

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 (231)775-0181 or email at permits@cadillac-mi.net 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; by MAIL at 200 N Lake St; Cadillac MI 49601 or email to permits@cadillac-mi.net.

Signed: _____

Date: _____

Date: ____/____/____

BUILDING DEPARTMENT APPLICATION

PERMIT # _____

CITY OF CADILLAC
BUILDING DEPT.
200 N. Lake St
Cadillac, MI 49601
231-775-0181
permits@cadillac-mi.net
Inspections 269.629.0600

Job Address: _____ Property Tax ID: _____

Zoning District: _____ Owner Name: _____

Use Group: _____ Phone Number: _____

Type of Construction: _____ Address: _____

Contractor Name: _____ Phone Number: _____ Email: _____

No. Floors _____ Basic Dimensions: _____ Ft. x _____ Ft.

Total Cost \$ _____ By _____

Building Official

- | | | | | |
|---|--|--|--|-------------------------------------|
| ☐ Residential | ☐ Commercial | ☐ Deck | ☐ New Building | ☐ Re-Roofing |
| ☐ Manufactured Homes | ☐ Addition | ☐ Alteration | ☐ Attached Garage | ☐ Demolition |
| ☐ Accessory Bldg. | ☐ Foundation Only | ☐ Fence Over 7ft Tall | | |

Other _____

_____ Sq Ft. Accessory Bldg. _____ Sq Ft. Main Floor _____ Sq Ft. Second Floor _____ Sq Ft. Basement

_____ Sq Ft. Attached Garage _____ Sq Ft. Unfinished Basement _____ Roof Height

(Attached garage requires fire separation)

Construction documents must be sealed by an architect engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

Engineer/Architect: _____ Phone: _____

Address: _____ Email: _____

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

Name		Phone Number ()	
E-mail address		Cell Phone Number ()	
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, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE

Building Permit Application

DATE

Lot Diagram

**CITY OF CADILLAC
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200 N. Lake St
Cadillac, MI 49601
231-775-0181
permits@cadillac-mi.net
Inspections 269.629.0600**

Owner: _____ Job Address: _____

Address: _____

Tax ID: _____

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

A blank sheet of graph paper featuring a uniform grid of 20 columns and 20 rows. The grid consists of thin black lines forming small squares across the entire page. There are no margins, text, or other markings present.

SIGNATURE

DATE _____

SITE PLAN REVIEW CHECKLIST

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#	✓	Item
1		Complete and signed application.
2		Legal description of the site. The legal description may be placed on the plan or attached separately. An electric WORD version of the description must be provided.
3		Plan date.
4		North arrow.
5		Plan scale. The scale and dimensions must be such that all information is fully legible.
6		Site location map (insert map).
7		Name, address, and telephone number of the property owner and applicant (if not the property owner).
8		Name, address, email address and telephone number of the person or firm responsible for plan preparation.
9		Site plan elements – site features detailing location and dimensions: a) Site area in square feet and acres b) Open space in square feet c) Lot lines d) Buildings and building setbacks – existing and proposed e) Spacing between structures f) Parking areas, parking lot setbacks, and surface composition g) Number of parking spaces h) Typical parking space size i) Curb cuts openings – size and curb radii j) Drives k) Sidewalks/paths l) Adjacent street right-of-way m) Housing Units by size and type n) Utilities – location, type and size o) Dumpsters/trash disposal – location and shielding p) Natural features – wetlands, floodplains, etc. q) Zone classifications of property r) Other site Elements
10		Landscape plan depicting the type, location, and size of existing and proposed landscape and irrigation.
11		Building elevations with dimensions.
12		Fences or screening, if applicable. Indicate the type, location, and size.
13		Surface (storm) water management facilities.
14		Signs – location, type, and size.
15		Project phases and timing.

***Notes:**

- Depending on the scope of a project, certain requirements may be waived by the Zoning Administrator.
- Additional project information may be required if needed to determine compliance with the standards of the ordinance. Examples include, but are not limited to, site topography, traffic impact assessments, utility assessments, and market information.
- Required Coordinate System: As required by the City, deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).

