

Checklist for New Construction Permitting – Use this checklist to obtain all permits needed before you begin construction:

Project Address: _____

- Consider – Any utility lines/easements running through property in proximity to proposed building site?
- See Silver Creek Township Zoning Administrator to obtain a Zoning Compliance Permit Application. You will need a site plan showing proposed new structure(s) located on lot with dimensions clearly marked.
Permit # _____
- Contact Cass County Conservation District to determine if a soil erosion permit is needed –
Telephone: 269-445-8641 ext. 5
Permit # _____ No permit needed _____
- See Sewer Authority for sewer tap permitting needs
Maureen Kuriata: 269-424-6926
Permit # _____
- Call Van Buren/Cass District Health Department to obtain well and septic permits 800-210-1921 or www.vbcassdhd.org
Well permit # _____ Septic Permit # _____
- Call Cass County Road Commission to obtain driveway permit if vacant parcel/lot: 269-445-8611
- Complete Building Permit Application and submit to the Building Inspector, along with structural/sectional drawings, for plan review. Once the plans are approved, you will be quoted your building permit fee.
Permit # _____

The Building Inspector is in the office on Mondays from 10:00 am to 12:00 pm, and Wednesdays from 9:00 am to 12:00 pm. He can be contacted at 269-424-3125 or 574-339-9033.