

**Moving Permit
Check List**

Applicant: _____ **Moving Permit #** _____
Building Moved From: _____
Building Moved To: _____
Moving Contractor: _____

Yes No NA

Moving Permit Application

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traditional Structure Moved Into, Within or Out-Notice must be published, mailed to property owners within 350' and posted on property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Manufactured/Mobile Home Moved Into or Within-Cannot be manufactured more than 25 years prior to the year of application. Council approval required. Moving Manufactured/Mobile Home Out-permit issued by Zoning Administrator. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate signed by City Building Official that structure meets State Building Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PIN, address and legal description of property building is being moved from. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PIN, address and legal description of property building is being moved to. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SITE plan showing proposed location of building on property being moved to, proposed grade and elevation as it relates to adjacent lots, proposed elevation of the first floor and finished height of the building, and drainage and fill requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photos showing all sides of the building or structure, proposed building location and all adjacent lots and structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | List of highways, streets, and other property over which building is to be moved. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Moving date and hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evidence all taxes, assessments and other charges against lots, from which and to which, building is to be moved are currently paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evidence showing applicant is owner of building and entitled to move building or signed statement from owner allowing the move. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Moving Permit fee paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | City Building Official inspection fee paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bond or certified check from property owner payable to the City to ensure that City is reimbursed for cost of removing and replacing electric wires, street lamps and poles belonging to City, structure is properly moved from former property, structure is properly located on proposed property and attached to the foundation, and all work is performed in compliance with the permit, State Building Code and City Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, address and telephone number of building mover. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other additional information requested by City. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Estimated market value of building to be moved \$_____. Must be worth a minimum of 50% of cost of similar new building. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does building conform to general character of, types of architecture within and use of district. |

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- Is building compatible with houses in new neighborhood with respect to height, age, style, condition and design?
- Would move result in reduced values of existing houses?
- Is building more than 10 years older than oldest building situated on a lot adjacent to proposed location?

Supplemental Information (Must be received at least 10 business days before move)

- Confirmation of moving date and hours.
- Copy of building mover's state license and insurance certificate showing mover has current insurance coverage required by state law.
- Signed statement from applicant or contractor agreeing to fence or secure foundation at original building location, fill the foundation cavity and keep area safe and clean if location is in City.
- Signed statement from applicant or contractor agreeing to properly abandon and seal wells, fill or remove septic tanks and properly shut-off and disconnect any utilities if location is in City.
- Signed statement from applicant or contractor agreeing to connect building to its new foundation if location is in City. Manufactured/mobile homes must be tied-down to current foundation standards.
- Signed consent statement from private property owner if proposed route traverses private property.

Building Mover Requirements

- Move building only in compliance with permit conditions and only over streets and other property designated for use in the permit.
- Obtain permission from Chief of Police and Public Works Director for any changes in route or times for move.
- Notify Police Department at least 1 hour in advance of proposed move.
- Notify Public Works Director of all damage to property during move within 24 hrs.
- Be responsible for all damage caused by move and pay cost to correct damage or value of property lost.
- Erect and maintain barricades across streets, if necessary.
- Comply with state and county requirements for over-sized vehicles and loads.
- Complete move within 48 hours either after building crosses into City from outside location or is raised from its original foundation if located within city. Move is considered complete when structure has been moved to precise location on plot plan and equipment used has been removed.

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 Pay expense of employees or others required by city to accompany/monitor movement of building to ensure compliance.

 Comply with all applicable state laws and local ordinances.

Mover cannot transfer obligations to building owner or any other party.

Additional Requirements

 Within 120 days after permit issuance, building must be moved, State Building Code requirements met as they apply to structure at new location, and a certificate of occupancy or satisfactory final inspection report received from City Building Official.

 Within 180 days after permit issuance, all proposed exterior improvements shall be completed.

 Within 240 days after permit issuance, all landscaping on premises shall be completed.

Applicant, landowner and contractor:

 Must not leave rubbish or other materials at site from which building is moved or allow site to remain unsafe, unsanitary or in an unsightly condition.

 Are responsible to not allow a building foundation to remain open and unattended or remain unsecured for more than a two-hour period immediately after building has been raised from foundation. Foundations must be fenced or secured in some other manner to prevent uninvited access.

 Are responsible to not allow a foundation from which a building has been removed to remain open longer than 7 days after building is removed. Foundation must be removed and cavity filled with appropriate earth materials graded level with adjacent areas, or be used in the construction of a new building, if approved by City Building Official.

 Are responsible to abandon and seal any wells, fill or remove septic tanks remaining on original site, and properly shut off and disconnect any utilities.

 Building must be connected to the foundation in accordance with City Building Code within 10 days after move.

