

# A New Business Checklist



WORKING WITH YOU



Thank you for choosing to locate your business in the City of Milford! The City has developed a checklist to assist new businesses and building owners. Please feel free to call the City at 831-4192 with any questions; we want to make your process run as smoothly as possible. Forms and a schedule of fees can be downloaded from our website at: [www.milfordohio.org](http://www.milfordohio.org).

	Department	Form Required
<input type="checkbox"/> Confirm Zoning; is your "use" permitted in this zoning district?	Planning & Zoning	Building Permit Application
<input type="checkbox"/> Are you locating in the Old Mill Overlay District?	Planning & Zoning	Design Review Application
<input type="checkbox"/> Will you be installing a sign?	Planning & Zoning Building Department	Building Permit Application
<input type="checkbox"/> Contact the Fire Department for a fire safety inspection.	Fire Department	
<input type="checkbox"/> Are you planning to build a new building or make renovations?	Planning & Zoning Building Department	Building Permit Application Water Application (If applicable)* Sewer Application (If applicable)*
<input type="checkbox"/> Are you altering surface drainage or cut or fill exceeds 100 cubic yards?	Building Department	Building Permit Application
<input type="checkbox"/> Are you planning to make a street opening or trench in any street, sidewalk, or alley?	Building Department	Street Opening Permit Application*
<input type="checkbox"/> Constructing a sidewalk or making a curb cut for driveway apron?	Building Department	Street Opening Permit Application*
<input type="checkbox"/> Are you planning to perform electrical work?	Call IBI - 381-6080	
<input type="checkbox"/> Are you planning to do any plumbing work?	Call Clermont County Board of Health - 732-7499	

\*Call 248-5081 for Permit Application information

## Important Phone Numbers

Milford Planning & Zoning	Pam Holbrook	248-5093	pholbrook@milfordohio.org
Building Department/Chief Building Official	Bud White	248-5098	bwhite@milfordohio.org
Milford Utilities	Dee Hershey	248-5081	dhershey@milfordohio.org
Milford Income Tax	Dan Burke	248-5082	dburke@milfordohio.org
Milford Fire Department	Phil Nause	831-7777	
Milford Miami Township Chamber of Commerce	Karen Huff-Wikoff	831-2411	
IBI - Inspection Bureau Inc.		381-6080	
Clermont County Board of Health		732-7499	

## Sign Regulations

Sign Type	B-1	B-2	B-3/B-5	O	L-1	I	Detail
<i>Maximum permitted sign area in square feet</i>							
Temporary/portable Signs	≤24 sf	≤24 sf	≤32 sf	≤24 sf	≤32 sf	≤24 sf	<ol style="list-style-type: none"> <li>Permitted no more than 21 days.</li> <li>Renewable four times per year.</li> </ol>
Roof							<b>Only Permitted on appeal to the BZA</b>
Wall	≤30 sf	≤60 sf	≤100 sf	≤60 sf	≤100 sf	≤60 sf	<ol style="list-style-type: none"> <li>One wall sign for each side of building.</li> <li>Wall sign projection ≤ 14 inches.</li> </ol>
Placard/Projecting Signs	≤30 sf	≤30 sf				≤30 sf	<ol style="list-style-type: none"> <li>Bottom of sign ≥ 8 ft. above grade.</li> <li>Nonilluminated &amp; nonreflecting.</li> </ol>
Marquee/Awning/Canopy Sign	≤30 sf	≤60 sf	≤100 sf	≤60 sf	≤100 sf	≤60 sf	
Freestanding	≤35 sf	≤35 sf	≤60 sf	≤35 sf	≤60 sf	≤35 sf	<ol style="list-style-type: none"> <li>≤30 ft from grade</li> <li>One freestanding sign per building.</li> </ol>

### How To Obtain A Building Permit

- Complete a building permit application.
- Submit Water & Sewer Permit applications (new construction).
- Submit three (3) sets of plans
- Plans should include:
  - Site plan-Property survey with structure location
  - Stormwater calculations
  - Energy Calculations
  - Electric Permit –Receipt documenting application to IBI
  - Truss Drawings -  
Actual trusses with engineer seal (if applicable)
  - HVAC Equipment Specifications
  - Soil Bearing (test may be required)

### How To Obtain A Sign Permit

- Complete a building permit application.
- Submit three (3) sets of drawings.
- Drawings should include:
  - Proposed location of sign on a site plan.
  - Drawing which shows sign dimensions, sign height and font colors.

### Design Review

- Complete a Design Review Application\*

**\*Requires approval by the Planning Commission**

### City Inspections Required

- Call the Building Department at 248-5098 (24 hour notice)
- Call the Fire Department at 831-7777 (24 hour notice)
- Footer & Soil Inspection – After all forms and steel are in place, but before concrete is poured.
- Call IBI for reinforcing steel grounding inspection.

- Framing Inspection - After structure is erected including exterior sheathing, roofing, and rough-in electrical inspection and rough-in plumbing inspection completed.
- Insulation Inspection – After ALL insulation is in place except blown-in ceiling.
- HVAC Inspection – After equipment installed. Usually done at same time as insulation inspection.
- Final Inspection - After all finish work completed.