

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 – 269-424-3025 Ext/ 107 Permit# _____
- Call VanBuren/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 Official, along with structural/sectional drawings, for plan review. Once the plans are approved, you will be quoted your building permit fee. Permit # _____

The building Official is in the office on Mondays from 10am-noon and Wednesdays from 9am to noon. He can be contacted at 269-424-3125 or 269-208-3109