CHECKLISTS

MUST BE COMPLETED AND RETURNED WITH PERMIT APPLICATION

BEFORE THE PERMIT CAN BE ISSUED

**CITY OF CADILLAC
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Cadillac, MI 49601
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RESIDENTIAL CONSTRUCTION

- ____ Completed building permit application
- ____ 2 Full sets of plans (plus 1 digital set)
- ____ Energy Code Compliance Worksheet
(available on the website)
- ____ Site Plan / Lot Diagram
- ____ Driveway Permit
- ____ Water & Sewer or Well & Septic Permit
- ____ Soil Erosion Permit if within 500 ft of water
- ____ Proof of Ownership
- ____ Zoning Approval
- ____ Is this property located in the Cadillac Historic District? YES/NO
- ____ Is property located in wetlands, floodplain, or critical dune area? YES/NO
 - No building permit may be issued if in a flood plain without EGLE and/or DNR Approval

COMMERCIAL CONSTRUCTION

- ____ Completed Building Permit Application
- ____ 2 sets of Plans (plus 1 Digital Set)
 - MUST BE SEALED BY DESIGN PROFESSIONAL
- ____ Energy Compliance Worksheet
- ____ Site Plan / Lot Diagram
- ____ Driveway Permit
- ____ Water & Sewer or Well & Septic Permit
- ____ Soil Erosion Permit with 500 ft of water
- ____ Proof of Ownership
- ____ Zoning Approval
- ____ Is property located in wetlands, floodplain, or critical dune area? YES/NO
 - No building permit may be issued if in a flood plain without EGLE and/or DNR Approval

PLEASE COMPLETE ALL SECONDARY LISTS BELOW THAT APPLY TO THE PROJECT

DEMOLITION

- ____ Proof of disconnects for all utilities
- ____ Regulated/controlled materials (i.e. contaminated materials, asbestos, underground storage tanks, etc.) are present on site YES/NO
 - If YES, appropriate authorities must be contacted and a report of disposal of materials provided.

RE-ROOFING

- ____ Description of work to be performed that includes but not limited to: roof covering materials, number of layers, decking, roof venting, flashing, other structural/construction, ETC.
- ____ Approved Historic District Permit (if applicable)

DETACHED GARAGE/ACCESSORY STRUCTURE

- ____ Trade permit applications (if applicable)
- ____ Exterior elevation
- ____ Floor Plan
- ____ Cross Section
- ____ Engineered Truss Diagram
- ____ Moving permit application (if applicable)

SIGNS

- ____ Completed electrical permit application (if illuminated)
- ____ Foundation (free standing signs or monuments)
- ____ Stamped drawings with sufficient details for a plan review
- ____ Approved sign permit application

MANUFACTURED HOME STATE APPROVED

- ____ (a) statement that the work to be performed under the permit is to include the installation of a certified premanufactured unit or building component in accordance with the provisions of the act which statement shall be signed by the applicant or his/her agent, with an appropriate address
- ____ (b) a copy of the approved building system with respect to which the premanufactured unit or building component was manufactured or is to be manufactured if one has not been furnished to that local enforcement agency previously.
- ____ (c) a copy of the building system approval report, where it has not been furnished to that local enforcement agency previously.

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FOUNDATION ONLY

- ____ Foundation Plan

MANUFACTURED HOME HUD APPROVED

- ____ HUD approved installation instructions
- ____ Moving Permit
- ____ Mobile home checklist
- ____ Trade permit applications

FENCE OVER 7 FEET TALL

- ____ Details that include footing and fence construction
- ____ Approved fence permit application

SOLAR PANELS

- ____ Drawings for ground & roof mounted systems
- ____ Completed electrical permit application
- ____ Manufacturer's installation instructions
- ____ Utility inter-connection agreement

DECK

- ____ Floor plan
- ____ Elevation (side view)
- ____ Cross section (footing to top of structure)
- ____ Connection detail (post to girder)

***Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Including all wall sections/cross-sections, drawings showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufacturer members (roof trusses, laminated beams, etc.) require sealed drawings from manufacturers.**

SANITATION

PERMIT

(Septic & Well)

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

DRIVEWAY

PERMIT

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

SOIL EROSION

PERMIT

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

Print: _____ **Date:** _____

Signature: _____



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 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
____ Public Works Dept. Approval
____ Utilities Dept. Approval
____ Police Dept. Approval

License Fee: _____
Date Paid: _____

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

Estimated Time: _____ Deposit Amount _____ Date _____