

## HOME RELOCATION PERMIT

**NO UTILITIES WILL BE CONNECTED UNTIL THE REQUIRED PROCEDURE AND PERMITS HAVE BEEN ISSUED, INSPECTED AND FINALIZED**

**NOTE: APPLICANT MUST CALL FOR INSPECTIONS WHEN READY**

Definitions: **Relocated Home:** One that has been moved from one location to another location. All utilities need to be connected before occupying the residence. Permits and inspections are required.

According to the City Zoning Ordinance, no person shall move any building over, along or across any public way, street or alley without first obtaining a permit from the building official. Permits shall be issued only to licensed building movers. The building official or his designated representative shall inspect all buildings prior to moving same into or within the City. The building official may refuse to issue a permit for the moving of any building which, in his opinion, is likely to cause serious bodily injury or harm to any person, or serious property damage to any public streets or improvements, or if the cost of repairs to the building in order to comply with the building plumbing, electrical and heating and air conditioning codes of the City exceeds fifty percent (50%) of the then physical value of the building. No permit shall be issued to move a building that has been condemned by the Council to be relocated to another site within the City.

A licensed building mover is required to apply for the relocation permit, stating the route to be followed during the move. This must be approved by all affected agencies, and emergency rescue. If the relocation is to remain within this City, he (building mover) must apply for the foundation permit. Both permits will be issued together for the relocation of the residence.

Applicants requesting a permit for a **relocated single-family residence** will need the following:

1. **Relocation/Foundation Permit (\$40.00) NEED PLOT PLAN, PROPOSED CERTIFICATE OF ELEVATION AND A FOUNDATION PLAN:** If an individual sewer treatment plant is to be installed, a permit is required from the Board of Health. A foundation inspection is required before any concrete is poured. Pier construction will require two inspections; one for the pier footing and one for the structure on the piers. Inspection will also check the building line setbacks for compliance. When ready for inspection, call 446-7208 with your permit number and address. Address must be posted. The Board of Health will need to have inspected the sewer treatment if one was needed.

**When use of public streets or roads is required there shall be a charge of \$100.00 per day/per load minimum when in transit from starting location to final location.**

2. Name of owner of property, lot or tract number, street, subdivision or physical address. Once the residence has been blocked up on the proposed site, an occupancy permit must be obtained. The professional must furnish the inspection division a **Official Certificate of Elevation** before getting a final approval of the foundation.

After getting final approval on the foundation, you will need a remodeling permit to allow your electrical and plumbing contractors to get the necessary permits to connect the residence to utilities and sewer. The licensed professional contractors will call in for their inspections when ready. Any homeowner permits; the homeowner must call in for inspections. After all final inspections have been made and approved; utilities will be notified to connect service.