

## 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  
**CHAD KANOUSE**  
Electrical Inspector  
**MATTHEW SCHNEIDER**  
Mechanical Inspector  
**DANIEL BEAN**  
Plumbing Inspector

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## WEXFORD COUNTY BUILDING DEPARTMENT

### Permit Information Packet

This packet includes the following information:

- Building permit fee schedule
- Step-by-step process for obtaining permits
- Zoning official contact information
- Procedure of examination and approval of building permit applications
- General code information
- General inspection information

This information has been provided by the Wexford County Building Department to assist in the application for and obtaining of building permits in Wexford County. Please contact this office if you have further questions about this application packet.

### Office Hours:

Monday through Thursday: 8:30 am-5:00 pm, closed 12:00-12:30 pm for lunch. Closed Friday.

Building Inspections: Monday and Tuesday (Bob Scarbrough-Building Official)

Plumbing Inspections: Tuesday (Daniel Bean)

Electrical Inspections: Wednesday (Chad Kanouse)

Mechanical Inspections: Thursday (Matthew Schneider)

**Please call a minimum of 24 hours in advance to schedule an inspection #231-779-9465**

### OUR SERVICES AT A GLANCE:

- Issue Building, Plumbing, Mechanical, and Electrical Permits (**This office does not issue building permits for the City of Cadillac, City of Manton, and Cedar Creek Township**)
- Conduct inspections for compliance
- 2015 Michigan Residential Code (in effect February 8, 2016) for residential construction, 2015 Michigan Building Code for commercial construction
- Administer and enforce the Soil Erosion and Sedimentation Control program for Wexford County, pursuant to Part 91 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (**Except for the City of Cadillac**)

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**BUILDING PERMIT FEES: WE ACCEPT CHECK OR CASH, NO CARDS.**

<b>APPLICATION FEE (Required for all building permits) .....</b>	<b>\$100.00</b>
Address Application.....	\$10.00
Dwellings (BOCA Modular), Additions.....	20 cents per sq. ft.
Manufactured Homes.....	17 cents per sq. ft.
Garages, Pole Buildings.....	16 cents per sq. ft.
Commercial, Industrial.....	23 cents per sq. ft.
Commercial Plan Reviews.....	\$70.00 plus 5 cents per sq. ft.
Remodel & Alterations (Commercial and Residential).....	15 cents per sq. ft.
Covered Porches.....	20 cents per sq. ft.
Breezeways.....	20 cents per sq. ft.
Finished Basements.....	20 cents per sq. ft.
Demolition.....	\$50.00
Foundation & Safety Inspection.....	\$50.00
Re-inspection/Additional Inspection.....	\$50.00
Decks.....	\$50.00
Roof Replacement (New Shingles).....	\$50.00
Temporary Certificate of Occupancy.....	\$100.00
Cell Towers.....	\$350.00
Construction Board of Appeals Meeting.....	\$225.00

ACT 230 125.1510 Sec. 10(1)

The State Construction Code requires a permit before any construction is started. If construction is started without first obtaining a permit, the following will apply in addition to your permit fee:

Investigative Inspection Fee.....	\$80.00
Administrative Fee.....	\$50.00

105.3.2

A permit will be cancelled if no inspections are requested or performed within 6 months of the date of issue or the date of a pervious inspection. Cancelled permits will not be refunded or reopened.

All commercial projects must submit a plan review fee at the time of application. This will cover the cost of the plan review if the project is terminated before the permit is issued.

Maximum refund of 75% of any fee.

Revised: 05/20/2021







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### STEPS TO OBTAINING A BUILDING PERMIT IN WEXFORD COUNTY:

**Step 1: ZONING PERMIT.** Contact the appropriate local agency to obtain a zoning permit. See page 5 for the zoning contact information for your local Township, City, or Village.

**Step 2: WELL/SEPTIC PERMIT.** Contact the Wexford/Missaukee County District #10 Health Department for a well and septic permit or waiver if already existing. 521 Cobb Street, Cadillac, MI 49601, #231-775-9942.

