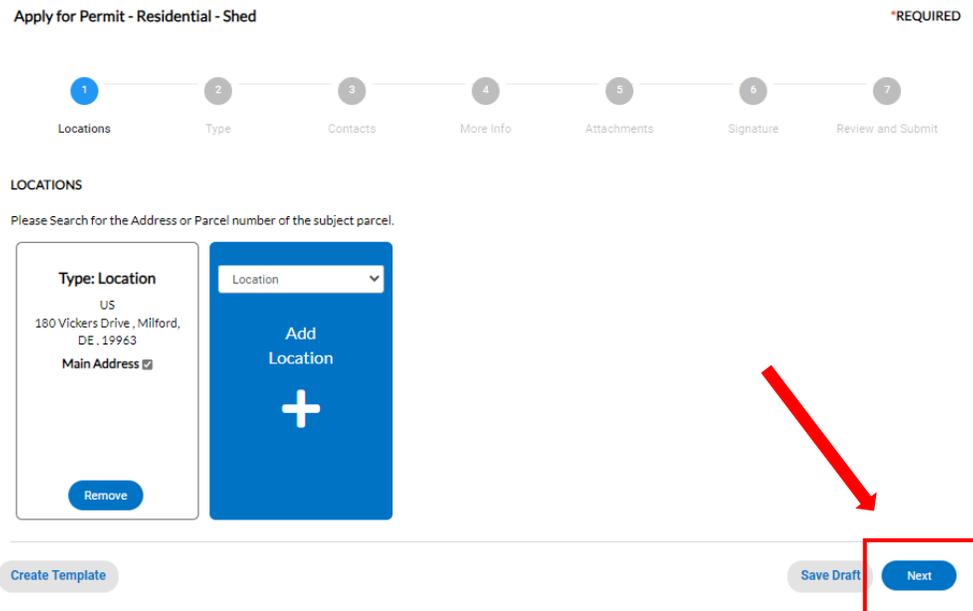
Permit Detail Screen

- Include a detailed description of work.
- Provide square footage of work area.
- Provide valuation (cost of job).

Click the next button.
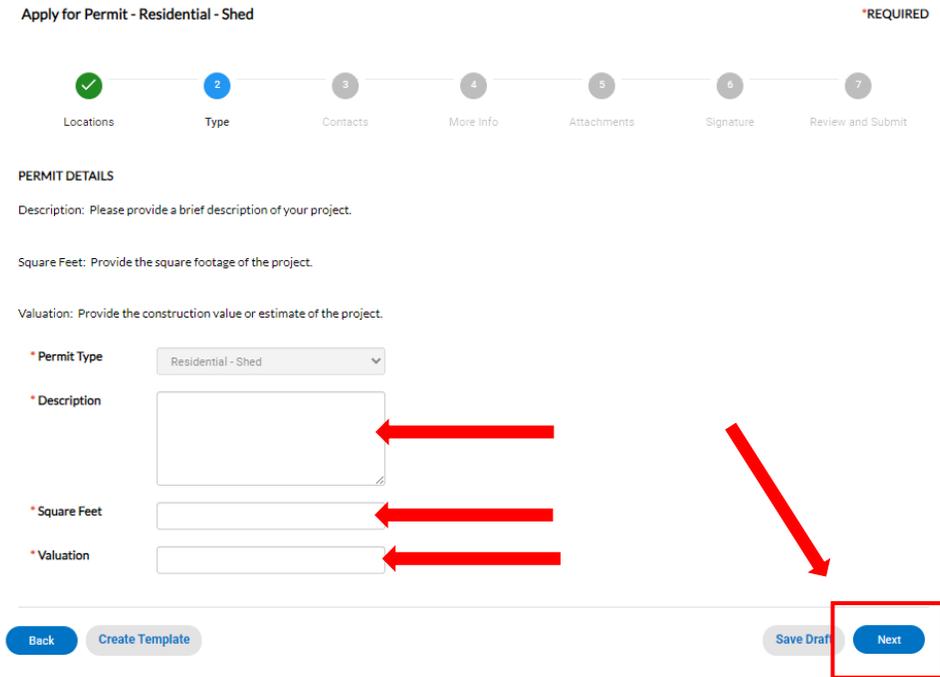
Contacts Screen

Add the required contacts as specified:

