

CHECKLIST FOR NEW CONSTRUCTION PERMITTING

JOB LOCATION _____

PROPERTY OWNER _____ PHONE _____

- HOA's - If there is a homeowner's association (HOA) for the neighborhood in which you plan to build, you should check with them first. It is the property owner, or contractor's, responsibility to make sure any HOA restrictions or requirements, are satisfied, before construction begins.

- 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 # _____