**Step 3: DRIVEWAY PERMIT.** Contact the Wexford County Road Commission (if on a County Road) or MDOT (if on a state highway) to obtain a driveway permit or waiver if already existing. Wexford County Road Commission: 85 W M-115 Hwy, Boon, MI 49618, #231-775-9731 MDOT: #231-775-3486

**Step 4:** If located in a wetland/floodplain area or need determination; contact Sue Conradson at EGLE. Phone #: 231-429-2658 or email: [conradsons2@michigan.gov](mailto:conradsons2@michigan.gov)

If you are building within 400 feet of any river you must comply with the Natural Rivers Act. Contact the DNR at 989-732-3541.

**Step 5: RESCHECK.** Obtain a ResCheck (energy code compliance) if your proposed structure has any residential/living area or conditioned space in it. Please see page 5 for rescheck website directions.

**Step 6: BUILDING PERMIT APPLICATION.** Please complete the building permit application for plan examination and building permit. You may obtain that from our office or on our website at [www.wexfordcounty.org](http://www.wexfordcounty.org). 401 N Lake Street, Cadillac, MI 49601, 231-779-9465

**Step 7: SOIL EROSION AND SEDIMENTATION CONTROL PERMIT.** This is obtained from the Wexford County Building Department. It is required for any project that will disturb more than 1 acre of land or is within 500 feet of a lake, river, or stream. A site plan will be required to be submitted with the SESC application as well. You may obtain this application in our office or on our website at [www.wexfordcounty.org](http://www.wexfordcounty.org). 401 N Lake Street, Cadillac, MI 49601, 231-779-9465

**Step 8: ADDRESS APPLICATION.** Wexford County does have an address ordinance. We do not assign addresses to vacant property. Please see our address ordinance for what qualifies for an address. That can be found on our website at [www.wexfordcounty.org](http://www.wexfordcounty.org). Address applications are submitted to the Building Department and must be submitted with all required documents upon application. Your address will be issued to you with your building permit. There is a \$10.00 address application fee. 401 N Lake Street, Cadillac, MI 49601, 231-779-9465

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**Step 9: SUBMIT.** Submit all above documents that apply to your proposed project to Wexford County Building Department, 401 N Lake St, Cadillac, MI 49601, 231-779-9465

**Please note:** Signed and stamped or sealed drawings by an architect or engineer are required for any residential structure of 3,500 square feet or larger, any structure over 12 foot sidewall height, and for all commercial buildings. All other plans may be submitted drawn to scale; including elevation drawings, cross sections details, floor plan, foundation details, exit details, and include engineered truss specifications/drawings.

Please see our permit requirement checklists located on our website at [www.wexfordcounty.org](http://www.wexfordcounty.org) for a specific checklist related to your proposed structure.

Prior to building permit issuance for a demolition, we must be provided a letter of disconnect issued from either Consumers Energy, DTE Energy, or your local power and/or gas company.

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### WEXFORD COUNTY ZONING OFFICIALS:

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

**Cedar Creek Township Building Official:** Mack Erickson 231-564-2202

**Clam Lake Township:** Cindy Warda 231-775-5401 Ext 6, (Office hours vary, please call)

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

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

Robert Hall/Ben Townsend 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

**Colfax, Greenwood and Henderson Townships:** No Zoning

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

**City of Cadillac Building Department:** 231-775-0181 Ext 105

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

**City of Manton Building Official:** Mack Erickson 231-564-2202

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

**Village of Buckley:** Dennis Kuhn Sr. 231-269-3555

**Village of Harrietta:** No Zoning

### RESCHECK WEBSITE DIRECTIONS:

1. Go to: [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck)
2. On the left side bar, Choose Software and Web tools
3. Choose REScheck-Web (Should be in red color writing) under Residential Code Compliance
4. Click on Start REScheck-Web!
5. Choose CODE: 2012 IECC
6. Fill out all information required and print at the end (Should show a specific % better than code)
7. Please note: Blower door test will be required



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### GENERAL PROCEDURES OF EXAMINATION AND BUILDING PERMIT APPROVAL

**If a residential one-story detached accessory structure is under 200 square feet and less than 10 feet high, no building permit is required. Zoning approved is still required.**

Wexford County does have an address ordinance. We do not assign addresses to vacant property. Please see our address ordinance for what qualifies for an address. Address applications are submitted to the Building Department and must be submitted with all required documents upon application. Your address will be issued to you with your building permit. There is a \$10.00 address application fee.

Before construction of a building or structure is commenced, an owner or owner's representative must file an application for permit in writing on the form provided by the Wexford County Building Department.

