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

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

WEXFORD COUNTY BUILDING DEPARTMENT
Permit Information Packet

This packet includes the following information:

- **Building/Zoning Permit Fees**
- **Step-by-step process for obtaining permits**
- **Requirements Checklists**
- **Agency Contact Information**
- **Procedure of Examination and Approval of Building Permit Applications**
- **General Inspection Information**
- **General Code Information**

This information has been provided by the Wexford County Building Department to assist in the application for and obtaining of building permits in Wexford County. Please contact this office if you have further questions about this application packet.

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Dwellings (BOCA Modular, Additions)... ... ...18 cents per sq. ft.

Manufactured Homes ..... 15 cents per sq. ft.

Garages, Pole Buildings ..... 14 cents per sq. ft.

Commercial, Industrial ..... 20 cents per sq. ft.

Remodel and Alterations ..... 10 cents per sq. ft.

Demolition $40.00

Foundation & Safety Inspection $40.00

Decks $30.00

Covered Porches ..... 18 cents per sq. ft.

Breezeways ..... 18 cents per sq. ft.

Finished Basements ..... 18 cents per sq. ft.

Temporary Certificate of Occupancy $100.00

Re-inspections $40.00

Cell Towers $350.00

Commercial Plan Reviews ..... $70.00 plus 3 cents per sq. ft.

Construction Board of Appeals Meeting $225.00

ACT 230 125.1510 Sec. 10.(1)

The State Construction Code requires a permit before any construction is started.
If construction is started without first obtaining a permit, the following will apply in addition to your permit fee:
Investigative Inspection Fee $80.00

105.3.2

A permit will be cancelled if no inspections are requested or performed within six (6) months of the date of issue or the date of a previous inspection. Cancelled permits will not be refunded or reopened.

All commercial projects must submit a plan review fee at the time of application. This will cover the cost of the plan review if the project is terminated before the permit is issued.

Maximum refund of 75% of any fee.

ZONING PERMIT FEES

Zoning Permits $30.00
Special Use Permit – Home Occupation $50.00
Special Use Permit – Other $200.00
Site Plan Review $250.00
Rezone/Zoning Amendment $400.00
Planned Unit Development $500.00
Temporary Use Permit, Major Event $250.00
Zoning Board of Appeals $250.00

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STEPS TO OBTAINING A BUILDING PERMIT IN WEXFORD COUNTY

Step 1: Contact the District #10 Health Department for a well and septic permit.
521 Cobb Street, Cadillac (231) 876-3810.

Step 2: Stop at the Wexford County Road Commission office (if on a county road) with a property description and site plan to obtain a driveway permit.
85 W M-115 Hwy, Boon (231) 775-9731.

Go to MDOT (if on a state highway) to obtain a driveway permit.
100 E. Chapin Street (231) 775-3487.

Step 3: Take the Health Department Permit, property description, driveway permit, house and site plans to the appropriate Zoning administrator for a Zoning Permit.

Step 4: Go to the appropriate local agency to obtain a zoning permit. Zoning Permits for areas of Wexford County outside of Haring, Cedar Creek Townships and all cities and villages are obtained through this office. See the following page for information on communities that do their own zoning.

Step 5: If the proposed structure will be constructed within 500 feet of any lake or stream, you will need a Soil and Sediment Control Permit. This is obtained from the Wexford County Soil Erosion Control Agent.
401 N. Lake Street (231) 779-9465.

If within 400' of any river, you must comply with the Natural Rivers Act. Call the DNR (989) 732-3541.

Step 6: Take all of the above permits along with 2 sets of building plans to the Wexford County Building Department at 401 N. Lake Street, Cadillac, (231) 779-9465.

