

CHECKLIST FOR NEW CONSTRUCTION PERMITTING

JOB LOCATION _____

PROPERTY OWNER _____ PHONE _____

- CONTACT NILES CHARTER TOWNSHIP ZONING ADMINISTRATOR TO OBTAIN ZONING COMPLIANCE PERMIT APPLICATION AND PERMIT. 269-684-0870 X20 (YOU WILL NEED SITE PLAN DRAWING SHOWING PROPOSED NEW STRUCTURE LOCATED ON LOT WITH ALL DIMENSIONS)
PERMIT # _____

- CONTACT BERRIEN COUNTY DRAIN COMMISSIONER TO DETERMINE IF A SOIL EROSION PERMIT IS NEEDED. 269-983-7111 X 8255
PERMIT # _____

- CONTACT DEPARTMENT OF PUBLIC WORKS – NILES CHARTER TOWNSHIP TO DETERMINE IF THERE IS PUBLIC SEWER OR WATER AVAILABLE TO SERVICE YOUR LOT/LAND
269-684-5647
SEWER PERMIT # _____ WATER PERMIT # _____

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

- CONTACT BERRIEN COUNTY ROAD COMMISSION TO OBTAIN DRIVEWAY PERMIT, IF NEEDED
269-925-1196 X 4432 WEIGHMASTER AND PERMIT AGENT: DON GOULOOZE
DRIVEWAY PERMIT # _____

- CONTACT NILES CHARTER TOWNSHIP BUILDING OFFICIAL TO OBTAIN BUILDING PERMIT APPLICATION AND PERMIT

TODD HERTER 269-687-2741

OFFICE HOURS: TUESDAY AND THURSDAY FROM 10AM – 1PM

YOU WILL NEED TO SUBMIT 1-3 SETS OF PLANS WITH SECTIONAL DRAWINGS OF ALL STRUCTURAL ASPECTS OF THE PROPOSED BUILDING

BUILDING PERMIT # _____