

# MOBILE HOME PARK CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_  
(job location)

Owner's Name \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted. Missing information may delay the processing of your application. If you should have any questions, please contact the BUILDING DEPARTMENT at (269)629-0600 or 800-627-2801 before mailing your application.

1. PARK MANAGER'S APPROVING SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_
2. BLUE PRINTS or DRAWINGS - Include blocking diagram, all tie downs, and stair details at each exit from dwelling. Three (3) complete sets of drawings are required with any permit.
3. A licensed mobile home installer may apply for all permits if they are connecting to existing equipment. Any new installation requires that a contractor licensed in the specific trade obtain the trade permit.
4. OTHER PERMITS REQUIRED are:  Electrical  Mechanical  Plumbing
5. This section must be completed by the MOBILE HOME INSTALLER:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

LICENSE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 12:00 and 1:00pm to 5:00pm, Monday through Friday.  
PHONE at 269-629-0600 or 800-627-2801; by MAIL at 200 N Lake St; Cadillac MI 49601; or by FAX at 231-775-8755.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# RESIDENTIAL APPLICATION CHECKLIST – (Return with Application)

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1. **ZONING APPROVAL DOCUMENTATION** \*See last page\*
- \_\_\_\_\_ 2. **LOT DIAGRAM** on back of first page of application. (Required for **ALL** applications – NEW HOMES, ADDITIONS, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES)
- \_\_\_\_\_ 3. **BLUE PRINTS OR DRAWINGS** - Provide (2 Sets) of complete drawings. If over 3500 sq. ft. you will need signed and sealed plans by an Architect or Engineer.
- \_\_\_\_\_ 4. **MICHIGAN UNIFORM ENERGY CODE COMPLIANCE** – for all projects, documentation must be provided demonstrating compliance with the energy code. (Use MUEC Compliance Worksheet)
- \_\_\_\_\_ 5. **ROOF LOADING DATA SHEET** – for all projects, documentation must be provided demonstrating compliance. (Alternate for trusses: provide sealed truss plans and layout).
- \_\_\_\_\_ 6. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED.**
- \_\_\_\_\_ 7. **PROPERTY TAX I.D. NUMBER**
- \_\_\_\_\_ 8. **SANITATION & WATER SUPPLY PERMITS** (County Health Department and/or Sewer & Water Authority)\*
- \_\_\_\_\_ 9. **DRIVEWAY/SIDEWALK PERMIT** – County Road Commission, MDOT, City or Village \*
- \_\_\_\_\_ 10. Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO** **If YES a SOIL EROSION PERMIT IS REQUIRED.**
- \_\_\_\_\_ 11. Is property located in wetlands, floodplain or critical dune area? **YES / NO**  
No building permit may be issues if in a flood plain without DEQ\* and/or DNR\* approval.
- \_\_\_\_\_ 12. Is this residence located in the Cadillac Historic District? **YES / NO**
- \_\_\_\_\_ 12. **OTHER PERMITS EVENTUALLY NECESSARY:**  
\_\_\_\_ Electrical \_\_\_\_ Mechanical \_\_\_\_ Plumbing \_\_\_\_ Sign \_\_\_\_ Historic District  
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

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**BUILDING DEPARTMENT OFFICE HOURS** are 8:00 am to 12:00 and 1:00pm to 5:00pm, Monday through Friday. **PHONE** at 269-629-0600 or 800-627-2801; by **MAIL** at 200 N Lake St; Cadillac MI 49601; or by **FAX** at 231-775-8755.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Blue prints and drawings must contain sufficient detail to perform a plan review to determine compliance with the State Building Codes. Plans for additions or new homes must include the following:**

- Wall section/cross section drawing showing material dimensions and specifications from the footing to the ridge of the structure.
- A floor plan that provides:
  - Building dimensions
  - Room names and dimensions
  - Window and door locations with header sizes
  - Stairway locations with riser and tread information (interior and exterior)
  - Plumbing fixture locations
  - Smoke detector and carbon monoxide detector locations
  - Attic access/crawl space access locations and sizes
- A foundation plan that illustrates:
  - Footing sizes, locations and reinforcing steel (horizontal and vertical)
  - Wall material, thickness and reinforcing steel (horizontal and vertical)
  - Bearing pad locations, sizes and steel
  - Sump location (if required)
  - Concrete encased grounding system location
  - Basements: Show emergency escape (window well or grade door) location
- Elevations (views) of all four sides of the structure that:
  - Shows views from ridge to bottom of footing, with finish grade lines
  - Provides floor locations (dotted lines)
  - Shows window and door locations
  - Provides sill heights above the floor for all windows
  - Shows any attached decks or porches as they apply

**Plans for interior or exterior alterations to existing structures must show before and after details incorporating the above plan requirements as they apply.**

**SANITATION  
PERMIT (7)  
(Septic & Well)**

District Health Department #10  
521 Cobb Street  
Cadillac, MI 49601  
Phone: (231) 779-9942

**DRIVEWAY  
PERMIT (8)**

City of Cadillac  
200 N. Lake Street  
Cadillac, MI 49601  
Phone: (231) 775-0181

**SOIL EROSION  
PERMIT (9)**

City of Cadillac  
200 N. Lake Street  
Cadillac, MI 49601  
Phone: (231) 775-0181

