



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

*Mike Musta, Chair*

**NOTICE OF MEETING**

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 25, 2022, beginning at 4:00 p.m. in the Commissioners' Room, 437 E. Division St., Cadillac, Michigan.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MAY 12, 2022, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims (*A. Nyman, County Clerk*)
  - 2. Year-to-Date Revenue and Expense Report
    - a. General Funds ..... 3
    - b. Special Funds ..... 5
  - 3. Building Department Fee Schedule ..... 6
  - 4. Budget Amendment(s) ..... 12
  - 5. Community Corrections Discussion
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**FINANCE & APPROPRIATIONS COMMITTEE MEETING**  
 REGULAR MEETING MINUTES  
 May 12, 2022

The Finance and Appropriations Committee regular meeting was called to order by Chairman Michael Musta at 4:00 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Mike Bengelink, Brian Potter, and Gary Taylor  
 Members Absent: None.  
 Also Present: Jami Bigger, Deputy County Administrator/HR Director; Adam Kerr, Maintenance Director; Megan Kujawa, Senior Executive Administrative Assistant; Karen Maury, Court Deputy Clerk; Lt. Michael McDaniel, Sheriff's Department; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director (via Zoom); and Roxanne Snyder, Register of Deeds.

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED: G.3. Janitorial Services Agreement, G.4. Stellar Service Inmate Broadcast Agreement**

#### **APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve the agenda as amended. A vote was called, all in favor. Motion passed, 4-0.**

#### **APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve the April 27, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.**

#### **PUBLIC COMMENTS**

None.

#### **AGENDA ITEMS**

##### ***G.1. Approval of Claims***

**A motion was made by Comm. Potter and supported by Comm. Bengelink to approve paying the bills in the amount of \$373,240.74. A vote was called, all in favor. Motion passed, 4-0.**

##### ***G.2. Resolution 22-13 Marine Safety Grant Agreement***

**A motion was made by Comm. Bengelink and supported by Comm. Potter to forward Resolution 22-13 Supporting Wexford County 2022 Marine Safety Program Grant Agreement to the full board for approval. A vote was called, all in favor. Motion passed, 4-0.**

Comm. Musta asked if any of the committee members had questions, no discussion took place. It was stated that the grant was an annual renewal.

##### ***G.3. Janitorial Services Agreement***

**A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the six-month conditional agreement with Cadillac Janitorial, as it is presented.**

Comm. Musta informed those in attendance that there was a request for proposal and Cadillac Janitorial was the only vendor that placed a bid. However, there was a significant increase in pricing for services from the previous contract. Comm. Musta continued with thanking Comm. Bengelink, Mr. Kerr (Maintenance Director), and Mr. Porterfield (County Administrator) for their efforts in meeting with

Cadillac Janitorial and establishing clear expectations. He added that if Department Heads see any concerns or problems to please notify the Administration Office or Mr. Kerr to be addressed.

Comm. Bengelink stated that were some addendums from the original RFP, pertaining to the checklist which will be available for the next Board of Commissioners meeting.

Mr. Kerr stated that all offices will be included in cleaning unless otherwise indicated, all three buildings: Courthouse, Lake Street and the Health Department will be serviced. After the contract is approved and signed, Mr. Porterfield and Ms. Bigger will inform department heads. Mr. Kerr informed the committee that he will be typing up the new specifications this evening to be distributed with the board packet.

**A vote was called, all in favor. Motion passed, 4-0.**

***G.4. Stella Services Inmate Broadcast Agreement***

**A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board for approval of the Stella Services Agreement, as it is presented. A vote was called, all in favor. Motion passed, 4-0.**

Lt. McDaniel wanted to mention that this was a previously approved contract however there were some attachments and information that was added to the agreement, which those additions were provided.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated that things are continuing to move smoothly, he mentioned that Ms. Bigger was offered the Deputy County Administrator position, to which she has accepted. Ms. Bigger thanked him for the opportunity and had nothing to add.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Taylor congratulated Lt. McDaniel on receiving COVID19 reimbursement funds from the federal government. All members congratulated Ms. Bigger on her new position.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn the meeting at 4:08 p.m.**

