

WEXFORD COUNTY BUILDING DEPARTMENT

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



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

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 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. 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.