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 FULLER
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- 231-775-3486)
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 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, 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
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