

WEXFORD COUNTY BUILDING DEPARTMENT

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

Residential Dwelling Building Permit Requirements (Over 3,500 sq ft

and commercial buildings require sealed/stamped drawings by an architect or engineer)

1. **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*]
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. **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
4. **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, the City of Manton and Cedar Creek Township*]
5. **Address:** obtained from this office [*if not already assigned one*] Must be submitted with zoning approval and building permit plans and application
6. **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 [*Page 5 of building permit application*]
 - e. Truss specifications (Min. 60 lb. Ground Snow Load in Wexford County)
7. One (1) copy of completed **Energy Code Form:** may be obtained through rescheck.com or Hoitenga Insulation, Inc for \$85.00
8. 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
9. Located in **wetland and /or floodplain** or need determination: Sue Conradson, MDEQ 231-876-4443 or email at conradsons2@michigan.gov
10. Please contact the **DNR** if building on a river or water connecting to a river 989-732-3541
11. **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