

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.

	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	

Are you planning to do any plumbing work? Call Clermont County Board of Health - 732-7499

*Call 248-508 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	Pam Lee	248-5081	plee @milfordohio.org
Milford Income Tax	Tim Petric	248-5082	tpetric@milfordohio.org
Milford Fire Department	Phil Nause	831-7777	
Economic Development Director	Carrie Owings	831-2411	
Milford Miami Township Chamber of Commerce	Karen Huff	831-2411	
IBI – Inspection Bureau Inc.		381-6080	
Clermont County Board of Health		732-7499	

<i>Sign Regulations</i>							
<i>Sign Type</i>	<i>B-1</i>	<i>B-2</i>	<i>B-3/B-5</i>	<i>0</i>	<i>L-1</i>	<i>I</i>	<i>Detail</i>
	<i>Maximum permitted sign area in square feet</i>						
Temporary/portable Signs	≤ 24sf	≤ 24sf	≤ 32sf	≤ 24sf	≤ 32sf	≤ 24sf	1. Permitted no more than 14 days. 2. Renewable two times per year.
Roof							<i>Only Permitted on appeal to the BZA</i>
Wall	≤ 30sf	≤ 60sf	≤ 100sf	≤ 60sf	≤ 100sf	≤ 60sf	1. One wall sign for each side of building. 2. Wall sign projection ≤ 14 inches.
Placard/Projecting Signs	≤ 30sf	≤ 30sf				≤ 30sf	1. Bottom of sign ≥ 12 ft. above grade. 2. Nonilluminated. & nonreflecting.
Marquee/Awning/Canopy Sign	≤ 30sf	≤ 60sf	≤ 100sf	≤ 60sf	≤ 100sf	≤ 60sf	
Freestanding	≤ 35sf	≤ 35sf	≤ 60sf	≤ 35sf	≤ 60sf	≤ 35sf	1. ≤ 18ft from grade 2. 20ft from adjoining property line; 50ft from residential property line. 3. One freestanding sign per building.

How To Obtain A Building Permit

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

How To Obtain A Sign Permit

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

Design Review

2. Complete a Design Review Application*

*Requires approval by the Planning Commission

City Inspections Required

1. Call the Building Department at 248-509824 (24hour notice)
2. Call the Fire Department at 831-7777 (24hour notice)
3. Footer & Soil Inspection - After all forms and steel are in place, but before concrete is poured.

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