- Once you click the add button on each type, you can search, enter manually or add from your favorites. Please search for a name before adding manually.
  - Owner: When entering/searching for the owner, this is the property owner not the tenant.
    - If the property is owned by a corporation or LLC, please enter/search for the company not the individual representative.
    - If the owner is different from the Property Appraiser's website, you will need to include proof of ownership, which is normally in the form of a deed.
  - Contractor Type:
    - Contractor – must be registered in our system.
  - Owner Builder:
    - Must be owned in individual name (not a corporation, LLC, etc.)
  - Provisional Contractor:
    - Used for a contractor that has a pending license application.

Click the next button (bottom right).

More Information Screen

This screen is specific to the type of application.

- Questions will vary.
- Some answers to some questions are required before being able to move to the next screen.

Click the "Next" button at the bottom right. If the screen does not advance, you may have missed a required field. Please double-check and then click the "Next" button again.
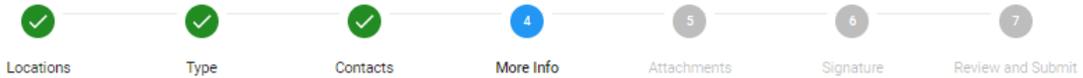
Attachment Screen
- Only PDF files can be uploaded for permitting.
- Required attachments will vary depending on the type of permit.
- Plans (drawings) shall be submitted as one bundled file.
  - If signed and sealed drawings/documents, they shall be digitally signed, and we have to be able to validate the signature.
  - If signed and sealed the drawings/documents, they can't be locked or protected.
- If the document type is not listed as required, you can add other categories by selecting the type in the last box.
- If none of the categories fit the file you are trying to upload, choose Supporting Document.
- If a category is a required category but for some reason doesn't apply, contact the Planning Department for guidance.

Once you are done uploading all the files, click the next button (bottom right).

Signature Page

Type in Name as consent to electronically sign application. Enable Type Signature or sign in box. Click Next at the bottom right.

Apply for Permit - Residential - Shed   *REQUIRED

Locations — Type — Contacts — More Info — Attachments — Signature — Review and Submit

SIGNATURE

I, the undersigned, hereby certify that I am an authorized agent for the contractor/owner and have the authority to make this application; that the information is complete and correct; and that the construction and/or use will conform to City of Milford code and other applicable laws and regulations which relate to the property.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Rob Citizen
August, 06 2024

X   Draw Signature Here

Clear

Back   Create Template   Save Draft   Next

Summary Page
- Glance over all the entered information and attachments uploaded.
- Click Back (bottom left) to make any changes.
- Click Save Draft (bottom right) if you are not ready to submit – please note that attachments will not be saved.
- Click Submit (bottom right) when you are ready to submit.
- If you get a Warning Error "unexpected problem" try again.
  - Make sure you click save Draft before going off the page.
    - You can find the drafts by clicking the Dashboard tab from the top ribbon.
    - Under My Permits on the Dashboard, you will se a tile for Drafts.
    - Click Drafts.

Apply for Permit - Residential - Shed   *REQUIRED

Locations ✓   Type ✓   Contacts ✓   More Info ✓   Attachments ✓   Signature ✓   7 Review and Submit

Submit

Locations

Location	180 Vickers Drive 180 Vickers Drive , Milford, DE, , 19963

Basic Info

Type	Residential - Shed
Description	Prefabricated 10 x 12
Square Feet	120
Valuation	3500
Applied Date	08/06/2024

Contacts

Upon successful submission of the Permit, the summary screen appears. Fees will be invoiced at a later time. To pay fees, the fees must first be invoiced within Enterprise Permitting & Licensing.