The application must be accompanied by:

- Payment of the fee in accordance with the Wexford County Building Department Fee Schedule
- Full and complete plans and specifications drawn to scale with sufficient clarity and detail dimensions to show the nature and character of the work to be performed
- Plans/drawings must be drawn to scale
- Sealed drawings by an architect or engineer are required for: (in accordance with the code rules and the Michigan Occupational Code, Act No. 299 of the Public Acts of 1980):
  1. All Commercial Buildings
  2. All single family residences of 3,500 square feet or larger
  3. Structures over 12' sidewall height

#### **Section 114.0- Professional Architectural and Engineering Services**

**114.1. General:** (Amended) The construction documents for new construction, alteration, repair, expansion, addition, or modification for buildings or structures shall be prepared by or under the direct supervision of an architect or professional engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, being 339.101 et seq. of the Michigan Compiled Laws, and known as the occupational code. The construction documents shall include the name and address of the architect or professional engineer and shall bear that architect's or professional engineer's original signature, seal, and date. Exceptions are as follows:

- (a) Alterations determined by the building official to be of a minor nature.

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(b) This section shall not apply to work completed by a governmental subdivision or state agency costing less than \$15,000.00 or to a building of use group R-3 or R-4 containing not more than 3,500 square feet of calculated floor area.

A site plan showing to scale the size and location of the structure or building and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades.

**Public works exemption.** (The requirement of submitting documents sealed by a licensed architect, engineer or surveyor) does not apply to a public work for which the contemplated expenditure for the completed project is less than \$15,000.00. MCL 339.2011(2)

**Commercial site plan.** The building official is authorized to waive or modify the requirements for a site plan when the application for permit is for alteration or repair or when otherwise warranted. MBC 106.2.

**Persons exempted.** Sec 2012.(1)(a) A professional engineer employed by a railroad or other interstate corporation, whose employment and practice is confined to the property of the corporation; (b) A designer of a manufactured product, if the manufacturer of the product assumes responsibility for the quality of the product; (c) An owner doing architectural, engineering, or surveying work upon or in connection with the construction of a building on the owner's property for the owner's own use to which employees and the public are not generally to have access; (d) A person not licensed under this article who is planning, designing, or directing the construction of a detached 1- and 2-family residence building not exceeding 3,500 square feet in calculated floor area; (However, there is no exemption for a licensed adult foster care home) MCL 339.2012(1)

**“Calculated floor area”** (For determining the 3,500 sq ft exemption) means that portion of the total gross area measured to the outside surfaces of exterior walls intended to be habitable space. “Habitable space” means space in a building used for living, sleeping, eating, or cooking. Habitable space does not include a heater or utility room, a crawl space, a basement, an attic, a garage, an open porch, a balcony, a terrace, a court, a deck, a bathroom, a toilet room, a closet, a hallway, a storage space, and other similar spaces not used for living, sleeping, eating, or cooking. MCL 339.2012(2)

Plans are reviewed for compliance by the registered plan reviewer for the enforcing agency. Where deficiencies in the plans are identified, written notice is provided to the applicant and corrections are requested before the plans are approved. Where minor discrepancies are identified, compliance may be cited by the code official as a condition of the approval.

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If the proposed plan conforms to the requirements of the code and all other applicable laws, the code official shall initial, date, and stamp the plans "approved."

If the plans do not conform to the code, and other applicable laws, the application shall be rejected in writing, with an explanation of the reasons for the rejection.

Applications must be granted, in whole or in part, within 10 days of receipt of the completed application. When the structure or building is of an unusual design or unusually complicated, action must be taken within 15 days of receipt of the completed application.

Upon approval of the application for permit, the code official shall cause the permit to be issued identifying the use classification and building type.

**Appeals.** An alleged code violation may be appealed if you believe a decision or interpretation made by an inspector is in error. You may also appeal the determination in regard to a product you feel meets or exceeds the intent of the code. Applications for a Construction Board of Appeals meeting may be obtained from the Wexford County Building Department. After the application is submitted with the proper fee, a meeting will be scheduled and all parties notified.

If construction is a log home or a permanent wood foundation, it will need to be designed. Please set up an appointment to discuss the project with the building inspector.

