



## Building Moving Package

### Building Moving Permit

1. Property Owner's Name \_\_\_\_\_
2. Property Owner's Address \_\_\_\_\_
3. Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_
4. Developer's Name \_\_\_\_\_
5. Developer's Address \_\_\_\_\_
6. Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_
7. Present Use of Subject Property \_\_\_\_\_
8. Proposed Use of Subject Property \_\_\_\_\_
9. Type of Building \_\_\_\_\_
10. Address Where Building is Currently Located \_\_\_\_\_
11. Address Where Building Will Be Moved To \_\_\_\_\_
12. Building: Length \_\_\_\_\_ Width \_\_\_\_\_ Loaded Height \_\_\_\_\_
13. Time of proposed move: Date \_\_\_\_\_ Hour \_\_\_\_\_
14. Obtained a Special Use Permit (Yes/No) \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Building Official

#### Administrative Use Only

Date Submitted \_\_\_\_\_  
 Filing Fee \$100.00 \_\_\_\_\_  
 Cert. Of Ownership \_\_\_\_\_

Case Number \_\_\_\_\_  
 Accepted By \_\_\_\_\_

## Regulations for Building Moving

1. A written application accompanied by a non-refundable permit fee of \$100.00 describing location of lot, legal description of lot, height, width, and length of building, plus a recent color photo of the building.
2. The Building Inspector shall refuse to issue a permit if he finds:
  - (a) That any application requirement or any fee or deposit requirement has not been complied with;
  - (b) That the building is too large to move without endangering persons or property within the City;
  - (c) That the building is in such a state of deterioration or disrepair or is otherwise so structurally unsafe that it could not be moved without endangering persons or property within the City;
  - (d) That the building is structurally unsafe or unfit for the purpose for which moved, if the removal location is within the City;
  - (e) That the applicant's equipment is unsafe and that persons or property would be endangered by its use;
  - (f) That zoning or other ordinances would be violated by the building in its new location;
  - (g) That for any other reason persons or property in the City would be endangered by the moving of the building.
3. A Special Use Permit, must be obtained, and submitted to City Building Department Prior to moving a building with in the City.
4. Applicant shall deposit a sum of money equal to the amount of the estimated expense, or \$500.00, whichever is greater.
5. Damage deposit shall be made in sum of \$5,000.00 cash or a bond in lieu of deposit by Surety Bonding Co. authorized to do business in Nebraska.
6. Applicant will pay expense of Police Officer, City Employees, and Equipment needed to accompany building within City limits. This will be taken from the \$500.00 deposit.
7. Clear old premises. Remove all rubbish and materials and fill all excavations to existing grade at the original building site so that the premises are left in a safe and sanitary condition.
8. Remove service connections. See that the sewer line is properly plugged, the water shut off, electricity disconnected and all meters returned to the City office. Permittee shall notify gas and cable TV companies to remove their services.

9. Moving Route. The Building Inspector, Electric Superintendent, Street Superintendent, will determine the most suited route for the move.
10. Loading Check. After the house is properly loaded, the Building Inspector and Electrical Superintendent will check loaded height and weight to make sure it conforms to the Permit.
11. Moving Time. A specific time shall be set when move is to be made and coordinated with the Building Inspector, Chief of Police, and Electric Superintendent. Anyone not abiding with this rule is subject to a fine.

## Checklist

- \_\_\_\_\_ 1. Pick up application at Building Inspection Office.
- \_\_\_\_\_ 2. Submit application with deposit and other necessary requirements to Building Inspection Office.
- \_\_\_\_\_ 3. Request a Special Use Permit.
- \_\_\_\_\_ 4. Building Inspector inspects building to see if it fits approved criteria as established in regulations.
- \_\_\_\_\_ 5. If building is approved to be moved by Building Inspector, applicant deposits an amount equal to estimated expenses or \$500.00 (Whichever is greater).
- \_\_\_\_\_ 6. A Damage Deposit in the amount of \$5,000 or a bond in lieu of deposit is made to the City.
- \_\_\_\_\_ 7. Moving route and time is approved by the Building Inspector (after consultation with appropriate City Department Heads). See attached map.
- \_\_\_\_\_ 8. Building is checked as it is loaded to see that it conforms to established criteria.
- \_\_\_\_\_ 9. Building is moved.
- \_\_\_\_\_ 10. Site is inspected to see if all requirements are satisfied (i.e. sewer plugged).
- \_\_\_\_\_ 11. City Accounting Department calculates City expenses involved with move. Returns remaining (if any) deposit to applicant.
- \_\_\_\_\_ 12. Building Inspector reviews route for possible damages to infrastructure, etc. If exists, he will subtract dollar amount from deposit or bond and remit balance to applicant.
- \_\_\_\_\_ 13. Final approval is granted by Building Inspector. Building Inspector signs for final approval.



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