



**Building and Zoning Department
17425 Red Arrow Highway
New Buffalo, MI 49117**

PERMIT APPLICATION PROCESS

1. Zoning Permit

Permit Fee \$50.00 per site visit. A zoning review will be done prior to the issuance of any building permit. Setback requirements must be met. A site plan must be provided and the building site must be staked with iron surveyor stakes at each corner and any place the property changes direction.

2. Building Permit

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| Step 1 | a. Site Plan |
| | b. Three (3) sets of blueprints, stamped and sealed architectural drawings require over 3500 square feet |
| | c. Residential Energy Code Compliance (RES Check) |
| | d. Fees Paid |
| Step 2 | Plan Review |
| | Including plumbing, electrical, mechanical as needed |
| Step 3 | Building Permit issued upon satisfactory plan review |

3. Code Requirements

All permits will be issued and inspected in accordance with the Michigan Residential Code in effect at the time of application.

R408.30410 Violations

113.4 Violation Penalties. it is unlawful for any person, firm, or corporation to violate a provision of the code or fail to conform with any of the requirements thereof, or erect, construct, alter, extend, repair, more, remove, demolish, or occupy any building, structure, or equipment regulated by the code, or cause work to be performed or done, in conflict with or in violation of the approved construction documents or directive of the enforcement agency, or a permit or certificate issued under the code. **A violator shall be assessed a fine in accordance with Section 23 of the 1972 P.A. 230, MCL 125.1523.**

***Be sure that you have a copy of the "Inspection Checklist"
Contact the Building Department at (269) 469-3112 at least
24 hours in advance to schedule all required inspections***

ADDITIONAL PERMIT REQUIREMENTS

CONTRACTORS

- A. Contractor Information Sheet must be on file with Building Department
- B. Copy of current Michigan License
- C. Copy of current insurance

CONTRACTORS AND/OR PROPERTY OWNERS

A. Sanitation

- Septic Permit from Berrien Co. Health Department
- Sewer Permits from New Buffalo Township
- Existing Service

B. Water

- Chikaming Michiana New Buffalo Township
- Private Well Existing

C. MDEQ

- Wetland High Erosion Flood Plain

D. Berrien County Soil Erosion/Sedimentation Permit

Required if there is a possibility of an earth change disturbing any land located within 500' of a lake, stream, ditch or drain, OR if the earth change is more than 500' from any body of water then the law takes effect only when more than one acre of land is disturbed.

E. Berrien County Road Commission

- Driveway Permit
- Not Required

F. Homeowner's Association Review and/or Impact Fees (proof of payment required)

There are several homeowners' associations that require a review through the association board or architectural review committee prior to building any new home, addition and/or accessory structure. Our department does not enforce these requirements however does require applicants to first obtain approval through their respective homeowner's associations prior to issuance of permit.

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