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 FULLER
Administrative Assistant

Manufactured Home Built to HUD STANDARDS on Private Property

AS OF OCTOBER 1, 2017: NEW HUD MANUFACTURED HOMES REQUIRE INSPECTION FROM A QUALIFIED INSPECTOR; AND HUD 309 INSPECTION FORM MUST BE COMPLETED AND TURNED INTO WEXFORD COUNTY BUILDING OFFICIAL BEFORE A FINAL CERTIFICATE OF OCCUPANCY MAY BE ISSUED.

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.
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 (MDOT- 231-775-3486)
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 hours vary, please call)
   - 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 Manufactured Home Permit Application:** obtained from this office *[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]*
6. **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.** Roof snow load (30 Minimum)
7. Copy of signature **identification**
   - **g.** If licensed builder, provide copy of builder's license
   - **h.** For homeowner, fill out and sign the Homeowners Affidavit form
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. Located in **wetland and /or floodplain** or need determination: Sue Conradson, EGLE 231-429-2658 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

Fee: Please refer to building and soil erosion (SESC) fee schedules
Please Note: Electrical, Mechanical & Plumbing permits must be individually obtained.