

WEXFORD COUNTY BUILDING DEPARTMENT

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



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

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 SUBMITTED TO THE WEXFORD COUNTY BUILDING OFFICIAL BEFORE A FINAL CERTIFICATE OF OCCUPANCY MAY BE ISSUED.

1. **Septic & Well Permit (or permit waiver):** Obtained from the District Health Dept #10, located at 521 Cobb Street, Cadillac, MI 49601; Phone #231-775-9942
2. **Driveway Permit (or permit waiver):** Driveway on a County Road- Wexford County Road Commission; 85 W M-115 Hwy, Boon, MI 49618; Phone #231-775-9731. Driveway on a Highway- MDOT #231-775-3486
3. **Approved Zoning Permit:** Contact the below Township, City, or Village Zoning Administrator:
 - Cedar Creek Township- Wendy Johnson 231-824-6543
 - Clam Lake Township- Cindy Warda 231-775-5401 Ext 6 (Office hours vary, please call)
 - Haring Township- Mike Green 231-920-2029, Office Fridays 9-1
 - Colfax and Henderson Townships- No Zoning
 - Wexford, Hanover, Greenwood, Liberty, Springville, Antioch, Slagle, Boon, Selma, South Branch, Cherry Grove Townships- (Wexford Joint Planning Commission) Bob Hall, 231-775-1138 Ext 6, Office Weds 8-5, Thurs 8-12, Fri 8-12 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:** (*This office does not issue building permits for City of Cadillac, City of Manton, and Cedar Creek Township*) Obtain this application from our office or website.
5. **Address:** (*If not already assigned one*) Must be submitted with all items listed on this sheet. Obtain this application from our office or website.
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 documentation (30 Minimum)
7. Copy of signature **identification**
 - g. If licensed builder, provide a copy of your builder's license
 - h. If pulling a homeowner building permit, read and sign the Homeowner's Affidavit form
8. **Soil Erosion Permit:** Obtained from this office (*Required 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 Sue at conradsons2@michigan.gov
10. Please contact the **DNR** if building on a river or water connecting to a river 989-732-3541

Please Note: Electrical, Mechanical & Plumbing permits must be individually obtained.