



## City of Milford New Business Checklist

745 Center St., Ste. 200, Milford, OH 45150



Thank you for choosing to locate your business in the City of Milford! We want to make your process run as smoothly as possible. Forms and fee schedules can be downloaded from our website at [www.milfordohio.org](http://www.milfordohio.org).

	Department	Form Required
<input type="checkbox"/> Is your "use" permitted?	Planning & Zoning	N/A
<input type="checkbox"/> Are you locating in the Milford River District?	Planning & Zoning	Design Review Application
<input type="checkbox"/> Submit a New Business Application.	Planning & Zoning	New Business Application
<input type="checkbox"/> Register with Regional Income Tax Agency (RITA).	Income Tax	Business Registration (Form 48)
<input type="checkbox"/> Contact the Fire Department for a fire safety inspection.	Fire Department	N/A
<input type="checkbox"/> Will you be installing a sign?	Planning & Zoning, Building	Building & Zoning Application
<input type="checkbox"/> Are you planning to renovate an existing building?	Planning & Zoning, Building	Building & Zoning Application
<input type="checkbox"/> Are you planning to construct a new building?	Planning & Zoning	Site Plan Review Application
<input type="checkbox"/> Are you planning to do any plumbing work?	Contact Clermont County Board of Health - (513) 732-7499	
<input type="checkbox"/> Are you altering surface drainage or cut or fill exceeds 1 acre/100 cubic yards?	Engineering	Building & Zoning Application (WMSC)
<input type="checkbox"/> Are you planning to make a street opening or trench in any street, sidewalk, or alley?	Engineering	Street Opening Permit Application
<input type="checkbox"/> Are you constructing a sidewalk or making a curb cut for driveway apron?	Engineering	Street Opening Permit Application

### Department Contacts

<b>Planning &amp; Zoning</b>	Christine Celsor	(513) 576-5468	ccelsor@milfordohio.org
<b>Building - National Inspection Corp (NIC)</b>		(513) 248-5098	plans@natinspect.com
<b>Fire</b>	Phil Nause	(513) 831-7777	pnause@mcf71.org
<b>Utilities</b>	Dee Hershey-Shaw	(513) 248-5080	dhershey@milfordohio.org
<b>Engineering</b>	Tim Casto	(513) 779-7851	tim.casto@kleingers.com
<b>Water</b>	Joe Casteel	(513) 831-6819	jcasteel@milfordohio.org
<b>Wastewater</b>	Dave Walker	(513) 831-6982	dwalker@milfordohio.org
<b>Regional Income Tax Agency (RITA)</b>		1-800-860-7482	www.ritaohio.com