

401 LAKE STREET
CADILLAC, MICHIGAN 49601
(231) 779-9465

Date _____

APPLICANT _____ ADDRESS _____

JOB LOCATION _____

TOWNSHIP OR SUB-DIVISION _____ SECTION OR LOT NO. _____

OWNER _____

ADDRESS _____

MAKE _____

YEAR _____ VALUE _____

SIZE _____ FOUNDATION _____

THE APPLICANT IS RESPONSIBLE FOR ALL INSPECTIONS:

ALL OTHER INSPECTIONS MUST BE FINAL BEFORE CALLING FOR FINAL BUILDING INSPECTION.

ELECTRICAL INSPECTOR (231) 779-9465

PLUMBING & MECHANICAL INSPECTOR (231) 779-9465

BUILDING INSPECTOR (231) 779-9465

I CERTIFY THAT I HAVE READ THE FOLLOWING SPECIFICATIONS AND IF ISSUED A PERMIT TO PLACE A MOBILE ON THE ABOVE PROPERTY, I WILL COMPLY WITH THEM.

SIGNATURE _____ DATE _____

INSTRUCTION TO APPLICANTS FOR MOBILE HOME PERMITS
IMPORTANT: PLEASE READ CAREFULLY!!

BEFORE the Department of Building Safety & Permits can issue a mobile home permit, the following approvals **must be submitted with** your application.

1. **Zoning Compliance Permit** must be obtained from the township or county Zoning Official. All permits must be signed and list **all** work that is to be undertaken and covered by the permit.
2. **Permit for a Septic System or Municipal Sewer Hook-Up** issued by the District #10 Health Department or City, where applicable. Health Department (231) 775-8666.
3. **Permit for Water Well or Municipal Water Hook-Up** issued by the District #10 Health Department or City, where applicable. Health Department (231) 775-8666.
4. **Application for Plan Examination and Building Permit** that may be obtained from the Wexford County Building Department. The following information or approvals may be necessary to issue a permit and must be included with the application if required.
 - a.) **Address for Property** - If you do not have an address for your property, contact the Wexford County Department of Building & Zoning (231) 779-9465.
 - b.) **Soil Erosion Permit** - If proposed construction is within 500 feet of a river, lake, stream, or drain, you must contact the Wexford County Drain Commissioner's Office (231) 775-0155.
 - c.) **Driveway Permit** - Check with the Wexford County Road Commission to determine if a permit is necessary (231) 775-9731.
 - d.) **Mobile Home Information** - Information on the mobile home must be submitted on the application, including, make, model, size and serial number. **ALL HOMES MUST HAVE H.U.D. STICKER.**
 - e.) **Mobile Set-Up on a Basement** - A mobile home set on a basement shall be set according to manufacturer's specifications. To check these specifications, we **must** have a copy of the specifications **submitted with** the application for a permit. Information must include **all** foundation plans, sections, and other related documentation. Check with the Building Department if you have any questions.
5. Permits can only be issued to a licensed mobile home installer or the homeowner, if they are **doing** the installation themselves. Correction notices will be sent to the applicant and it is the responsibility of the applicant to see that the required corrections are made.
6. The hard copy of the building permit must be posted in a **window facing the front of the mobile home** when the mobile home is placed on the property. It must remain in the window **until** a certificate of occupancy has been **issued**.
7. **Before you may legally occupy the mobile home the applicant must receive a certificate of occupancy.**
ALL FINAL APPROVALS; BUILDING, ELECTRICAL, PLUMBING & MECHANICAL MUST BE RECEIVED BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED.

MOBILE HOME SET UP REQUIREMENTS

(Must be completed prior to final inspection)

1. FOUNDATION

In compliance with current Michigan Residential Code or built to manufactured installation requirements.

2. FIRE EXTINGUISHER AND SMOKE DETECTORS

All mobile homes or house trailers shall be equipped with an approved smoke detector and an approved fire extinguisher having at least a 2A-103-C rating.

The fire extinguisher should be mounted permanently, so as to be easily accessible, yet not too close to the sources of fires, e.g., dryer, furnace or stove. (Follow manufacturer's installation instructions.)

One smoke detector is required adjacent to each separate sleeping area. A minimum of two smoke detectors would be required, if one bedroom located in the front and another was located to the rear of the mobile home. (If you are installing smoke detectors, follow manufacturer's installation instructions.)

3. TIE DOWNS

To manufacturers installation requirements for Wexford County.

4. FRONT AND BACK STEPS

Front and back steps must be installed before final inspection. Steps must have a minimum of a 3' x 3' landing and hand rails if there are 3 or more risers. All doors, including sliders, must have steps.

5. SKIRTING

All units shall be skirted with fireproof and rodent proof material such as steel, aluminum, masonry, vinyl, or fiberglass. Also there shall be provided one square foot of floor area at the top and bottom on each side of the unit in the skirting; an access door for inspection and maintenance shall also be provided. Materials not approved for skirting are straw, Celotex, foam insulation board or other such readily combustible materials.

6. WATER AND SEPTIC

All mobile homes shall be connected to an approved sewage system and must have a potable water supply before occupancy.

7. INSPECTIONS REQUIRED

Two inspections are required. One for the footing and foundation, and another for the final inspection. Please give the building department 24 hour notice before inspections are needed.

Please make sure premises are ready for final inspection before calling for one. If all requirements are not met, a second final inspection will be necessary. IF A SECOND FINAL INSPECTION IS NEEDED, A REINSPECTION FEE OF \$40.00 WILL BE IMPOSED.

NOTE: The inspector must gain entry for a final inspection, so please make arrangements for someone to be at the site or for a key to be left on the premises.