



NILES CHARTER TOWNSHIP  
DEPARTMENT OF BUILDING SAFETY  
NILES MICHIGAN

“BUILD SAFE = LIVE SAFE”

JEFFREY A. DUNLAP  
BUILDING OFFICIAL

***Project Informational Letter***

Congratulations on starting construction of your project here in Niles Charter Township.

In order to help make construction go as smoothly as possible, we offer the following tips:

1. All contractors are responsible to call in for inspections. If as the homeowner you are the contractor, it is your responsibility. We may not honor requests from owners for inspections since the contractor may not be ready and it results in a wasted trip.
2. There are several minimum inspections that are required which are listed on the permit and receipt.
3. All structures require a ***Certificate of Occupancy*** before the structure is occupied. We recommend that you require an original copy of the Certificate of Occupancy (issued by this department ) from your General Contractor before final acceptance of the structure.
4. A temporary Certificate of Occupancy may be granted for a specified period of time. This is frequently done to allow owners to close on financing or occupy the structure prior to final inspection and approval.
5. If you do not receive a final ***Certificate of Occupancy*** from your General Contractor, it is possible that you are occupying the structure in violation of State and local building codes and ordinances.
6. Our inspectors are acting in your best interest. All codes are established as “minimum standards “. We do not make up the rules: we only inspect to make sure your contractor is giving you what the appropriate building code requires. This is your right; it is our job to help protect it.
7. Certain applications may require approval or design by a Michigan registered engineer or architect. In some cases, this is required by law. In other cases it may be required because the construction is unique and is not covered by certain code requirements. Again, if the Building Department requires additional design it is to help guarantee the structural integrity and longevity of your building(s)!

Please feel free to contact us if you have any questions. We believe that owners should have the opportunity to inquire about these matters.