Step 7: If you will be doing any of the plumbing, mechanical or electrical work, contact the appropriate inspector for the mechanical, plumbing, and electrical permits at 401 N. Lake Street, Cadillac, MI 49601, Phone (231) 779-9465

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Residential Dwelling Building Permit Requirements

1. **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]*
2. **Completed and signed Zoning Permit Application:** obtained from this office *[zoning approval must be obtained separately if located in Cedar Creek, Haring Townships and all cities or villages]*
3. **Address:** obtained from this office *[if not already assigned one]*
4. **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)
5. One (1) copy of completed **Energy Code Form:** may be obtained through rescheck.com or Hoitenga Insulation, Inc for $85.00
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. **Septic & Well Permit and/or Building Permit Authorization Form (permit waiver):** obtained from the District Ten Health Dept, located at 521 Cobb Street, Cadillac MI 49601; Phone #: (231)775-9942. *[Septic permits not required if location served by public sewer; well permits not required if location served by public water]*
8. **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]*
9. **Driveway Permit:** 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]*
10. **Fee:** Please refer to building, zoning, and soil erosion (SESC) fee schedules

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

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Manufactured Home Built to HUD STANDARDS on Private Property

1. **Completed Manufactured Home 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]*
2. **Completed and signed Zoning Permit Application:** obtained from this office *[zoning approval must be obtained separately if located in Cedar Creek, Haring Townships and all cities or villages]*
3. **Address:** obtained from this office *[if not already assigned one]*
4. **One (1) set of plans**, to include:
   - **a.** Unit floor plan
   - **b.** Foundation drawings (basement, crawl space or piers and apron
   - **c.** Required exit detail (front porch, steps, deck)
   - **d.** Manufactured installation instructions (tie-down/anchoring details)
   - **e.** Copy of title
   - **f.** Verification of ground snow load (30 lbs)
5. 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
6. **Septic & Well Permit and/or Building Permit Authorization Form (permit waiver):** obtained from the District Ten Health Dept, located at 521 Cobb Street, Cadillac MI 49601; Phone #: (231)775-9942. *[Septic permits not required if location served by public sewer; well permits not required if location served by public water]*
7. **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]*
8. **Driveway Permit:** 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]*
9. **Fee:** Please refer to building, zoning, and soil erosion (SESC) fee schedules

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

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Residential Accessory Building Requirements

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

1. **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]*
2. **Completed and signed Zoning Permit Application:** obtained from this office *[zoning approval must be obtained separately if located in Cedar Creek, Haring Townships and all cities or villages]*
3. **Address:** obtained from this office *[if not already assigned one]*
4. **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)
5. 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
6. **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]*
7. **Driveway Permit:** 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]*
8. **Fee:** Please refer to building, zoning, and soil erosion (SESC) fee schedules

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

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Residential Deck Requirements

[Manufactured Homes must have engineered specifications to be attached. Requirement waived if self-supporting]

1. **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]
2. **Completed and signed Zoning Permit Application:** obtained from this office
   [zoning approval must be obtained separately if located in Cedar Creek, Haring Townships and all cities or villages]
3. **One (1) set of plans**, to include:
   - **a.** Floor Plan
   - **b.** Show all elevations (front, sides and rear elevations)
   - **c.** Footing detail
   - **d.** Exit details from deck (steps, guardrails, handrails, anchoring to house)
   - **e.** Cross section detail
4. 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
5. **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]*
6. **Fee:** Please refer to building, zoning, and soil erosion (SESC) fee schedules

Please Note: Electrical permits must be individually obtained if needed for this project.

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AGENCY CONTACT INFORMATION

(All phone numbers are in the 231 Area Code unless otherwise noted)

Wexford County Plumbing/Mechanical Department..... 779-9465

Wexford County Electrical Department..... 779-9465

Wexford County Zoning Administrator 779-9501

Communities That Do Their Own Building or Zoning

Haring Twp. Zoning ..... 775-8822 (Cell: 920-2029)

Cedar Creek Zoning 824-6543

Cedar Creek Building Inspector..... 564-2202

City of Cadillac Zoning..... 775-0181 ext. 101

City of Cadillac Building ..... 775-0181 ext. 105

City of Manton Zoning... 824-3748

Village of Buckley Zoning..... 269-3555 (after 3:30 pm)

Village of Mesick Zoning 885-1646

Village of Harrietta Zoning .....

