PERMITS: WHAT'S THE PROCESS?

WHO'S DOING THE WORK?

HOMEOWNER

PERMIT APPLICATION

- Application
- Plot Plan
- Construction Docs
- Engineering (if applicable)
- Pay non-refundable $50 Application Fee
- Payments are NOT taken through BS&A Online.
- Pay at https://twp-milford.payitgov.com/

Once paid, your application is submitted for review by the Building Official.

CONTRACTOR

CONTRACTOR REGISTRATION

- Registration Form
- Driver's License
- Trade License
- Worker's Comp or Proof of Exclusion
- Remit $15 Registration Payment

REVIEW BY CODE OFFICIAL

- 7 - 10 Business Days
- Approved or Corrections Required
- Permit Fee & Cost of Plan Review is determined by the Building Official

IF APPROVED:

- Remit Payment
- Permit and Approved Plans will be emailed to the applicant.
- Approved Plans must be on site at all times, readily available for inspection.

IF CORRECTIONS REQUIRED:

- Go back to Permit Application Step
- Application Fee not required for corrections

ISSUANCE:

- IF WORK HAS NOT COMMENCED WITHIN 180 DAYS: Permits expires
- Permits extend 180 days past date of most recent inspection
- Failed inspections could incur re-inspection fees
- Inspectors do not schedule specific times
- Contractor of record must schedule inspections