



NILES CHARTER TOWNSHIP  
DEPARTMENT OF BUILDING SAFETY  
NILES MICHIGAN

"BUILD SAFE = LIVE SAFE"

JEFFREY A. DUNLAP  
BUILDING OFFICIAL

## Residential Construction Project Application Requirements

1. **Zoning** compliance application – completed (fee due upon issuance).
2. **Building** permit & plan examination application – completed (fee due upon issuance).
3. One (1) set of **construction documents** no larger than 11 x 17 inches in size (limited by current digital scanning capabilities) which at minimum contain the following information *or* [construction documentation in digital format which at minimum is 300 dpi, PDF format and unlocked]:
  - **Site plan** to scale showing the size and location of new construction and existing structures (if applicable) on the site and distances from lot lines. Fire apparatus access driveway details if structure exceeds 150 feet from fire apparatus access road. [R106.2]
  - **Soil load-bearing value** (presumptive or known) from soil tests *or* USDA "Soil Survey of Berrien County, Michigan" *or* other source(s). [R106.1.1]
  - **Footing and foundation** details including, footing and foundation wall dimensions, concrete compressive strength, CMU (block) information, air-entrainment, wall height, rebar size and location. [R106.1.1]
  - **Floor construction** details including, species and grade of dimensional lumber, engineered floor framing layout and manufacture information. Floor design loads must be indicated along with spans (distance) between supports and girder information. Indicate type of columns (if applicable) and grade and thickness of wood structural panel sheathing (subflooring). [R106.1.1]
  - **Floor layout** in plan view (scaled) with dimensions of all exterior openings, dimensions of all rooms and spaces and the square footage of habitable rooms (used for living, sleeping, eating or cooking). Rooms must be labeled for occupancy use. [R106.1.1]
  - **Wall construction** details including, height and stud dimensions, grade and spacing. Top and bottom plate details (if platform framing) and connection details with manufacturer information (if applicable). Header and beam information for all openings and wall bracing method utilized. Detail exterior and interior coverings including, wood structural panel sheathing, water-resistive barrier (R703.2) and exterior wall finish. [R106.1.1]
  - **Roof – ceiling construction** including, roof slope, framing details for rafters and/or truss layout and truss design drawings with ALL applicable loading information. Roof sheathing grade and thickness, roof ventilation details with intake and exhaust information (see NCT ventilation sheet). [R106.1.1]
  - **Roof assemblies** should indicate the classification of roof covering material with underlayment details and ice barrier information. If solar panels or other rooftop equipment will be utilized indicate adequate design and provide manufacturer information. If SIP (Structural Insulated Panels) or other engineered roof construction/assembly products will be used provide manufacturer information. [R106.1.1, R106.1.2]



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- **Chimneys and fireplaces** must have sufficient details and be located on the floor plan. Provide manufacturer information for factory units. [R106.1.1]
- **Energy efficiency** details must be provided which demonstrate compliance to the current Michigan Uniform Energy Code. Refer to the State of Michigan web page for FAQ's on the Michigan Uniform Energy Code. This office will accept REScheck and demonstrated compliance to the 2006 International Energy Conservation Code, submit form *Approval of Alternative Materials, Design, and Methods of Construction and Equipment MBC/MRC 104.11*. [R106.1.1]
- **Mechanical** systems details if required should be submitted to the Niles Charter Township Mechanical Division for review. Consult the Niles Charter Township Mechanical Permit and Plan Examination form for plan review information. [R106.1.1]
- **Plumbing** systems details if required should be submitted to the Niles Charter Township Plumbing Division for review. Consult the Niles Charter Township Plumbing Permit and Plan Examination form for plan review information. [R106.1.1]
- **Electrical** systems details if required should be submitted to the Niles Charter Township Electrical Division for review. Consult the Niles Charter Township Electrical Permit and Plan Examination form for plan review information. [R106.1.1]
- **Appendix** information should be included if applicable. The following appendices may apply as adopted by the State of Michigan under Rule 408.30401:
  - A. SIZING AND CAPACITY OF GAS PIPING.
  - B. SIZING OF VENTING SYSTEMS SERVING APPLIANCES...
  - C. EXIT TERMINALS OF MECHANICAL DRAFT AND DIRECT-VENT VENTING SYSTEMS.
  - D. RECOMMENDED PROCEDURES FOR SAFETY INSPECTIONS...EXISTING APPLIANCE.
  - E. MANUFACTURED HOUSING USED AS DWELLINGS (ON PRIVATE OWNED LOTS).
  - F. RADON CONTROL METHODS.
  - G. SWIMMING POOLS, SPAS AND HOT TUBS.
  - H. **NOT ADOPTED (PATIO COVERS).**
  - I. **NOT ADOPTED (PRIVATE SEWAGE DISPOSAL).**
  - J. EXISTING BUILDINGS AND STRUCTURES.
  - K. SOUND TRANSMISSION.
  - L. **NOT ADOPTED (PERMIT FEES).**
  - M. HOME DAY CARE – R-3 OCCUPANCY.
  - N. VENTING METHODS.
  - O. GRAY WATER RECYCLING SYSTEMS.
  - P. **NOT ADOPTED (FIRE SPRINKLERS).**
  - Q. IRC/NEC CROSS REFERENCE.



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4. **Sewer** or **Septic** Permit (Berrien County Sewage Disposal Ordinance, Section 7.2). [R106.1.1]
5. **Well** or **Water** Permit (Berrien County Private and Type III Public Ground Water Supply Ordinance, Section 7.3.1). [R106.1.1]
6. Berrien County **Soil Erosion** Permit, if applicable. [R106.1.1]
7. Berrien County Road Commission (or MDOT) **Driveway** Permit. [R106.1.1]
8. **DEQ** Permit, if applicable (floodplain, wetlands). [R106.1.1]

Review Time: Once ALL documentation is received the application shall be granted, in whole or in part, or denied within **10 business days**, except that in the case of an unusually complicated building or structure, action shall be taken within **15 business days**. [excerpt from the Stille-DeRossett-Hale Single State Construction Code Act, Act 230 of 1972 as amended, Section 11, MCL 125.1511]

### Web Links

Michigan Uniform Energy Code FAQ:

[http://www.michigan.gov/documents/dleg/dleg\\_bcc\\_muec\\_faq\\_257141\\_7.pdf](http://www.michigan.gov/documents/dleg/dleg_bcc_muec_faq_257141_7.pdf)

Berrien County Health Department private sewage information:

<http://www.bchdmi.org/On-siteSewage.htm>

Berrien County Health Department private (water) well information:

<http://www.bchdmi.org/GroundWater.htm>

Berrien County Drain Commission soil erosion permit application:

<http://www.berriencounty.org/forms/soilerosion.pdf>

Berrien County Road Commission right-of-way permit application:

<http://www.bcbroad.org/Permit.PDF>

Michigan DEQ floodplain and wetlands information:

[http://www.michigan.gov/deq/0,1607,7-135-3307\\_29692\\_24403---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3307_29692_24403---,00.html)