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PROCEDURE OF EXAMINATION AND APPROVAL OF BUILDING PERMITS IN WEXFORD COUNTY

If a one-story detached accessory structure is under 200 square feet and less than 10 feet high, no permit is needed.

Before construction of a building or structure is commenced, an owner or owner's representative must file an application for permit in writing on the form provided by the Wexford County Building Department.

The application must be accompanied by:

- Payment of the fee in accordance with the Wexford County Building Department Fee Schedule.
- Full and complete plans and specifications drawn to scale with sufficient clarity and detail dimensions to show the nature and character of the work to be performed.
- Plans/drawings must be drawn to scale
- Sealed drawings by an architect or engineer are required for: (In accordance with the code rules and the Michigan Occupational Code, Act No. 299 of the Public Acts of 1980):
  1. All Commercial Buildings
  2. All single family residences of 3,500 square feet or larger

Section 114.0 - Professional Architectural and Engineering Services.

114.1. General: (Amended) The construction documents for new construction, alteration, repair, expansion, addition, or modification for buildings or structures shall be prepared by or under the direct supervision of an architect or professional engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, being 339.101 et seq. of the Michigan Compiled Laws, and known as the occupational code. The construction documents shall include the name and address of the architect or professional engineer and shall bear that architect's or professional engineer's original signature, seal, and date. Exceptions are as follows:

(a) Alterations determined by the building official to be of a minor nature.

(b) This section shall not apply to work completed by a governmental subdivision or state agency costing less than $15,000.00 or to a building of use group R-3 or R-4 containing not more than 3,500 square feet of calculated floor area.

A site plan showing to scale the size and location of the structure or building and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades.

Public works exemption. (The requirement of submitting documents sealed by a licensed architect, engineer or surveyor) does not apply to a public work for which the contemplated expenditure for the completed project is less than $15,000.00. MCL 339.2011(2)

Commercial site plan. The building official is authorized to waive or modify the requirements for a site plan when the application for permit is for alteration or repair or when otherwise warranted. MBC 106.2

Persons exempted. Sec. 2012.(1)(a) A professional engineer employed by a railroad or other interstate corporation, whose employment and practice is confined to the property of the corporation; (b) A designer of a manufactured product, if the manufacturer of the product assumes responsibility for the quality of the product; c) An owner doing architectural, engineering, or surveying work upon or in connection with the construction of a building on the owner's property for the owner's own use to which employees and the public are not generally to have access; (d) A person not licensed under this article who is planning, designing, or directing the construction of a detached 1- and 2-family residence building not exceeding 3,500 square feet in calculated floor area; (However, there is no exemption for a licensed adult foster care home) MCL 339.2012(1)

"Calculated floor area" (For determining the 3,500 sf exemption) means that portion of the total gross area measured to the outside surfaces of exterior walls intended to be habitable space. "Habitable space" means space in a building used for living, sleeping, eating, or cooking. Habitable space does not include a heater or utility room, a crawl space, a basement, an attic, a garage, an open porch, a balcony, a terrace, a court, a deck, a bathroom, a toilet room, a closet, a hallway, a storage space, and other similar spaces not used for living, sleeping, eating, or cooking. MCL 339.2012(2)

Plans are reviewed for compliance by the registered plan reviewer for the enforcing agency. Where deficiencies in the plans are identified, written notice is provided to the applicant and corrections are requested before the plans are approved. Where minor discrepancies are identified, compliance may be cited by the code official as a condition of the approval.

If the proposed plan conforms to the requirements of the code and all other applicable laws, the code official shall initial, date, and stamp the plans "approved."

If the plans do not conform to the code, and other applicable laws, the application shall be rejected in writing, with an explanation of the reasons for the rejection.

