# 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

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## Residential Accessory Building Requirements

(Pole Buildings, Detached Garages, Utility Buildings over 200 square feet)

***Sealed/stamped engineered/architect plans required if over 12' sidewall height***

1. **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: Cherry Grove Township Hall
     Office Hours: Weds 8-5, Thurs 8-12, Fri 8-12
   - 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
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. **Completed Building 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.
4. **Address Application:** *(If not already assigned one)* Must be submitted with all items listed on this sheet. Obtain this application from our office or website.
   (Please see our address ordinance online for what structures qualify for an address)
5. **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
   - **e.** Truss specifications (Min. 60 lb. Ground Snow Load in Wexford County)
6. Copy of signature **identification**
   - **a.** If licensed builder, provide a copy of your builder's license
   - **b.** If pulling a homeowner building permit, read and sign the Homeowner's Affidavit form
7. Located in **wetland and /or floodplain** or need determination: Sue Conradson, EGLE 231-429-2658 or email Sue at conradsons2@michigan.gov
8. Please contact the **DNR** if building on a river or water connecting to a river 989-732-3541
9. **Soil Erosion Permit:** Obtained this application from our office or website. (*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