

## WEXFORD COUNTY BUILDING DEPARTMENT

401 N. Lake Street  
Cadillac MI 49601  
Phone: (231) 779-9465  
Fax: (231) 779-9110  
[building@wexfordcounty.org](mailto:building@wexfordcounty.org)



**BOB SCARBROUGH**  
Building Official  
**BRUCE FINNERTY**  
Plumbing/Mechanical Inspector  
**SCOTT WADDELL**  
Electrical Inspector  
**BROOKE MONROE**  
Administrative Assistant

### Residential Accessory Building Requirements

[Pole Buildings, Detached garages, Utility Buildings over 200 square feet and/or closer than 6 feet from existing buildings]

1. **Approved Zoning Permit:** Compliance with zoning requirements of townships, city, or village:
  - Cedar Creek- Wendy Johnson 231-824-6543
  - Clam Lake- Cindy Warda 231-775-5401 Ext 6, Office Tuesdays 9-1
  - Haring- Mike Green 231-920-2029, Office Fridays 9-1
  - Colfax and Henderson- No Zoning
  - Wexford, Hanover, Greenwood, Liberty, Springville, Antioch, Slagle, Boon, Selma, South Branch, Cherry Grove- (Wexford Joint Planning Commission) Bob Hall, 231-775-1138 Ext 6, Office Wednesdays at Cherry Grove Township Hall
  - Village of Mesick- 231-885-1646                      City of Manton- 231-824-3572
  - City of Cadillac- 231-775-0181 Ext 102              Village of Buckley- 231-269-3555
2. **Driveway Permit (OR permit waiver):** obtained from the Wexford County Road Commission; 85 W. M-115 Hwy, Boon MI 49618; Phone #: 231-775-9731 [*Necessary ONLY IF a driveway needs to be put in*] (MDOT- 231-775-3487)
3. **Completed Building Permit Application:** Obtained from this office (must be signed by the property owner, even if contractor is the applicant) [*This office does not issue building permits for the City of Cadillac and Cedar Creek Township*]
4. **Address:** obtained from this office [*if not already assigned one*] Must be submitted with zoning approval and building permit plans and application
5. **One (1) set of plans,** to include:
  - a. Floor Plan with window and door sizes & placement
  - b. Show all elevations [*front, sides and rear elevations*]
  - c. Foundation plan with walkout details, if applicable
  - d. Cross section detail
  - e. Truss specifications (Min. 60 lb. Ground Snow Load in Wexford County)
6. Copy of signature **identification**
  - a. If licensed builder, provide copy of builder's license
  - b. For homeowner, fill out and sign the Homeowners Affidavit form
7. Located in **wetland and /or floodplain** or need determination: Sue Conradson, MDEQ 231-876-4443 or email at [conradsons2@michigan.gov](mailto:conradsons2@michigan.gov)
8. Please contact the **DNR** if building on a river or water connecting to a river 989-732-3541
9. **Soil Erosion Permit:** obtained from this office [*Necessary ONLY IF you are building within 500' of water, lakes, rivers or streams, etc. or excavating over one (1) acre in land area*]

**Fee:** Please refer to building and soil erosion (SESC) fee schedules

**Please Note:** Electrical, Mechanical & Plumbing permits must be individually obtained