Applications must be granted, in whole or in part, within 10 days of receipt of the completed application. When the structure or building is of an unusual design or unusually complicated, action must be taken within 15 days of receipt of the completed application.

Upon approval of the application for permit, the code official shall cause the permit to be issued identifying the use classification and building type.

Appeals - an alleged code violation may be appealed if you believe a decision or interpretation made by an inspector is in error. You may also appeal the determination in regard to a product you feel meets or exceeds the intent of the code. Applications for a Construction Board of Appeals meeting may be obtained from the Wexford County Building Department. After the application is submitted with the proper fee, a meeting will be scheduled and all parties notified.

If construction is a log home or a permanent wood foundation, it will need to be designed. Please set up an appointment to discuss the project with the building inspector.

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GENERAL INSPECTION INFORMATION

It is the permit holders' responsibility to call for inspections prior to the construction being covered.

Inspections shall be performed periodically during and upon completion of the work for which the permit is issued. Inspections should be conducted to assure compliance with the code, all applicable construction standards, and conditions upon which the permit was issued.

It is the permit holders' responsibility to call for inspections prior to the construction being covered. Three (3) inspections are typical on most structures.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and framework.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, rough electrical, mechanical, and plumbing rough installations are in place, inspected and approved, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

The following must be completed prior to calling for a final inspection:

1. Electrical, mechanical, and plumbing inspections finaled
2. Blower door test & results (results may be emailed or faxed to us)
3. Address posted (visible from the road)
4. Energy compliance sticker posted (inside electrical panel)
5. Hand and guard rails
6. Smoke and carbon monoxide alarms installed and working

Violations identified during the course of inspections shall be reported in writing to the permit holder. All violations shall be identified with a reference to the code provision cited in violation. Where minor violations are cited, the notice may be made verbally to the permit holder.

Compliance with the code resolving the violation must be achieved prior to granting an approval.

Certificate of Occupancy

Temporary Certificate of Occupancy

Upon written request of a holder of a building permit, the enforcing agency may issue a temporary certificate of use and occupancy for a building or structure, or part thereof, before the entire work covered by the building permit has been completed, if the parts of the building or structure to be covered by the certificate may be occupied before completion of all the work in accordance with the permit, the code and other applicable laws and ordinances, without endangering the health or safety of the occupants or users.

Certificate of Occupancy

Final inspections are conducted when notification from the permit holder is received that the construction is completed under the permit. Upon inspection, when compliance is noted, the code official shall provide written notice of the approval.

When all construction permits have received a final approval and the construction is entitled to a certificate of occupancy as provided by the State Construction Code Act, a certificate of occupancy shall be issued by the enforcing agency.

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GENERAL CODE INFORMATION

It SHALL be the duty of the permit holder or their agent to notify the building department that work is ready for an inspection. It SHALL be the duty of the person requesting an inspection to provide access to project.

Foundations

The final grade must fall away from the foundation a minimum of 6 inches within the first ten feet

Minimum depth of the footing must be 42 inches below final grade.

Concrete and masonry foundation walls shall extend above the finished grade adjacent to the foundation at all points a minimum of 4 inches where masonry veneer is used and a minimum of 6 inches elsewhere.

A minimum of 1 square foot per 150 square feet of floor space is required for crawlspace ventilation. Must be placed within 3 feet of each corner.

Access to a crawlspace through a floor must be a minimum of 18"x 24". Access through a wall must be a minimum of 16"x 24".

Rough Frame

Before a framing inspection is called for the plumbing, mechanical, and electrical inspection must be completed and approved. If these inspections are not done or the framing is not complete and an additional inspection is necessary a re-inspection fee may be accessed.

Sill Plate Anchorage- Maximum of 6' on center, minimum of 2 bolts per plate, not more than 12" from the end of each plate, a minimum of ½" diameter and a minimum of 7" into the concrete.

Jack post shall be restrained to prevent lateral displacement. Wood columns shall not be less in nominal size than 4"x4" and steel columns shall not be less than 3" diameter pipe or approved equivalent.

