



INFORMATION SHEET ON MOVING PERMITS



ALL BUILDING OR STRUCTURES, WHILE BEING MOVED, AND ALL VEHICLES AND CONVEYANCES USED IN THE MOVING SHALL BE DISPLAY **RED LIGHTS TO THE FRONT, REAR AND EACH SIDE.** ALL STREETS, ALLEYS, SIDEWALKS AND OTHER PUBLIC GROUNDS OVER WHICH, OR ACROSS WHICH SUCH BUILDINGS OR STRUCTURES ARE BEING MOVED, SHALL BE BARRICADED, BLOCKED OR MARKED BY APPROPRIATE SIGNS WHEN NECESSARY TO PROTECT THE SAFETY AND CONVENIENCES OF THE PUBLIC. IT SHALL BE THE RESPONSIBILITY OF THE PERMITTEE TO MAKE SATISFACTORY ARRANGEMENT FOR THE PLACEMENT OF BARRICADES OR OTHER APPROPRIATE SIGNAGE.

*NO PERMITTEE WHILE MOVING ANY BUILDING OR STRUCTURE, SHALL STOP OR STAND SUCH BUILDINGS OR STRUCTURE ON ANY OF THE STREETS, ALLEYS, SIDEWALKS OR OTHER PUBLIC GROUNDS FOR MORE THAN **THIRTY MINUTES.***

APPLICANT NEEDS TO PROVIDE TO DEVELOPMENT COORDINATION OFFICE THE FOLLOWING ITEMS:

1. SUBMIT WRITTEN DOCUMENT FROM ANY AFFECTED UTILITY WHETHER IT WILL BE NECESSARY TO CUT AND MOVE, RAISE OR IN ANY WAY INTERFERE WITH ANY WIRES, CABLES OR OTHER AERIAL EQUIPMENT OF ANY PUBLIC OR MUNICIPALLY OWNED UTILITY, AND MUST STATE THE NAME OF THE PUBLIC OR MUNICIPALLY OWNED UTILITY.
2. LEGAL DESCRIPTIONS OF CURRENT AND FUTURE LOCATIONS.
3. PROPOSED MAP OF ROUTE TO BE USED IN MOVING THE STRUCTURE.
4. ADDRESSES OF CURRENT AND FUTURE LOCATIONS.
5. NAME OF MOVING COMPANY
6. MOVING PERMIT FEE OF \$75.00
7. PROOF OF LIABILITY INSURANCE WITH LIMITS OR LIABILITY OF NOT LESS THAN \$25,000.00 FOR BODILY INJURY TO ANY ONE PERSON AND \$50,000.00 FOR BODILY INJURIES IN ANY ONE ACCIDENT TO PROPERTY IN ANY ONE ACCIDENT.
8. SCHEDULE FOR MOVING OF STRUCTURES AS PROVIDED BY THE POLICE DEPARTMENT.

IF STRUCTURE IS TO BE RELOCATED WITHIN THE CITY LIMITS, THE FOLLOWING ADDITIONAL REQUIREMENTS NEED TO BE MET.

1. PAY A RELOCATION FEE OF \$125.00
2. BEFORE THE MOVING PERMIT CAN BE ISSUED, A PERMIT FOR THE FOOTING AND FOUNDATION NEEDS TO BE ISSUED AND IN PLACE. (THIS IS A SEPARATE PERMIT, MUST BE APPLIED FOR WITH SITE PLAN AND STRUCTURAL INFORMATION, AND MUST BE APPLIED FOR WITH SITE PLAN AND STRUCTURAL INFORMATION ON FOOTINGS, ETC, AND THE \$60.00 PERMIT FEE PAID).
3. UPON RELOCATION THE STRUCTURE MUST COMPLY WITH CURRENT STANDARDS FOR **NEW CONSTRUCTION:**
 - **STRUCTURAL**
 - **PLUMBING**
 - **ELECTRICAL**
 - **MECHANICAL**

(THESE INSPECTIONS MAY REQUIRE ON - SITE TESTING AT THE APPLICANT'S EXPENSE)