 Are responsible for providing all necessary and proper drainage and erosion control for property being moved from and to, with the drainage installed and constructed according to plans submitted by landowner and approved by the Public Works Director. Erosion control measures shall be in accordance with all City storm-water/NPDES requirements and watershed district standards.

156.021 RELOCATED BUILDINGS OR STRUCTURES.

(A) A building and a moving permit in accordance with § 156.102(C), (F) through (K) below shall be required to relocate an existing building or structure anywhere in the city.

(B) The application for a moving permit shall include photographs of all sides and the current location of the building or structure to be moved, the route that will be followed in moving the building or structure and the time that the building or structure is proposed to be moved.

(C) The Zoning Administrator shall approve permits for the relocation of buildings or structures only upon certifying the following:

(1) The building or structure is compatible in appearance, age and character with existing buildings and structures in the area of the relocation destination;

(2) The building or structure meets all code requirements for new buildings or structures;

(3) The building or structure is compatible with any other buildings or structures existing on the same property;

(4) Buildings or structures, excluding manufactured/mobile homes that are moving into the RM Zoning District, which are moved into or within the city must comply with the provisions of this section, this chapter, and the State Building Code for new buildings or structures; and

(5) Manufactured/mobile homes that are moved into the RM Zoning District must comply with the provisions of this section, § 156.082, this chapter, and the State Manufactured Home Building Code and the following standards:

(a) The manufactured home must be installed and securely attached to the ground in accordance with the Manufacturer's Installation Manual or the State Manufactured Home Building Code, MN Administrative Rules Chapter 1350 and must display the original or amended HUD Certificate.

(b) The manufactured home must be skirted in accordance with § 156.082(G) of this code.

(c) The manufactured home must have installed or constructed landing steps at each doorway in accordance with applicable building codes.

(d) The towing apparatus must be removed, if applicable, or skirted as per § 156.082 of this code.

(e) The manufactured home must meet the city's building and appearance guidelines outlined in § 95.021 of this code.

(Ord. 643, passed 5-18-2005; Am. Ord. 653, passed 4-18-2007; Am. Ord. 791, passed 10-16-2019)

156.102 PERMITS.

(F) *Moving permit.*

(1) A person must not move or cause to be moved, a building or structure, including a manufactured/mobile home, into, within, or out of the city without first obtaining a moving permit.

(2) Before a building or structure, excluding a manufactured/mobile home moving into the RM Zoning District, may be moved into or within the city, a permit must be granted by the City Council, following a public hearing and recommendation by the Planning Commission.

(3) A notice of the time and place of the public hearing shall be published in the official newspaper of the city at least 10 days prior to the date of the hearing. A similar notice shall be mailed at least 10 days before the date of the hearing to each owner of property situated within a radius of 350 feet of the property to which the building is proposed to be moved. Notice containing the same information shall be posted on the property to which the building is proposed to be moved not less than 10 days prior to the date of the hearing. A copy of the published notice, the posted notice, and a list of owners and addresses to whom notice was sent, shall be attested to by the responsible person and shall be made a part of the proceedings. Failure to receive mailed notice by individual property owners or defects in the notice shall not invalidate the proceedings, provided a bonafide attempt to comply with this provision has been made. The city may rely on current county real estate tax records for purposes of providing notice to property owners within the stated radius.

(4) Before a manufactured/mobile home may be moved into the RM Zoning District, a permit must be granted by the Zoning Administrator. The Zoning Administrator shall not issue a moving permit for a manufactured/mobile home that was manufactured more than 25 years prior to the year of the moving permit application.

(5) Before a building or structure, including a manufactured/mobile home may be moved out of the city, a permit must be issued by the Zoning Administrator.

(6) Permits are not required for moving a residential accessory building which has a ground floor area that does not exceed 120 square feet.

(G) *Moving permit application.* An application for a moving permit must include the following where applicable:

(1) A certificate from the City Building Official that the building or structure meets the requirements of the State Building Code;

(2) The address, tax identification number, and legal description of the premises from which the building is to be moved in the city;

(3) The address, tax identification number, and legal description of the premises to which the building will be moved;

(4) A plot plan showing:

(a) The proposed location of the building on the premises to which the building will be moved;

(b) The proposed grade and elevation as it relates to adjacent lots;

(c) The proposed elevation of the first floor and finished height of the building; and

(d) All drainage and fill requirements;