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Michael Musta, Chairman

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Megan Kujawa, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY						
PERIOD ENDING 04/30/2022						
% Fiscal Year Completed: 32.88						
GL #	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
101	COMMISSIONERS	66,822.00	25,801.57	8,125.12	41,020.43	38.61
131	CIRCUIT COURT	331,107.00	91,047.01	30,643.61	240,059.99	27.50
136	DISTRICT COURT	665,559.00	214,900.40	66,349.28	450,658.60	32.29
141	FRIEND OF THE COURT	957,135.00	268,507.86	90,571.53	688,627.14	28.05
147	JURY COMMISSION	3,700.00	11.53	0.00	3,688.47	0.31
148	PROBATE COURT	637,075.00	194,247.78	68,097.31	442,827.22	30.49
151	PROBATION AND PAROLE	2,700.00	186.84	0.00	2,513.16	6.92
166	CIRCUIT COURT FAMILY COUNS.	68,405.00	9,579.30	5,326.34	58,825.70	14.00
168	PUBLIC DEFENDER	269,330.00	82,959.25	30,928.54	186,370.75	30.80
172	COUNTY ADMINISTRATION	221,658.00	57,745.51	21,347.29	163,912.49	26.05
191	ELECTIONS	80,600.00	698.00	674.74	79,902.00	0.87
215	COUNTY CLERK	345,093.00	100,198.55	35,109.45	244,894.45	29.04
225	EQUALIZATION	532,541.00	163,456.98	49,945.71	369,084.02	30.69
229	PROSECUTING ATTORNEY	732,358.00	211,028.60	69,482.99	521,329.40	28.81
230	PROS ATTN CO-OP REIMB	57,843.00	16,737.10	5,441.71	41,105.90	28.94
236	REGISTER OF DEEDS	313,586.00	103,167.94	32,024.26	210,418.06	32.90
245	STATE SURVEY & REMONUMENTATION	46,531.00	1,800.00	1,800.00	44,731.00	3.87
253	COUNTY TREASURER	410,515.00	120,061.27	39,529.53	290,453.73	29.25
265	BUILDING AND GROUNDS	337,723.00	155,823.93	31,485.44	181,899.07	46.14
266	HUMAN SERVICES BLDG	79,000.00	48,355.14	8,836.31	30,644.86	61.21
267	HUMAN RESOURCES DEPARTMENT	82,485.00	27,233.77	11,274.73	55,251.23	33.02
268	DISTRICT HEALTH DEPARTMENT	65,200.00	27,064.09	5,412.15	38,135.91	41.51
270	JAIL - BLDG/GRDS	168,000.00	95,678.90	16,751.76	72,321.10	56.95
271	JAIL - BLDG/GRDS CARMEL ST	1,750.00	1,097.65	234.66	652.35	62.72
272	MAINT/STORAGE - BLDG/GRDS	5,850.00	2,040.53	505.96	3,809.47	34.88
275	DRAIN COMMISSION	65,931.00	20,373.99	2,967.74	45,557.01	30.90
282	DEPT OF AGRICULTURE	139,000.00	0.00	0.00	139,000.00	0.00
287	ARPA Direct Payment	0.00	15,708.95	77.00	(15,708.95)	100.00

290	GEN SERVICES ADMINISTRATION	664,208.00	279,225.31	49,149.30	384,982.69	42.04
301	SHERIFF	2,651,094.00	724,353.56	247,786.34	1,926,740.44	27.32
302	SHERIFF COURT SECURITY	20,000.00	0.00	0.00	20,000.00	0.00
315	SECONDARY ROAD PATROL	121,969.00	34,264.50	11,527.88	87,704.50	28.09
331	MARINE	30,792.00	14.37	0.00	30,777.63	0.05
333	FEDERAL FOREST	4,000.00	0.00	0.00	4,000.00	0.00
334	SNOWMOBILE	22,939.05	22,456.87	2,741.06	482.18	97.90
335	ORV GRANT	30,442.00	8,019.72	5,280.74	22,422.28	26.34
351	JAIL	3,043,602.00	743,828.96	234,159.06	2,299,773.04	24.44
362	STATE GRANT PA 511	99,324.00	28,543.76	8,317.14	70,780.24	28.74
363	ENHANCEMENT	215,954.00	69,253.90	22,003.15	146,700.10	32.07
426	EMERGENCY MANAGEMENT	94,858.00	35,811.52	10,699.24	59,046.48	37.75
526	SANITARY LANDFILL	65,584.00	6,268.00	1,632.00	59,316.00	9.56
605	CONTAGIOUS DISEASES	700.00	156.80	0.00	543.20	22.40
648	MEDICAL EXAMINER	97,400.00	33,919.81	16,669.22	63,480.19	34.83
681	VETERANS BURIAL	9,000.00	5,100.00	1,800.00	3,900.00	56.67
861	FRINGE BENEFITS	0.00	12,023.79	(10,410.08)	(12,023.79)	100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00
965	TRANSFERS	1,163,772.00	380,361.94	43,567.07	783,410.06	32.68
966	APPROPRIATIONS	585,476.00	246,070.98	92,579.25	339,405.02	42.03
<b>TOTAL REVENUES</b>		15,658,611.05	2,106,279.85	641,180.31	13,552,331.20	13.45
<b>TOTAL EXPENDITURES</b>		15,658,611.05	4,685,186.23	1,370,444.53	10,973,424.82	29.92

