

**WEXFORD COUNTY BUILDING DEPARTMENT**

401 N. Lake Street  
Cadillac MI 49601  
Phone: (231) 779-9465  
Email: [building@wexfordcounty.org](mailto:building@wexfordcounty.org)  
Website: [www.wexfordcounty.org](http://www.wexfordcounty.org)



**BROOKE FULLER**  
Manager  
**BOB SCARBROUGH**  
Building Official  
**BRUCE FINNERTY**  
Plumbing/Mechanical Inspector  
**SCOTT WADDELL**  
Electrical Inspector

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**MANUFACTURED HOME PERMIT APPLICATION**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER PHONE NUMBER: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

TOWNSHIP OR SUB-DIVISION: \_\_\_\_\_ SECTION OR LOT: \_\_\_\_\_

**MANUFACTURED HOME:**

MAKE: \_\_\_\_\_

YEAR: \_\_\_\_\_ VALUE: \_\_\_\_\_

SIZE: \_\_\_\_\_ FOUNDATION: \_\_\_\_\_

THE APPLICANT IS RESPONSIBLE FOR ALL INSPECTIONS:  
ALL OTHER INSPECTIONS MUST BE FINALED BEFORE CALLING FOR FINAL  
BUILDING INSPECTION.

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**BEFORE** the Building Department can issue a manufactured home permit, the following approvals **must be submitted with** your application.

1. Approved **zoning permit** must be obtained from the correct Township, City, or Village as follows:

**Cedar Creek Township:** Wendy Johnson 231-824-6543

**Clam Lake Township:** Cindy Warda 231-775-5401 Ext 6, Office Mon & Tues 9-1

**Haring Township:** Mike Green 231-775-8822, cell 231-920-2029, Office Fridays 9-1

**Wexford Joint Planning Commission: (Wexford, Hanover, Greenwood, Liberty, Springville, Antioch, Slagle, Boon, Selma, South Branch, Cherry Grove Townships):**

Robert Hall 231-775-1138 Ext 6

Office: Cherry Grove Township Hall, 4830 E M-55 Hwy Cadillac

Office Hours: Weds. 8 am-5 pm, Thurs. 8 am-12 pm, Fri. 8 am-12 pm

Website: <http://www.wexfordjpc.org/> Email: [planningandzoning@wexfordjpc.org](mailto:planningandzoning@wexfordjpc.org)

Fax: 231-775-0037 Attn: Wexford Joint Planning Commission

**Henderson and Colfax Township:** No Zoning

**City of Cadillac:** 231-775-0181 Ext 101 or 102

**City of Manton:** 231-824-3572

**Village of Mesick:** 231-885-1646

**Village of Buckley:** 231-269-3555

**Village of Harrietta:** 122 Davis, PO BOX 40, Harrietta, MI 48638-0040

2. Approved **septic and well permit** issued by District #10 Health Department; located at 521 Cobb Street, Cadillac, MI 49601; phone #: 231-775-9942, ext 2. (Septic and well permits not required if location is served by public sewer and/or public water)

3. **Driveway permit** (or permit waiver if driveway existing): Wexford County Road Commission; 85 W M-115 Hwy, Boon, MI 49618; phone #: 231-775-9731. (MDOT: 231-775-3487)

4. **Soil erosion permit** if you are building within 500' of water, lakes, rivers, or streams, etc. OR excavating over one acre of land. Obtained from Wexford County Building Department

\*Please note: If located in **wetland and/or floodplain** or need determination: Sue Conradson, EGLE 231-876-4443 or email at [conradsons2@michigan.gov](mailto:conradsons2@michigan.gov)

\*Please contact DNR if building on a river or water connecting to a river: 989-732-3541

5. Completed **manufactured home permit application** (Page 1-attached): Obtained from Wexford County Building Department [This office **does not** issue building permits for the City of Cadillac, the City of Manton and Cedar Creek Township]

\*Please include the following with your manufactured home permit application:

- **Address application** (if not already assigned one) obtained through Wexford County Building Department
- One set of plans, to include: (ALL HOMES MUST HAVE HUD STICKER)
  - Unit floor plan
  - Foundation drawings (basement, crawl space or piers and apron)
  - Required exit details (front porch, steps, deck)
  - Manufactured installation instructions (tie-down/anchoring details)
  - Copy of title
  - Roof snow load photo/documentation (minimum 30)
- Set-up on a basement: A manufactured 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.
- Permits can only be issued to a licensed manufactured 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. Please refer to building and soil erosion fee schedules

7. Electrical, Mechanical, and Plumbing permits must be individually obtained from Wexford County Building Department

8. Before you may legally occupy the manufactured home, the applicant must receive a certificate of occupancy.

**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.**



## MANUFACTURED 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/SMOKE DETECTORS/CARBON MONOXIDE ALARMS

All manufactured 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 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 home. (If you are installing smoke detectors, follow manufacturer's installation instructions).

Carbon monoxide alarms shall be listed as complying with UL2034 and shall be installed in accordance with the manufacturer's installation instructions.

### 3. TIE DOWNS

To manufacturer's installation requirements for Wexford County.

### 4. FRONT AND BACK STEPS

Front and back steps must be installed before final inspections. 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 SEWER

All manufactured 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 minimum 24 hour notice before inspections are needed.

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

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

The followings must be completed prior to calling for a final inspection:

1. Driveway installed and completed to the specifications from the Wexford County Road Commission. Please contact Superintendent Mark Hurlburt at 231-775-9731 to schedule a final driveway inspection.
2. Electrical, mechanical, and plumbing inspections finalized
3. Address posted at the road/end of driveway
4. Hand and guard rails up where needed
5. Smoke and carbon monoxide alarms installed and working
6. Fire extinguisher (visible for inspection)
7. HUD 309 form completed by qualified inspector and sent to the Building Dept (**New manufactured HUD homes**)