Wexford County does have an address ordinance. We do not assign addresses to vacant property. Please see our address ordinance for what qualifies for an address. Addresses are applied for through the Building Department and must be submitted with all required documents upon application. Your address will be issued to you with your building permit. There is a \$10.00 address application fee.

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### GENERAL INSPECTION INFORMATION

It is the permit holders' responsibility to call for inspections prior to the construction being covered. Three inspections are typical on most structures.

Inspections shall be performed periodically during and upon completion of the work for which the permit is issued. Inspections should be conducted to assure compliance with the code, all applicable construction standards, and conditions upon which the permit was issued.

#### Foundation Inspection

Footing inspection- Prior to placing concrete in piers, trenches and framework.

Backfill Inspection- Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

#### Rough Inspection

The rough frame inspection is to be made after the roof, all framing, firestopping, bracing, rough electrical, mechanical, and plumbing rough installations are in place, inspected and approved, and before the insulation is installed.

#### Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

The following must be completed prior to calling for a final inspection.

1. Driveway installed and completed to the specifications from the County Road Commission..
2. Electrical, mechanical, and plumbing inspections finalized and approved
3. Blower door test completed, passed, and results emailed to the Building Department (Dwellings and BOCA Modular)
4. Address posted at the road/end of driveway
5. Energy compliance sticker posted inside the electrical panel (may obtain this sticker from the Building Department)
6. Hand and guard rails up where needed
7. Smoke and carbon monoxide alarms installed and working

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Manufactured HUD Homes:

- Fire extinguisher (visible for inspection)
- HUD 309 form completed by qualified inspector and sent to the Building Dept (New manufactured HUD homes)

Violations identified during the course of inspections shall be reported in writing to the permit holder. All violations shall be identified with a reference to the code provision cited in violation. Where minor violations are cited, the notice may be made verbally to the permit holder.

Compliance with the code resolving the violation must be achieved prior to granting an approval.

### **Certificate of Occupancy**

#### **Temporary Certificate of Occupancy**

Upon written request of a holder of a building permit, the enforcing agency may issue a temporary certificate of use and occupancy for a building or structure, or part thereof, before the entire work covered by the building permit has been completed, if the parts of the building or structure to be covered by the certificate may be occupied before completion of all the work in accordance with the permit, the code and other applicable laws and ordinances, without endangering the health or safety of the occupants or users. There is a \$100.00 fee for a temporary certificate of occupancy. They do expire after 3 months of issuance.

#### **Certificate of Occupancy**

Final inspections are conducted when notification from the permit holder is received that the construction is completed under the permit. Upon inspection, when compliance is noted, the code official shall provide written notice of the approval.

When all construction permits have received a final approval and the construction is entitled to a certificate of occupancy as provided by the State Construction Code Act, a certificate of occupancy shall be issued by the enforcing agency.

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### GENERAL CODE INFORMATION

It SHALL be the duty of the permit holder or their agent to notify the building department that work is ready for an inspection. It SHALL be the duty of the person requesting an inspection to provide access to the project.

#### Foundations

The final grade must fall away from the foundation a minimum of 6 inches within the first ten feet.

Minimum depth of the footing must be 42 inches below final grade.

Concrete and masonry foundation walls shall extend above the finished grade adjacent to the foundation at all points a minimum of 4 inches where masonry veneer is used and a minimum of 6 inches elsewhere.

A minimum of 1 square foot per 150 square feet of floor space is required for crawlspace ventilation. Must be placed within 3 feet of each corner.

Access to a crawlspace through a floor must be a minimum of 18" x 24". Access through a wall must be a minimum of 16" x 24".

#### Rough Frame

Before a framing inspection is called for the plumbing, mechanical, and electrical inspection must be completed and approved. If these inspections are not done or the framing is not completed, then an additional inspection is necessary a re-inspection fee may be accessed.

Sill Plate Anchorage- Maximum of 6' on center, minimum of 2 bolts per plate, not more than 12" from the end of each plate, a minimum of ½" diameter and a minimum of 7" into the concrete.

Jack post shall be restrained to prevent lateral displacement. Wood columns shall not be less in nominal size than 4" x 4" and steel columns shall not be less than 3" diameter pipe or approved equivalent.

Weather resistive sheathing paper is required on the exterior, gables are included.

