

TOWN OF MILFORD

DIRECTORY OF MUNICIPAL LICENSES, PERMITS AND AUTHORIZATIONS



THIS BROCHURE CONTAINS A GENERAL LISTING OF PERMITS, LICENSES AND OTHER AUTHORIZATIONS WHICH MUST BE OBTAINED FROM MUNICIPAL DEPARTMENTS FOR SPECIFIED PURPOSES. IF ADDITIONAL INFORMATION IS REQUIRED, PLEASE CONTACT THE APPROPRIATE DEPARTMENT.

THE USER OF THIS DIRECTORY IS ADVISED THAT, ALTHOUGH PUT TOGETHER CAREFULLY, THE COMPLETENESS OR ALL-INCLUSIVENESS IS NOT GUARANTEED. IT SHOULD BE FURTHER UNDERSTOOD THAT, BEFORE CERTAIN ACTIVITIES ARE UNDERTAKEN, APPROVAL OF SEVERAL BOARDS OR OFFICIALS MAY BE NECESSARY. FINALLY, IT SHOULD ALSO BE UNDERSTOOD THAT, IN VARIOUS INSTANCES, AN ACTIVITY SOUGHT TO BE "PERMITTED" OR LICENSED MAY BE FORBIDDEN OR CONTROLLED BY ZONING REGULATIONS; OR CERTAIN ZONING APPROVALS OF THE PLANNING BOARD OR ZONING BOARD OF APPEALS MAY BE NECESSARY BEFORE ISSUANCE OF ANOTHER LICENSE OR PERMIT.

THIS BROCHURE IS PROVIDED AS A PUBLIC SERVICE THROUGH THE OFFICE OF THE MILFORD BOARD OF SELECTMEN.

RICHARD A. VILLANI, TOWN ADMINISTRATOR

**THE FOLLOWING LICENSES, PERMITS
OR AUTHORIZATIONS MAY BE OBTAINED FROM:**

Alcoholic Beverages	Selectmen
Alien Print Cards	Police Department
Ammunition (Sale of)	Police Department
Ammunition & Powder (black/smokeless)	
Storage of	Fire Department
Animal Control	Animal Control Officer
Animals/Petting Zoos	Selectmen
Animal Stables	Health Department
Antique Dealer	Selectmen
Assisted Living Facility (Special Permit)	Planning Board
	Planning/Engineering Department
Auctioneer	Selectmen
Automatic Amusements	Selectmen
Automobiles	
Class I - New Car Dealer	Selectmen
Class II - Used Car Dealer	Selectmen
Class III - Junk Dealer	Selectmen
Beano	Selectmen
Beer and Wine	Selectmen
Bicycle Registration	Police Department
Billiards	Selectmen
Birth Certificates	Town Clerk
Blasting Permits	Fire Department
Block Parties	Selectmen
Boarding Houses	Selectmen
Bonfires (Once Yearly)	Fire Department, Selectmen
Bowling Alleys	Selectmen
Building Permits	Dept. of Inspections
...residential, commercial, professional industrial, construction; also miscellaneous (fences, signs, etc.)	
Burial Permits	Health Department
Burning (Open Air Fires)	Fire Department
Cable Television	Selectmen
Caterers	Health Department
Carnival and Circus	Selectmen
Certificate of Zoning Compliance	Dept. of Inspections
Certificates of Inspection	Dept. of Inspections
Children's Work Permits	Superintendent of Schools
Christmas Trees (Sales)	Selectmen
Christmas Trees (Storage)	Fire Department
Cinemas	Selectmen
Clubs, Associations Dispensing Food or Beverages to Members	Selectmen, Board of Health
Coin-Operated Game Machines	Selectmen
Common Carriers	Police Department
Common Victualler (Restaurant)	Selectmen, Board of Health

