

RESIDENTIAL RENOVATION BUILDING PERMIT APPLICATION

Revised 5/23/2019

- Plans will not be accepted or 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.
- Prior to applying for a permit, all requirements must be met with Planning & Zoning Department.
- Once the City has reviewed and approved your application, including the conclusion of a preconstruction meeting for new commercial projects, you will be contacted with the permit cost and where permit can be picked 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 placard is not displayed, no inspections will be conducted until corrected.

***** 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)

If you live in... Hearthstone Manor / Knott's Landing / Matlind Estates / Meadows at Shawnee / Orchard Hill / Cascades / Milford Ponds / Walnut Village / Lighthouse Estates / Fork Landing or Watergate... **you are required to provide a copy of your Homeowner's Association approval letter with this application.**

_____ 2 Sets of Construction Drawings (for structural work only)

Indicating:

- Architectural Detail
- Structural Detail

Finished Basements: Drawings must show wall detail, ceiling height, room dimensions, and egress requirements.

Please note: All drawings must be scaled and legible.

_____ Residential Renovation 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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*Please Check the Appropriate Application:
(Please select one type per application)*

Interior Renovations

Exterior Renovations

CONTRACTOR/BUILDER: _____

CONTRACTOR/BUILDER ADDRESS: _____

CONTRACTOR/BUILDER PHONE: _____

CONTRACTOR/BUILDER CELL: _____

CITY OF MILFORD
CONTRACTOR LICENSE #:

HOME/PROPERTY OWNER: _____

HOME/PROPERTY OWNER PHONE: _____

PROPERTY/SITE ADDRESS: _____

TAX PARCEL ID NUMBER:

EXPLANATION OF WORK BEING
PERFORMED: _____

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: _____