Guide To Development Documents

Residential

What Is This Guide For?

This guide is intended for all single and two-family residential projects within the City of Cadillac.

You may find this guide useful if you intend to:

- Construct a new home
- Construct an addition to a home
- Make alterations to a home that involve structural, mechanical,
 Electrical, or plumbing improvements.
- Alter an existing curb cut
- Add an accessory building or structure

This guide will walk you through how to obtain the required permits before you begin your project.



Why Do I Need A Permit?



Permits from the City of Cadillac are needed to make sure your project is in conformance with the city's zoning ordinance, building code, and fire code. All of the city's codes and ordinances have been adopted for the safety and general welfare of not only the residents of a home but all to all who may visit.

Submission of any type of permit application can be made at the City of Cadillac Administrative Offices at 200 N. Lake Street, Cadillac, MI 9601.

1. Applying for A Residential Building Permit

Go to the following link http://www.cadillac-mi.net/155/Applications-Permits on the city's website and print the Residential Building Permit Application & Checklist (it is listed under Construction Applications). Complete the application and submit it to the Community Development Department of the city at 200 N. Lake Street, Cadillac, MI along with two sets of the plans. The remaining steps are outlined in the flowchart on the next page. The residential building permit is used for both new home construction or home additions.

2. Applying for Individual Trade Permits

Go to the following link http://www.cadillac-mi.net/155/Applications-Permits on the city's website and print an Electrical Permit Application, Mechanical Permit Application, or Plumbing Permit Application (they are listed under Construction Applications). Complete the application and submit it to the Community Development Department of the city at 200 N. Lake Street, Cadillac, MI along with two sets of the plans. The remaining steps are outlined in the flowchart on the next page.

3. Applying For An Accessory Building Permit

If you are going to construct an accessory building of 200 square feet or greater, go to the following link http://www.cadillac-mi.net/155/Applications-Permits on the city's website and print the Accessory Building Permit Application (it is listed under Construction Applications). Complete the application and submit it to the Community Development Department of the city at 200 N. Lake Street, Cadillac, MI along with two sets of the plans. The remaining steps are outlined in the flowchart on the next page under the category Building Plans. For accessory buildings of less than 200 square feet go to the same link and print a Zoning Compliance Form and submit to the Community Development with a single copy of your plan.

4. Applying for a Curb Cut Permit

If you are going to have cut into a street curb to create a residential driveway you should go to the following link http://www.cadillac-mi.net/155/Applications-Permits and print off the Sidewalk/Driveway/Right-of-Way Construction Permit. Complete the permit form and submit to the Community Development Department at 200 N. Lake Street, Cadillac, MI along with one set of your plan. The Community Development Department will forward the application to the city's engineer and if approved will issue a permit to the applicant.

City of Cadillac **Building Permit Review Process**

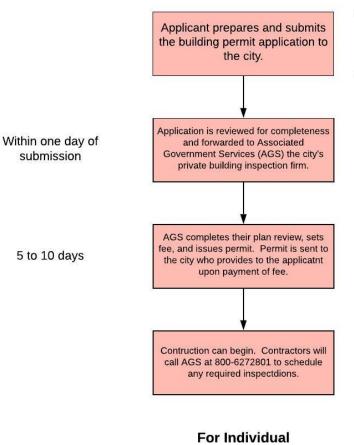
(for residential, commercial and industrial projects)

Submit to: Cindy Cornell, 200 N. Lake Street, Cadillac MI 49601.

Telephone: 231-775-0181 extension 105. Building permit

applicatons and checklists are available online at www.cadillac-mi.net All site plans must be to scale.

For Building **Plans**



Trades Applications from contractors for trade Within one day of permits such as electrical, mechanical, submission and plumbing are forwarded to AGS AGS issue the permit and sent it directly 3 - 5 days to the applicant Work can begin. Contractors will call AGS at 800-627-2801 to schedule inspections.

5. Applying for A Soil Removal & Erosion Control Application

A permit is required, according to Chapter 16 of the City Code, to move soil from one site to another or to make an earth change within 500' of a lake or stream or when disturbing more than one acre. To apply for this permit go to the link below on the city's website and download and print the form. After completing the form submit it to the city's Utility Department along with the fee identified on the form

http://www.cadillac-mi.net/DocumentCenter/View/255/Soil-Erosion-Control-Permit?bidId=

If approved, the Utilities Department will forward the application to the Community Development Department who will assign a number to the application and contact the applicant with the approved application.

6. Applying For A Historic District Permit

If you are undertaking an exterior housing project (other than painting) or building a new house in the Courthouse Hill Historic District you will be required to obtain a historic district permit. To do so go to this link http://www.cadillac-mi.net/155/Applications-Permits and download and print the historic district work application. After completing the form submit it to the zoning administrator along with the fee identified on the form. The zoning administrator will set up a meeting with the Historic Districts Commission. Once your scope of work has been approved by the Historic Districts Commission you will be issued the permit. The Courthouse Hill Historic District is shown on the map below.

