

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

Residential Dwelling Building Permit Requirements

(Over 3,500 sq ft OR commercial buildings - require sealed/stamped drawings by an architect/engineer)

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 *(Septic permits not required if location served by public sewer; well permits not required if location served by public water)*
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, Greenwood and Henderson Townships- No Zoning
 - Wexford, Hanover, Liberty, Springville, Antioch, Slagle, Boon, Selma, South Branch, Cherry Grove Townships- (Wexford Joint Planning Commission) Bob Hall, 231-775-1138 Ext 6, Weds: 8-5, Thurs: 8-12, Fri: 8-12 @ Cherry Grove Twp 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 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.
5. **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).
6. **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 *(Page 5 of building permit application)*
 - e. Truss specifications (Min. 60 lb. Ground Snow Load in Wexford County)
7. Completed **Energy Code Form:** may be obtained at:
<https://energycode.pnl.gov/REScheckWeb/#/my-projects> or Hoitenga Insulation, Inc
8. 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 Homeowners Affidavit form
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
11. **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)*