

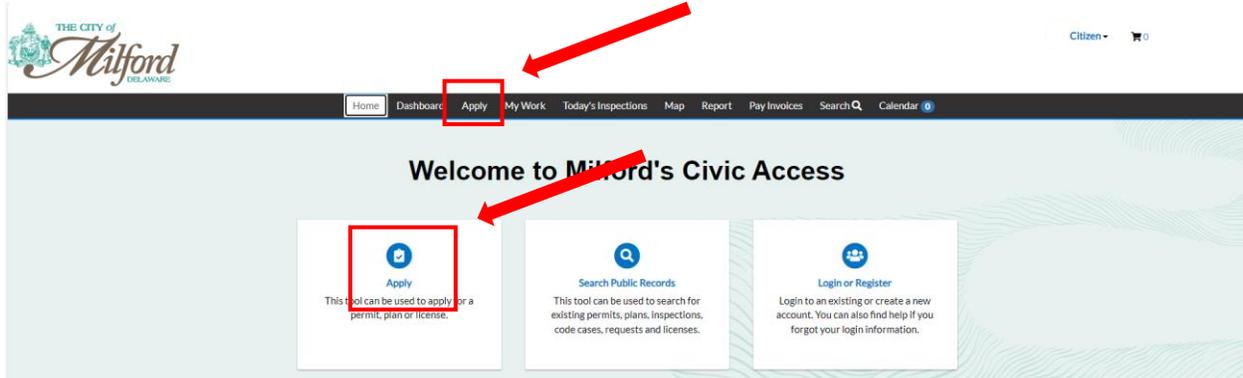


# Civic Access – Apply for a License

City of Milford

## Apply for a License

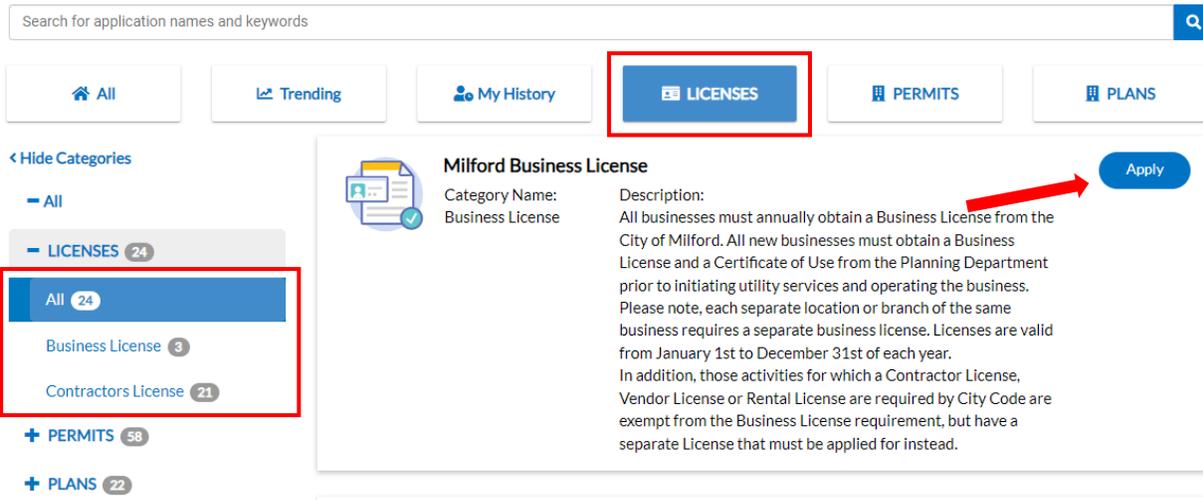
You can apply for a license by selecting the “Apply” button in the main menu or the “Apply” tile on the home page.



On the Application Assistant page, you can either search by keywords or click on the license tabs to find the type of license 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.

### Application Assistant



Select the company type from the drop down. Click Create New Business During Application.

