

COMMERCIAL UTILITY SERVICE REQUIREMENTS

- 1) Customer must obtain a Certificate of Use and Business License from the Planning Department. Please visit 180 Vickers Drive or contact them directly at (302) 424-8396 prior to setting up services.
 - [Approved Certificate of Use](#)
 - [Current City of Milford Business License](#)
- 2) Customers who wish to arrange for City utilities are required to apply at the Customer Service Department at 119 S. Walnut Street. Documentation may be sent by email (customerservice@milford-de.gov). Account initiation will not be completed until all listed requirements are met:
 - Commercial owner property:
 - Current photo ID (driver's license, identification card, etc.)
 - Federal Tax ID number
 - Contact information
 - Telephone number
 - Email address
 - City of Milford issued Business License (if owner occupied space)
 - City of Milford issued Certificate of Use (if owner occupied space)
 - Signed Settlement Sheet
 - Electric Connect Fee: \$50.00
 - Commercial tenant property:
 - Current photo ID (driver's license, identification card, etc.)
 - All persons named as lessee must submit ID's
 - Federal Tax ID number or individual SSN
 - Contact information
 - Telephone number
 - Email address
 - City of Milford issued Business License
 - City of Milford issued Certificate of Use
 - Lease signed by both landlord and tenant(s)
 - Service address must be named in the lease
 - Amendment or memo from landlord must be provided if lease is greater than 90 days
 - Electric Connect Fee: \$50.00
 - Electric Deposit: The greater of two-twelfth of the average annual estimated bill or a minimum of \$500.00
 - Trash Deposit: \$100.00 (optional commercial service)
- Electric and trash services are transferred to tenants; water and sewer services remain in the owner's name.
- City services may be withheld or denied if prior indebtedness to the city for any services has not been paid in full.
- For additional information on setting up services with the City of Milford, please contact Customer Service at 302-422-6616 or customerservice@milford-de.gov.