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
SCOTT WADDELL
Electrical Inspector
MATTHEW SCHNEIDER
Mechanical Inspector
DARELL WILLIAMS
Plumbing 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 Cadillac- 231-775-0181 Ext 102
   - City of Manton- 231-824-3572
   - 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:** (I*f 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