

## WEXFORD COUNTY BUILDING DEPARTMENT

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



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

### 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 Manton 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
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 obtained.