**THE FOLLOWING LICENSES, PERMITS
OR AUTHORIZATIONS MAY BE OBTAINED FROM:**

Conservation (see Wetlands)	
Cream and Milk	Health Department
Day Care/Home Day Care Centers	Fire Department, Dept. of Inspections, Board of Health
	Town Clerk
Death Certificates	Fire Department
Decorations	
Diesel Storage (See Fuel)	Health Department
Disposal Works (Septic tank cleaners)	Town Clerk
Dog Licenses	Sewer Dept.
Drainlayers License	
Educational Facilities (Private)	
Quarterly Inspections	Fire Department
Elderly (Assistance to)	Council on Aging
Elderly Housing (Special Permit)	Planning & Engineering Dept.
Electrical Wiring Permits	Wiring Inspector/Dept of Inspections
Emergency Street Closings	Police Department
Entertainment (Live)	Selectmen
Explosives (Transportation & Storage)	Fire Department
Fence Permits	Dept. of Inspections
Firearms (rifles, shotguns, BB guns, MACE, Possession of, sale of)	Police Department
Fire Protection Equipment	Fire Department, Dept. of Inspections
Fireworks	Fire Department
Fishing Licenses (www.mass.gov/massfishhunt)	No longer done here
Flammable Fluids (Transportation of)	Fire Department
Flammable Gases (Transportation/Storage of)	Fire Department
Food Service Establishments (Restaurants, etc)	Health Department, Selectmen
Food Service, Mobile (Canteens, etc.)	Health Department
Food Service, Temporary (Carnivals, Fairs, etc)	Health Department
Fortune Tellers	Selectmen
Fuel Storage/Flammable Fluids	Fire Dept.
Annual renewal certificates	Town Clerk
Funeral Directors	Health Department
Garage/Yard Sales	Selectmen
Gas Permits	Department of Inspections
Gas Station Self Service	ZBA, Planning, Fire, Dept. of Inspections
Gasoline Storage (See Fuel)	
Hackney Carriages & Drivers	Police Department
Hawkers and Peddlers	Police Department & Selectmen
Hazardous Substances (Unattended)	Fire Department
Hazardous Waste Facilities (Special Permits)	Health Department
	Planning & Engineering Dept.
Holiday Work Permits	Police Department
Home Occupation Permits (for small business within dwelling)	Dept. of Inspections

**THE FOLLOWING LICENSES, PERMITS
OR AUTHORIZATIONS MAY BE OBTAINED FROM:**

Hospitals (Quarterly Inspections)	Fire Department, Board of Health (food 2x yearly), Selectmen (for food license only)
House Numbers, Assignment of	Assessors, Dept. of Inspections
Hunting Licenses (www.mass.gov/massfishhunt)	No longer done here
Ice Cream	Health Department
InnHolders	Selectmen
Innkeepers (Quarterly Inspections)	Fire Department
Las Vegas Nights	Town Clerk
Limousines & Taxis	Police Department
Liquor Licenses	Selectmen
Lottery Permits	Police Department
Markets, Retail	Health Department
Marriage Licenses	Town Clerk
Massage Therapy	Health Department, Dept. of Inspections
Milk and Cream	Health Department
Motor Vehicles (Accident Reports)	Police Department
Motor Vehicles (Red & Blue Light Permits)	Police Department
Movie Theatres	Selectmen
Nursing Homes (Quarterly Inspections)	Fire Department, Board of Health
Occupancy Inspections	Dept. of Inspections, Fire Department
Occupancy Permits (See Building Permits)	Dept. of Inspections
Oil-Burning Equipment (Installation/Alteration)	Fire Department, Electrical Dept.
Open Air Burning	Fire Department
Paint Booths	Fire Dept., Department of Inspections
Parades	Selectmen
Parking Lots (Municipal only)	Selectmen
Parking (Overnight During Ban)	Police Department
Parks (Use of)	Park Commission
Peddlers & Hawkers	Police Department & Selectmen
Petting Zoos	Selectmen
Pistol Permits	Police Department
Plumbing Permits	Plumbing Inspector/Dept. of Inspections
Pole & Conduit Locations	Selectmen
Pool Tables	Selectmen
Pools (See "Swimming Pools")	
Power Plant (Gas fueled, special permit)	Planning & Engineering Dept.
Propane (Storage of)	Fire Department
Public Speeches	Selectmen
Public Ways (Obstruct and/or Overhang)	Selectmen
Raffle Permits	Town Clerk
Residential Care Facilities (Quarterly Inspections)	Fire Department
Restaurants	Health Department
Retail Markets	Health Department
Recycling	Health Department
Rubbish Removal Haulers	Health Department
School Facilities & Playing Fields (Use/Rental)	School Department
Second Hand/Antique Dealers	Selectmen