**PLEASE CALL THE OFFICE SHOULD YOU REQUIRE FURTHER  
ASSISTANCE IN COMPLETING APPLICATIONS.**



# BUILDING PERMIT SECOND PAGE

## LOT DIAGRAM

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

Engineer/Architect: _____ Phone ( _____ ) _____
Address: _____

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information**

Name	Phone # (    )    Fax (    )	
E-mail address	Cell # (    )	
Address:	City, State, Zip Code	
Federal ID/Social Security No.	MESC Employer No.	
License No.	Exp Date	Worker's Compensation Carrier
If exempt from any of the above, explain here:		

***Section 23a 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 the State relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.***

**Homeowner's Affidavit and Signature**

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Agent/Contractor's Affidavit and Signature**

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Code: BUILDING PERMIT**



**Site Plans with City Approval are needed Prior to getting a Building Permit and site Plans are also required for small accessory structures that do not require a Building Permit**

1. Site plans must be readable and to scale. The scale should be noted on the plan drawing. A directional arrow pointing north. The property owner's name, address, phone number and builders information.
2. Basic site plans may be drawn by the applicant or applicant's representative. Site plans submitted for comprehensive development projects, such as planned unit developments and subdivisions, may require the seal of a professional architect, landscape architect or engineer.
3. Basic site plans must show:
  - a. Lot dimensions
  - b. Building dimensions (this includes all buildings, decks, accessory buildings, etc.)
  - c. Building heights, elevation drawing or graphic showing the front and sides
  - d. Setbacks from front, side and rear lot lines
  - e. Existing and proposed easements (type of easement and dimensions)Where applicable, plans must also show:
  - f. Fence type, location and height
  - g. Accessory structures and sheds over 144 square feet and or over 14 feet in height require a building permit. Electrical permits are required even when building permits are not.
  - h. Driveways and parking areas (locations, dimensions and setbacks from property lines)
  - i. Existing and planned greenbelts and buffers
  - j. Signs (locations, sizes and setbacks from property lines)
  - k. Water and sanitary sewer lines (type and locations)
  - l. Additional information as required by the Cadillac Zoning Ordinance. In all cases, plans must contain the information needed to make a determination of compliance with the Cadillac Zoning Ordinance. If you are uncertain of your zoning classification and setback requirements we will gladly provide this information.
5. A survey prepared by a Professional Surveyor licensed in the State of Michigan may be required in cases where lot lines, required setbacks, shoreline locations, easements, proposed fence locations and other features or information are not discernible or are imprecise. The Zoning Administrator may make a determination of compliance with the Cadillac Zoning Ordinance.
6. Plans must be signed and dated. Two copies of a site plan are required.

Processing Time - The normal processing time for site plans is one (1) to two (2) business days. The processing time for plans requiring review by the Planning Commission or Zoning Board of Appeals is commensurate with the monthly meeting schedules of the Commission and Board. Contact the Community Development Department at 231-775-0181 Extension 102 (Mike Coy) or 101 (John Wallace) with any questions you may have.



Permit Number: _____
Date Received: _____
Structure Type: _____
Payment: _____

**MOVING PERMIT**

The City of Cadillac requires approval for the transfer of any structure over 13 feet 6 inches high or 8 feet 8 inches wide. Applicants are required to file this application at least 7 business days prior to moving a structure. Base fee for this permit is \$25.00 but may vary depending on size of the structure.

_____	_____
Applicant Name	Email Address
_____	_____
Application Phone Number	Applicant Address
_____	_____
Current location of structure (If located in City limits)	Location structure is moving to
Proposed route to move structure to final destination: _____	
_____	

Clearances have been provided for the following utilities: Cable \_\_\_ Light \_\_\_ Telephone \_\_\_ Gas \_\_\_ Water \_\_\_

**YES / NO** Is your structure less than 300 square feet? **If YES, fee is waived.**

**SIZE:** Height \_\_\_\_\_ Ft \_\_\_\_\_ In Width \_\_\_\_\_ Ft \_\_\_\_\_ In

Date to be move \_\_\_\_\_ Time \_\_\_\_\_ Alternate date \_\_\_\_\_ Time \_\_\_\_\_

The City of Cadillac understands that delivery dates and times often change. Please confirm the date with City staff **at least 24 hours prior to delivery at [permits@cadillac-mi.net](mailto:permits@cadillac-mi.net) or (231)775-0181 ext. 105.**

Applicant understands that if an escort is required, additional costs may be added to the cost of this application, as outlined below. Applicant agrees that if any work is started without a permit, twice the normal permit fee may be charged to cover administrative costs, with a minimum increase of \$100.00. Applicant must file proof of liability insurance with completed operations and projects issue to the City with a minimum of:

- \$100,000 for one person OR \$300,000 for more than one person
- \$15,000 for property damage to cover any work in the street right-of-way.

A ten-day cancellation clause to the City of Cadillac must be included.

_____	_____
Applicant Signature	Date
*****	

**INTERNAL USE ONLY**

_____ Engineering Approval	License Fee: _____
_____ Public Works Dept. Approval	Date Paid: _____
_____ Utilities Dept. Approval	
_____ Police Dept. Approval	

ESCORT FEES are deemed necessary by the Cadillac Police Department: \$94.60/hour for 2 men and 2 cars.

Estimated Time: \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Date \_\_\_\_\_