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Apply for License - Milford Business License REQUIRED

Select or create the business for this application

Select Company Type

Create New Business During Application

## Location Screen

Click the plus button on the Add Location tile.

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Apply for License - Milford Business License REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Please Search for the Location of the Licensed Activity. If the Business is not onsite, please add that address as a Mailing address

Location

Add Location

REQUIRED

Create Template Save Draft Next

Enter the address or Parcel ID in the search box.

[◀ Back to Application](#)

### Add Location

[Address](#) [Parcel](#)

Add Address As

[Search](#) [Enter Manually](#)

**Address Information**

Search

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.

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#### Apply for License - Milford Business License \*REQUIRED

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#### LOCATIONS

Please **Search** for the Location of the Licensed Activity. If the Business is not onsite, please add that address as a **Mailing** address

**Type: Location**

US  
180 Vickers Drive, Milford,  
DE, 19963

Main Address

[Remove](#)

**Add Location**  
+

[Create Template](#)[Save Draft](#)[Next](#)

## Business Type Screen

- Include Company Name, Business Description, DBA, Location (Based in Milford or Based Out of Milford), TIN, Tax ID
- Include License Details – Description

Click the next button.

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Apply for License - Milford Business License \*REQUIRED

Progress: 1 (Locations) 2 (Type) 3 (Contacts) 4 (More Info) 5 (Attachments) 6 (Signature) 7 (Review and Submit)

**BUSINESS DETAILS**

Please describe the proposed business activities.

\* Company Type:

\* Company Name:

Business Description:

DBA:

\* Location:

TIN:

Tax ID:

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**LICENSE DETAILS**

\* License Type:

\* Description:

Back Create Template Save Draft Next

## Contacts Screen

Multiple contacts may be added based on the type. Note: Only the contacts listed in the application will have access to the license case. If the user does not add the additional contacts during the application process, the user will need to contact staff to add them to the license case later. When complete, Click Next.

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Progress: Locations Type Contacts More Info Attachments Signature Review and Submit

### CONTACTS

Use **Search** first to find the Owner or Authorized Agent name. If they are not already in the system, you may use **Manual** to add them.  
Phone numbers and Emails are required for these contacts, your application will not proceed until these are provided.

Owner

Add Contact

+

REQUIRED

Applicant

Add Contact

+

## More Information Screen

This screen is specific to the type of license.

- 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.

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Progress: 1 2 3 4 5 6 7  
Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

Please provide the Employee information expected for this year.  
If you are a Not for Profit, you will need to supply proof in the next step.

[Top](#) | [Main Menu](#)

\*Number of Employees: Full Time

\*Number of Employees: Part Time

\*Number of Employees: Seasonal

Profit Type

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## Attachment Screen

Attach necessary documents for the application. Once you are done uploading all the files, click the next button at the bottom right.

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### Apply for License - Milford Business License \*REQUIRED

✓ Locations

✓ Type

✓ Contacts

✓ More Info

5 Attachments

6 Signature

7 Review and Submit

#### Attachments

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.)

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.

State of Delaware Business License

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Select Type

+

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back

Create Template

Save Draft

**Next**

180 VICKERS DRIVE, MILFORD, DE 19963 · WWW.CITYOFMILFORD.COM · TEL: 302.422.6616

## Signature Page

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

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Locations

  
Type

  
Contacts

  
More Info

  
Attachments

  
Signature

  
Review and Submit

**SIGNATURE**

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.

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

Test User

Enable Type Signature

July, 26 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 see a tile for Drafts.
    - Click Drafts.

Apply for License - Milford Business License \*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

Location 180 Vickers Drive, Milford, DE, 19963

Basic Info

Company Name	City of Milford
Company Type	Limited Liability Company
Business Description	This is a Test
DBA	Test
Location	Based In Milford
License Type	Milford Business License
Description	This is a Test
Applied Date	07/26/2024

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