- (5) Photographs showing:
 - (a) All sides of the building or structure;
 - (b) The proposed building location; and
 - (c) One photograph of all adjacent lots and structures;
- (6) A list of the highways, streets, and other property over which the building is proposed to be moved;
- (7) The proposed moving date and hours;
- (8) Evidence that all taxes, assessments, and other charges against the lots from which, and to which, the building is to be moved are currently paid;
- (9) Evidence showing that the applicant is the owner of the building and is entitled to move the building;
- (10) The City Building Official inspection fee, as established by the City Council;
- (11) The permit fee, as established by the City Council;
- (12) A bond or certified check from the property owner in an amount established by the City Council payable to the city to ensure that:
 - (a) The city is reimbursed for the cost of removing and replacing electric wires, street lamps, and poles belonging to the city;
 - (b) The structure is properly removed from the former property;
 - (c) The structure is properly located on the proposed property and attached to the foundation by use of appropriate tie downs; and
 - (d) All work is performed in compliance with the permit, the State Building Code, and this section;
- (13) The name, address and telephone number of the proposed building mover; and
- (14) Any additional information requested by the city.
- (15) If a manufactured home, a Condition Inspection Report must accompany the application.

(H) *Permit issuance.*

- (1) The Planning Commission may refuse to recommend, and the City Council may refuse to issue, a moving permit if it finds that 1 or more of the following situations exist:
 - (a) A requirement has not been met;
 - (b) The building is too large to move, or that no route is available that does not endanger persons or property, or that no route is available that does not seriously inconvenience traffic in the city. Limited vegetation trimming or removal may be allowed in the permit;
 - (c) The proposed route includes the use of private property, and no consent from the owner has been obtained;
 - (d) People or property in the city would be endangered by moving the building;

(e) The building is structurally unsafe or unfit for the purpose for which it is being moved, if the proposed location is in the city;

(f) The building is a manufactured/mobile home that was manufactured more than 25 years prior to the year of the moving permit application;

(g) The proposed building mover's equipment is unsafe, and persons and property would be endangered by its use;

(h) The proposed building mover does not have a current license issued by the state under M.S. § 221.81, as it may be amended from time to time;

(i) The proposed building mover has been shown to be unreliable and irresponsible in complying with city requirements;

(j) The building to be moved is not worth at least 50% of the cost of a similar new building;

(k) The building in the proposed location in the city would fail to comply with a provision of the city code or ordinances;

(l) The building in the proposed location in the city would not conform to the general character of, and the types of architecture in, the use district to which the building would be moved; or

(m) The building in the proposed location in the city is not compatible with the houses in the neighborhood to which the applicant wished to move the house or building, with respect to height, age, style, condition, or design and as a result would reduce the values of existing houses in the neighborhood to which the building would be moved. If the building to be moved is more than 10 years older than the oldest building situated on a lot adjacent to the proposed location, such fact shall be evidence that the building to be moved is not compatible with the houses in the neighborhood.

(2) The permit must specify the permitted days, hours, route, movement, parking, speed limit, and vegetation removal for the proposed move.

(3) The City Council may impose additional conditions or requirements in the permit.

(4) The issuance of a permit by the city does not relieve the applicant of the obligation to obtain required permits from other governmental agencies and does not permit the use of private property, except with the written consent of the landowner.

(I) *Supplemental information.*

(1) At least 10 business days before the actual move is to take place, the applicant must submit to the Zoning Administrator the following supplemental information:

(a) Confirmation of the proposed moving date and hours;

(b) A copy of the proposed building mover's state license and an insurance certificate showing that the mover has current insurance coverage required by state law;

(c) A signed statement from the applicant or a contractor agreeing to fence or secure the foundation at the original building location, to fill the foundation cavity, and to keep the area safe and clean, if the original building location is in the city;

(d) A signed statement from the applicant or a contractor agreeing to properly abandon and seal any wells, fill or remove any septic tanks, and properly shut-off and disconnect any utilities, if the original building location is in the city; and

(e) A signed statement from the applicant or a contractor agreeing to connect the building to its new foundation, including appropriate tie downs, if the proposed building location is in the city.

(2) A permit for a building move is void if the additional information required by subsection (1) above is not provided in a timely manner.

(3) In consultation with the Chief of Police, Utilities Superintendent and the Public Works Director, the Zoning Administrator may deny the proposed moving date and hours if the move at that time would unreasonably interfere with the public's use of a street or highway, or would otherwise adversely affect the public interest.

(4) The Zoning Administrator may deny use of the proposed building mover if the proposed building mover's equipment is not in compliance with federal and state requirements, the proposed building mover does not have a current license or insurance as required by state law, or the proposed building mover has previously been unreliable or irresponsible in complying with city requirements.

(5) The Zoning Administrator must notify the applicant in writing of a denial at least 3 business days before the proposed moving date, giving the reasons for the denial. The applicant may file a written appeal of this decision with the City Administrator/Clerk, to be heard by the Council at its next available meeting, unless the applicant selects a later date.