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY					
PERIOD ENDING 04/30/2022					
% Fiscal Year Completed: 32.88					
GL NUMBER	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 225 - ANIMAL CONTROL</b>					
TOTAL REVENUES	255,986.00	204,496.62	1,286.53	51,489.38	79.89
TOTAL EXPENDITURES	255,986.00	64,806.62	24,339.70	191,179.38	25.32
<b>Fund 243 - COURT SECURITY FUND:</b>					
TOTAL REVENUES	156,170.00	43,406.89	10,184.36	112,763.11	27.79
TOTAL EXPENDITURES	156,170.00	41,765.20	13,364.74	114,404.80	26.74
<b>Fund 249 - BUILDING INSPECTIONS DEPT.:</b>					
TOTAL REVENUES	246,000.00	62,588.10	23,016.28	183,411.90	25.44
TOTAL EXPENDITURES	192,377.00	55,023.80	18,694.21	137,353.20	28.60
<b>Fund 259 - INDIGENT DEFENSE FUND:</b>					
TOTAL REVENUES	1,135,833.00	433,975.67	202,393.11	701,857.33	38.21
TOTAL EXPENDITURES	1,135,833.00	265,503.72	89,788.47	870,329.28	23.38
<b>Fund 261 - 911-WIRELESS:</b>					
TOTAL REVENUES	1,036,879.00	141,182.62	114,365.67	895,696.38	13.62
TOTAL EXPENDITURES	1,036,879.00	405,530.94	79,092.96	631,348.06	39.11
<b>Fund 292 - CHILD CARE FUND:</b>					
TOTAL REVENUES	518,500.00	20,056.91	10,992.86	498,443.09	3.87
TOTAL EXPENDITURES	518,500.00	87,729.07	38,575.79	430,770.93	16.92
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>3,349,368.00</b>	<b>905,706.81</b>	<b>362,238.81</b>	<b>2,443,661.19</b>	<b>27.04</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>3,295,745.00</b>	<b>920,359.35</b>	<b>263,855.87</b>	<b>2,375,385.65</b>	<b>27.93</b>

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Finance & Appropriations Committee  
**FROM:** Administration  
**FOR MEETING DATE:** May 25, 2022  
**SUBJECT:** Building Department Proposed Fee Increase

SUMMARY OF ITEM TO BE PRESENTED:

The Building Department is requesting consideration of an increase to their fee schedule. Attached is the proposed fee schedule along with the current fee schedule.

RECOMMENDATION:

The Finance Committee forwards a recommendation to the full board to approve the increase in fees for the Building Department.



# Wexford County

## Request for Board of Commissioner Action

**Department: Building Department**

**Submitted by: Brooke Fuller**

**Subject: Electrical, mechanical, plumbing permit fee increase request**

**Committee: Finance**

**Committee Meeting Date: May 25<sup>th</sup>**

**BOC Meeting Date: June 1<sup>st</sup>**

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**Action Request** (proposed motion for the Board to consider):

I am requesting to increase the electrical, mechanical, and plumbing permit application fees. This increase request would apply to the application fee, additional inspection fee, and final inspection fee. This would make all permit application fees and additional inspection fees the same across the board.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

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**Summary** (explain why the action is necessary and the desired outcome after implementation):

The costs of performing inspections have increased. Fuel costs have increased, and we have had to hire an additional inspector. Our permit fees have been low for quite some time, and this will get our permit fees more comparable with surrounding counties.