Weather resistive sheathing paper is required on the exterior, gables are included.

Engineered wood products "Cuts, notches and holes in laminated veneer lumber glue lam beams or I joist are not permitted unless the effect of such penetrations are specifically considered in the design of the member."

Truss design drawing must be provided to the building official. Truss and rafters must be designed to a 60 PSF ground snow load in Wexford County.

Alterations to trusses is not allowed without approval of a registered design professional.

The total net ventilated area of the roof shall not be less than 1 to 150 of the area of the space to be ventilated.

Access to the attic must be a minimum of 22" by 30" and shall be located in a hallway or other readily accessible location.

Ice protection is required.

Bathrooms must have a 3 square foot window or mechanical means of ventilation.

Lighting is required at all interior and exterior stairways.

Tempered glass is required in doors and enclosures for hot tubs, whirlpools, saunas, steamrooms bathtubs and showers. A wall enclosing these compartments where the bottom edge of the glazing is less than 60" measured vertically above any standing or walking surface.

Garages shall be separated by ½" gypsum board applied to the garage side. Garages beneath habitable space shall be separated from all habitable above by not less than 5/8" type "X" gypsum board or its equivalent. Steel doors not less than 1 3/8" thick or 20 min. fire rated doors are required between habitable space and a garage. The floor of a garage must slope to the door or to a drain.

Basements with habitable space and every sleeping room shall have at least one operable emergency escape and rescue opening. Egress is required in each sleeping room. The sill height cannot be more than 44" above the floor. A net clear opening of 5.7 square feet is required. Grade floor openings require a minimum of 5 square feet. The minimum opening height is 24", and the minimum opening width is 20."

A ladder or steps are required in window wells with a vertical depth greater than 44". These need to be permanently affixed and usable with the window in the fully open position. Ladder rungs shall have an inside width of at least 12" and shall project at least 3" from the wall and not spaced more than 18" on center vertically for the full height of the window well.

Hallways must be a minimum of at least 3' in width.

Stairways must be at least 3' in width and a minimum of a least 6' 8" in height. The maximum riser height of steps is 8 1/4" and the minimum tread depth is 9".

Every landing shall have a minimum dimension of 36" measured in the direction of travel. The width of the landing cannot be less than the width of the stairway.

Handrails are required on each stairway with four or more risers. The height of the handrail must be no less than 34" and no more than 38".

Guards are required at raised surfaces located more than 30" above the floor or grade below. Guards must be a minimum of 36" in height on decks and landings and a minimum of 34" on a stairway. The openings cannot allow the passage of a sphere 4" or more in diameter.
Smoke alarms are required in each sleeping room, outside each sleeping room and in the vicinity of the bedrooms. One is required on each floor including the basement.

Address is required to be posted.

Final Inspections

A final inspection will not be performed until all other inspections have been completed and approved. Make sure this is done and the dwelling ready for a final inspection to avoid the possibility of a re-inspection fee. If you are unsure or have any questions please call the Wexford County Building Department at (231) 779-9465.

The following must be completed prior to calling for a final inspection:

1. Electrical, mechanical, and plumbing inspections finaled
2. Blower door test & results (results may be emailed or faxed to us)
3. Address posted (visible from the road)
4. Energy compliance sticker posted (inside electrical panel)
5. Hand and guard rails
6. Smoke and carbon monoxide alarms installed and working

Expired, Revoked or Canceled Building Permits

Pursuant to PA 230 of 1972 125.1511 Sec. 11 (2) The enforcing agency may suspend, revoke or cancel a building permit in case of failure or neglect to comply with the provisions of this act or the code, or upon a finding by it that a false statement or representation has been made in the application for the building permit.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

When an application for extended building permit is received, the County Building Department will contact the applicant to set up inspections to determine the project status. Depending upon the job status, necessary permits and associated fees will be determined on an individual basis.

Extensions beyond 18 months are at the discretion of the County Building Official.