***THE FOLLOWING LICENSES, PERMITS
OR AUTHORIZATIONS MAY BE OBTAINED FROM:***

Security Print Cards	Police Department
Senior Citizen Activities	Council on Aging
Septic Systems	Health Department, Planning Dept.
Septic System Installers	Health Department, Planning Dept.
Sewer Drain Layer License	Sewer Commission
Sewer Service Connection Permit	Sewer Commission
Sewer Use or Fee (Payments or information)	Sewer Commission
Sidewalks & Streets (Permit to open)	Highway Department
Sidewalks & Streets (To obstruct or overhang)	Selectmen, Police Dept.
to erect signs	
to display merchandise	
to repair or renovate building	
Sign Permits	Dept. of Inspections
Signs (Traffic aids)	Selectmen
Site Plan Reviews (Or Waivers)	Planning & Engineering Dept.
for Commercial/Industrial sites	
Smoke Detectors (Residential; upon sale of Property)	Fire Department
Soil Testing (Perk tests, deep hold tests)	Health Department
Speeches in Public	Selectmen
Sprinkler Systems	Fire Department, Dept. of Inspections
Stop-work Order	Dept. of Inspections
Storage of Combustible Materials	Fire Department
Stoves (Solid Fuel) Permits	Dept. of Inspections
Street Acceptance & Layouts	Selectmen
Street Closing (Emergency)	Police Department
Streets (Dwelling numbers)	Dept. of Inspections, Assessors
Sub-Divisions (Plans and approvals)	Planning & Engineering Dept.
Sunday Work Permits	Police Department
Swimming Pools	Health Department & Dept. of Inspections
public (e.g., municipal & State pools)	
semi-public (e.g., hotels & apartment complexes)	
Tabaco	Board of Health
Tag Days	Selectmen
Tank Removal	Fire Department
Tank Trucks (Inspection of)	Fire Department
Tanning Facilities	Health Department
Taverns	Selectmen
Tax Abatements	Assessors
..age, financial conditions, infirmity	
..over valuation of real estate or personal property	
Tax Exemptions	Assessors
..veterans (service-connected disabilities)	
..blind (certified)	
..elderly (over 70 years)	
Tax Increment Financing Agreements (TIF)	Selectmen/Town Meeting
Tax Liens, Municipal Certificates	Tax Collector
Tax Titles	Town Treasurer

***THE FOLLOWING LICENSES, PERMITS
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Taxis and Limousines	Police Department
Traffic Signs & Other Aids	Selectmen
Transfer Facility - Permits	Highway Department
Transient Vendors	Police Department & Selectmen
Trash Removal	Health Department
Town Meeting (Articles for inclusion in warrant)	Selectmen
Underground Storage Tanks (U.S.T.)	Fire Department
Veterans (Assistance)	Veterans Agent
Voter Registration	Town Clerk
Well Installer	Health Department
Wetlands Permits (Per Wetlands Protection Act)	Conservation Commission/Planning & Engineering Dept.
Wine and Malt Licenses	Selectmen
Wiring Permits	Wiring Inspector/Dept of Inspections
Work Permit (Children)	Superintendent of Schools
Yard Sales/Garage Sales	Selectmen
Zoning Amendments (Petitions)	Selectmen
Zoning (Special Permit/Variance application)	Clerk's Office
Zoning Information (By-laws, maps, general)	Zoning Enforcement Officer/Dept. of Inspections