**Timeline** (if request is approved at BOC meeting date noted above):

Would like the permit fee changes to take effect on June 13, 2022 if approved.

**List of Attachments:**

Wexford County's **current** electrical, mechanical, and plumbing permit applications/fees.  
Wexford County's **proposed** electrical, mechanical, and plumbing permit applications/fees.  
Surrounding Counties' electrical, mechanical, and plumbing permit applications and fees for comparing.



- City of Cadillac - \$105.00 - comm.  
\$53.00 - res
- Benzie County - \$110.00 - comm.  
\$77.00 - res
- Missaukee County - \$100.00
- Osceola County - \$150.00
- Lake County - \$135.00
- Manistee County - \$150.00 (State of MI)

\* Wexford:

\* current → { electrical - \$60.  
 (app fee + { mechanical - \$40.  
 (incld. 1 insp.) { plumbing - \$40.

\* proposed → { electrical - \$100.  
 (app fee + { mechanical - \$100.  
 (incld. 1 insp.) { plumbing - \$100.

WEXFORD COUNTY MECHANICAL DEPT.  
 401 N. Lake Street  
 Cadillac Michigan 49601  
 Phone (231) 779-9465

DATE OF APPLICATION: _____		Do Not Write In This Space.		
DATE READY: _____		PERMIT NUMBER: _____		
		Per Unit	No.	Fee
APPLICATION FEE (non-refundable, includes one inspection)		\$100.00	1	100.00
Residential Heating System (includes duct & pipe)		50.00		
Gas/Oil Burning Equipment – New and/or Conversion		30.00		
Residential Boiler		30.00		
Water Heater		5.00		
Flue/Vent Damper		5.00		
Solid Fuel Equipment (includes chimney)		30.00		
Chimney, Factory Built – installed separately		25.00		
Solar; set of 3 panels (includes piping)		20.00		
Gas Piping; each opening – new installation		5.00		
Residential A/C		30.00		
Heat Pumps: Complete Residential		30.00		
Bath & Kitchen exhaust		5.00		
Tanks – Above Ground		20.00		
Humidifiers		10.00		
Piping - minimum 25.00		0.05 per ft.		
Duct - minimum 25.00		0.10 per ft.		
Air Handlers/Heat Wheels		Under 10,000 CFM	20.00	
		Over 10,000 CFM	60.00	
Commercial Hoods		15.00		
Unit Ventilators		10.00		
Unit Heaters (Terminal Units)		15.00		
Fire Suppression/Protection - minimum 20.00		0.75 per hd		
Evaporator Coils		30.00		
Refrigeration (Split System)		30.00		
Compressor		30.00		
Special/Safety Inspection. (includes cert. fee)		45.00		
Additional Inspection		50.00		
Final Inspection		50.00		
Certification Fee		10.00		
Make checks payable to : Wexford County Building Department			TOTAL FEES:	

**APPLICATION AND MECHANICAL PERMIT**

TYPE OF JOB:

- COMMERCIAL: NEW -  REMODEL -   
 RESIDENTIAL: NEW -  REMODEL -   
 MOBILE HOME -

THIS APPLICATION IS FOR: (print name of owner or agent)

Street Address & Job Location:

City:

Township:

Section:

Mechanical Firm:

Print Name:

Address:

City:

State:

Zip Code:

Date of Birth:

Phone:

**HOMEOWNERS AFFIDAVIT**

I hereby certify the Mechanical work described on this permit application shall be installed by myself in my own single family dwelling in which I am living or about to occupy.

All work shall be installed in accordance with the Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector.

I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Homeowner Signature: \_\_\_\_\_

AUTHORITY: ACT 230, PA 1972, as Amended.  
 COMPLETION: Installation Shall Not Be Started Until  
 Application is Filed  
 PENALTY: Written Order to Stop Construction

A plan review may be required before work is started, on any building other than a single family dwelling less than 3,500 square feet. Have plans been submitted for plan review?  
 YES  NO  NOT REQUIRED

**The following information is required by Act 135, Public Act 1989 for all permit applications for work on residential buildings or structures.**

LICENSE NO.	EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	
Section 23e of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125; 1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23e are subject to civil fines.	
APPLICANT SIGNATURE	APPLICATION DATE

**FINAL  
 INSPECTION  
 MUST BE CALLED  
 FOR IN ORDER  
 FOR THIS PERMIT  
 TO BE VALID**

VALIDATION AREA – OFFICE USE ONLY

**IT IS YOUR RESPONSIBILITY TO CALL INSPECTIONS  
 24 HOURS IN ADVANCE BEFORE ANY WORK IS COVERED**

WEXFORD COUNTY ELECTRICAL DEPT.  
 401 N. Lake Street  
 Cadillac Michigan 49601  
 Phone (231) 779-9465

Do Not Write In This Space.