Engineered wood products "cuts, notches and holes in laminated veneer lumber glue lam beams or I-joists are not permitted unless the effect of such penetrations are specifically considered in the design of the member."

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Truss design drawing must be provided to the building official. Truss and rafters must be designed to a 60 PSF ground snow load in Wexford County.

Alterations to trusses is not allowed without approval of a registered design professional.

The total new ventilated area of the roof shall not be less than 1 to 150 of the area of the space to be ventilated.

Access to the attic must be a minimum of 22" by 30" and shall be located in a hallway or other readily accessible location.

Ice protection is required.

Bathrooms must have a 3 square foot window or mechanical means of ventilation.

Lighting is required at all interior and exterior stairways.

Tempered glass is required in doors and enclosures for hot tubs, whirlpools, saunas, steamrooms, bathtubs and showers. A wall enclosing these compartments where the bottom edge of the glazing is less than 60" measured vertically above any standing or walking surface.

Garages shall be separated by ½" gypsum board applied to the garage side. Garages beneath habitable space shall be separated from all habitable above by not less than 5/8" type "X" gypsum board or its equivalent. Steel doors not less than 1 3/8" thick or 20 minute fire rated doors are required between habitable space and a garage. The floor of a garage must slope to the door or to a drain.

Basements with habitable space and every sleeping room shall have at least one operable emergency escape and rescue opening. Egress is required in each sleeping room. The sill height cannot be more than 44" above the floor. A net clear opening of 5.7 square feet is required. Grade floor openings require a minimum of 5 square feet. The minimum opening height is 24", and the minimum opening width is 20".

A ladder or steps are required in window wells with a vertical depth greater than 44". These need to be permanently affixed and usable with the window in the fully open position. Ladder rungs shall have an inside width of at least 12" and shall project at least 3" from the wall and not spaced more than 18" on center vertically for the full height of the window well.

Hallways must be a minimum of at least 3' in width.

Stairways must be at least 3' in width and a minimum of at least 6'8" in height. The maximum riser height of steps is 8 ¼" and the minimum tread depth is 9".

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Every landing shall have a minimum dimension of 36” measured in the direction of travel. The width of the landing cannot be less than the width of the stairway.

Handrails are required on each stairway with four or more risers. The height of the handrail must be no less than 34” and no more than 38”.

Guards are required at raised surfaces located more than 30” above the floor or grade below. Guards must be a minimum of 36” in height on decks and landings and a minimum of 34” on a stairway. The openings cannot allow the passage of a sphere 4” or more in diameter.

Smoke alarms are required in each sleeping room, outside each sleeping room, and in the vicinity of the bedrooms. One is required on each floor including the basement.

Address is required to be posted out by the road/end of driveway.

### **Final Inspections**

A final inspection will not be performed until all other inspections have been completed and approved. Make sure all items are completed and ready for a final inspection to avoid the possibility of a reinspection fee. If you are unsure or have any questions, please call the Wexford County Building Department at 231-779-9465.

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.
2. Electrical, mechanical, and plumbing inspections finalized and approved
3. Blower door test completed, passed, and results emailed to the Building Department (Dwellings and BOCA Modular)
4. Address posted at the road/end of driveway
5. Energy compliance sticker posted inside the electrical panel (may obtain this sticker from the Building Department)
6. Hand and guard rails up where needed
7. Smoke and carbon monoxide alarms installed and working

Manufactured HUD Homes:

-Fire extinguisher (visible for inspection)

-HUD 309 form completed by qualified inspector and sent to the Building Dept (New manufactured HUD homes)



## 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  
**CHAD KANOUSE**  
Electrical Inspector  
**MATTHEW SCHNEIDER**  
Mechanical Inspector  
**DANIEL BEAN**  
Plumbing Inspector

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### **Expired, Revoked or Canceled Building Permits**

Pursuant to PA 230 of 1972 125.1511 Sec. 11 (2) The enforcing agency may suspend, revoke or cancel a building permit in case of failure or neglect to comply with the provisions of this act or the code, or upon a finding by it that a false statement or representation has been made in the application for the building permit.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

When an application for extended building permit is received, the Wexford County Building Department will contact the applicant to set up inspections to determine the project status. Depending upon the job status, necessary permits and associated fees will be determined on an individual basis. Extensions beyond 18 months are at the discretion of the County Building Official.