(J) *Building moving conditions.*

(1) A licensed building mover must comply with the following when moving buildings into, within, or out of the city. The building mover must:

(a) Move a building only in compliance with the permit conditions and only over the streets and other property designated for that use in the permit;

(b) Obtain prior permission from the Chief of Police, Utilities Superintendent and Public Works Director for any changes in the route or time for the move;

(c) Notify the Police Department at least 1 hour in advance of the proposed move;

(d) Notify the Public Works Director of all damage done to property during the move within 24 hours after the damage has occurred;

(e) Be responsible for all damage caused by the move and pay the cost to correct the damage or the value of the property lost because of damage, and to be responsible for and to compensate any business for loss of income resulting from the move and/or the damage caused by the move;

(f) Comply with state and county requirements for over-sized vehicles and loads;

(g) When necessary, erect and maintain barricades across the streets to protect the public from damage or injury because of the move;

(h) 1. Complete the move within 48 hours after either:

A. The building crosses into the city, if moved from a location outside the city;

or

B. The building is raised from its original foundation, if moved from a location

within the city.

2. A move is complete when the structure has been moved to the precise location shown on the approved plot plan and the equipment used to move the building has been removed;

(I) Pay the expense of employees or other individuals who are required by the city to accompany or monitor the movement of the building for the purpose of ensuring compliance with the moving permit or protecting the public health, safety or welfare; and

(j) Comply with all applicable state laws and local ordinances.

(2) A building mover cannot transfer its obligations under subsection (1) of this division to the building owner or any other party, except where the responsibility for damage is insured by a contract for liability insurance.

(3) Within 120 days after the date of the permit issuance, the building must be moved, the State Building Code requirements met as they apply to the structure at its new location, and a certificate of occupancy or a satisfactory final inspection report from the City Building Official for the building received.

(4) Within 180 days after the date of the permit issuance, all proposed exterior improvements to the building shall be completed; and within 240 days after the date of the permit issuance, all landscaping on the premises shall be completed.

(5) A person must not cause or permit a structure that has been raised from a foundation and placed on supports to:

(a) Remain at a location or locations in the city, other than the new permanent location, for longer than 48 hours; or

(b) Remain on any property without the property owner's permission.

(6) The applicant, the landowner and the contractor hired to be responsible for the work must not leave rubbish or other materials at the site from which the building is moved or otherwise allow that site to remain in an unsafe, unsanitary or unsightly condition.

(7) The applicant, the landowner and the contractor hired to be responsible for a building foundation must not allow an open and unattended foundation to remain unsecured for more than a 2-hour period immediately after a building has been raised from the foundation. Foundations must be fenced or secured in some other manner to prevent uninvited access, particularly by children, to the open foundation.

(8) The applicant, the landowner and the contractor hired to be responsible for a building foundation must not allow a foundation from which a building has been removed to remain open longer than 7 days after the building was removed. The foundation must be removed and the cavity filled with appropriate earth materials that are graded level with the adjacent areas, or be used in the construction of a new building, if approved by the building official.

(9) No later than the time required by subsection (8) above for filling the foundation from which a building has been removed, the applicant, the landowner, and the contractor hired to be responsible for the work must properly:

(a) Abandon and seal any wells;

(b) Fill or remove any septic tanks remaining on the original site of the building; and

(c) Properly shut-off and disconnect any utilities, as specified by the utility provider.

(10) The building must be connected to the foundation at its new location in accordance with the City Building Code within 10 days after the move has been completed.

(11) The applicant, the landowner and the contractor hired to be responsible for the work must construct and provide all necessary and proper drainage and erosion control for the premises onto which the building is to be moved or moved from, the drainage to be installed and constructed according to plans submitted by the landowner and approved by the Public Works Director. Erosion control measures shall be in accordance with all city storm-water/NPDES requirements and watershed district standards.

(12) Variances from the provision of the this division may be granted by the City Council upon good cause shown.

(13) A failure to comply with a permit provision, State Building Code requirement, or condition in this section will result in a forfeiture of the bond or cash deposit. The city may use the bond proceeds or cash deposit to complete unfinished work required by the permit, the State Building Code, or this section, or to pay for any damage caused by the move.

(K) *Enforcement.* This section will be enforced by the Zoning Administrator, Utilities Superintendent, Chief of Police, Public Works Director, and authorized agents.

(Ord. 643, passed 5-18-2005; Am. Ord. 653, passed 4-18-2007; Am. Ord. 668, passed 11-5-2008; Am. Ord. 694, passed 7-21-2010; Am. Ord. 724, passed 4-18-2012; Am. Ord. 791, passed 10-16-2019)
Penalty, see § 10.99