DATE OF APPLICATION: \_\_\_\_\_

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

PERMIT NUMBER: \_\_\_\_\_

**APPLICATION AND ELECTRICAL PERMIT**

TYPE OF JOB:  
 COMMERCIAL: NEW-  REMODEL-   
 RESIDENTIAL: NEW-  REMODEL-   
 MOBILE HOME-

THIS APPLICATION IS FOR: (print name of owner or agent)

\_\_\_\_\_

Street Address & Job Location:

\_\_\_\_\_

City:

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Electrical Firm:

Print Name:

Address:

City:

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOMEOWNERS AFFIDAVIT**

I hereby certify the Electrical work described on this permit application shall be installed by myself in my own single family dwelling in which I am living or about to occupy.  
 All work shall be installed in accordance with the Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector.  
 I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections.

Homeowner Signature: \_\_\_\_\_

	Per Unit	No.	Fees
APPLICATION FEE (non-refundable) includes 1 inspection	\$100.00	1	100.00
Service: Through 200 Amp.	10.00		
Sub panel	10.00		
Over 200 amp. through 600 amp.	15.00		
Over 600 amp. through 800 amp.	20.00		
Over 800 amp. through 1200 amp.	25.00		
Over 1200 amp. GFI only	50.00		
Circuits	5.00		
Lighting fixtures - per 25	6.00		
Dishwasher	5.00		
Furnace - Unit Heater	5.00		
Electrical Heating Units (baseboard)	4.00		
Power Outlets (ranges, dryers, etc.)	7.00		
Well	10.00		
Signs: Unit	10.00		
Letter	15.00		
Neon - Each 25 feet	20.00		
Air Conditioning	10.00		
Feeders-Bus Ducts, etc. - per 50 feet	6.00		
Motors, Generators, Transformers	10.00		
Mobile Home Park Site	6.00		
Recreational Vehicle Site	4.00		
Compressors, Welders	10.00		
Units up to 20 K.V.A. & H.P.	6.00		
Units 21 to 50 K.V.A. or H.P.	10.00		
Units 51 K.V.A. or H.P. and over	12.00		
Communication Devices: 1-10	10.00		
11-20	10.00		
Over 20	2.00		
Fire Alarms: up to 10 devices	50.00		
(fire alarm systems - not 11 to 20 devices	100.00		
smoke detectors) Over 20 devices	5.00 each		
Energy Retrofit - Temp. Controls	10.00		
Conduit Only; or grounding only	45.00		
Special/Safety Inspection. (includes cert. fee)	45.00		
Additional Inspection	50.00		
Final Inspection	50.00		
Certification Fee	10.00		

Make checks payable to : Wexford County Building Department

TOTAL FEES: \_\_\_\_\_

AUTHORITY: ACT 230, PA 1972, as Amended.  
 COMPLETION: Installation Shall Not Be Started Until Application is Filed  
 PENALTY: Written Order to Stop Construction

A plan review may be required before work is started, on any building other than a single family dwelling less than 3,500 square feet. Have plans been submitted for plan review?

YES NO NOT REQUIRED

**The following information is required by Act 135, Public Act 1989 for all permit applications for work on residential buildings or structures.**

LICENSE NO.	EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	
Section 23e of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125; 1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23e are subject to civil fines.	
APPLICANT SIGNATURE	APPLICATION DATE

**FINAL INSPECTION MUST BE CALLED FOR IN ORDER FOR THIS PERMIT TO BE VALID**

VALIDATION AREA - OFFICE USE ONLY

IT IS YOUR RESPONSIBILITY TO CALL INSPECTIONS 24 HOURS IN ADVANCE BEFORE ANY WORK IS COVERED

**WEXFORD COUNTY PLUMBING DEPT.**  
 401 N. Lake Street  
 Cadillac Michigan 49601  
 Phone (231) 779-9465

DATE OF APPLICATION: _____	Do Not Write In This Space.
DATE READY: _____	
PERMIT NUMBER: _____	

