

CHECKLIST FOR NEW CONSTRUCTION PERMITTING

ADDRESS _____

Property Owner _____ phone _____

○ NILES CHARTER TOWNSHIP ZONING ADMINISTRATOR
TO OBTAIN ZONING COMPLIANCE APPLICATION AND PERMIT
CONTACT DENISE KASPRZAK 269-684-0870 EXT. 20
(YOU WILL NEED SITE PLAN SHOWING PROPOSED NEW STRUCTURE LOCATED ON LOT WITH
DIMENSIONS)
PERMIT # _____

○ BERRIEN COUNTY DRAIN COMMISSIONER
TO DETERMINE IF A SOIL-EROSION PERMIT IS NEEDED
269-983-7111
PERMIT # _____

○ DEPARTMENT OF PUBLIC WORKS – NILES TOWNSHIP
TO DETERMINE IF THERE IS PUBLIC SEWER and PUBLIC WATER AVAILABLE
269-684-5647
SEWER PERMIT # _____ WATER PERMIT# _____

○ BERRIEN COUNTY HEALTH DEPARTMENT
TO OBTAIN WELL AND SEPTIC PERMITS
269-927-5623
WELL PERMIT # _____ SEPTIC PERMIT# _____

○ BERRIEN COUNTY ROAD COMMISSION
TO OBTAIN DRIVEWAY PERMIT, IF EMPTY LOT
269-925-1196 x4432 Weighmaster and Permit agent: Don Goulooze
PERMIT # _____

○ NILES CHARTER TOWNSHIP BUILDING DEPARTMENT
TO OBTAIN BUILDING PERMIT APPLICATION AND PERMIT
CONTACT BUILDING OFFICIAL, TODD HERTER at 269-687-2741

OFFICE HOURS: TUESDAY AND THURSDAY FROM 10AM TO 1PM
(YOU WILL NEED ALL OF THE ABOVE, PLUS 1-7 SET(S) OF PLANS WITH SECTIONAL DRAWINGS OF
ALL STRUCTURAL ASPECTS OF THE PROPOSED BUILDING)
PERMIT # _____