**APPLICATION AND PLUMBING PERMIT**

TYPE OF JOB:  
 COMMERCIAL: NEW -  REMODEL -   
 RESIDENTIAL: NEW -  REMODEL -   
 MOBILE HOME -

THIS APPLICATION IS FOR: (print name of owner or agent)

Street Address & Job Location:

City:

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Plumbing Firm:

Print Name:

Address:

City:

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOMEOWNERS AFFIDAVIT**

I hereby certify the Plumbing work described on this permit application shall be installed by myself in my own single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with the Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

Homeowner Signature: \_\_\_\_\_

AUTHORITY: ACT 230, PA 1972, as Amended.  
 COMPLETION: Installation Shall Not Be Started Until Application is Filed  
 PENALTY: Written Order to Stop Construction

A plan review may be required before work is started, on any building other than a single family dwelling less than 3,500 square feet. Have plans been submitted for plan review?  
 YES  NO  NOT REQUIRED

<b>The following information is required by Act 135, Public Act 1989 for all permit applications for work on residential buildings or structures.</b>	
LICENSE NO.	EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	
Section 23e of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125; 1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23e are subject to civil fines.	
APPLICANT SIGNATURE	APPLICATION DATE

VALIDATION AREA – OFFICE USE ONLY

**IT IS YOUR RESPONSIBILITY TO CALL INSPECTIONS  
 24 HOURS IN ADVANCE BEFORE ANY WORK IS COVERED**

	Per Unit	No.	Fee
<b>APPLICATION FEE (non-refundable, includes 1 inspection)</b>	<b>\$100.00</b>	<b>1</b>	<b>100.00</b>
Mobile Home Unit Site	5.00 each		
Fixtures, floor drains, special drains, water connected appliances	5.00 each		
Stacks (soil, waste, vent and conductor)	3.00 each		
Sewage Ejectors, sumps	5.00 each		
Sub-soil Drains	5.00 each		
Water Service:			
Less than 2"	5.00		
2" to 6"	25.00		
Over 6"	50.00		
Connection (bldg. drain – bldg. sewers)	5.00		
Sewers (sanitary, storm, or combined):			
Less than 6"	25.00		
Over 6"	50.00		
Manholes, Catch Basins	5.00 each		
Water Distributing Pipe (system)			
¾" Water Distribution Pipe	5.00		
1" Water Distribution Pipe	10.00		
1 ¼" Water Distribution Pipe	15.00		
1 ½" Water Distribution Pipe	20.00		
2" Water Distribution Pipe	25.00		
Over 2" Water Distribution Pipe	30.00		
Reduced pressure zone back-flow preventer	5.00 each		
Special/Safety Inspection. (includes cert. fee)	45.00		
Additional Inspection	50.00		
Final Inspection	50.00		
Certification Fee	10.00		
<b>Make checks payable to : Wexford County Building Department</b>		<b>TOTAL FEES:</b>	

**FINAL  
 INSPECTION  
 MUST BE CALLED  
 FOR IN ORDER  
 FOR THIS PERMIT  
 TO BE VALID**

<b>Wexford County Board of Commissioners</b>				
<b>Amendments to the 2022 Budget</b>				
<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>
2022-06-01	<b>249-000-699.00</b>	Appropriated Fund	\$1,000.00	
	<b>249-000-727-.00</b>	Office Supplies		(\$1,000.00)



## WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

FUND:     General     PIC     Special Revenue     Debt Service     DPW / Landfill

### REVENUE

Account Number	Account Description	Decrease	Increase
249-000-699.00	Appropriated Fund Balance	\$	\$ 1,000.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total</b>		\$	\$ 1,000.00

### EXPENDITURE

Account Number	Account Description	Increase	Decrease
249-000-727.00	Office Supplies	\$ 1,000.00	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total</b>		\$ 1,000.00	\$

Brooke Fuller  
Department Head Signature

05/16/2022  
Date

Finance Committee Approval Date (if necessary) \_\_\_\_\_

(For Treasurer use only)  
B.A. Number \_\_\_\_\_

Date \_\_\_\_\_