



e MOVING A BUILDING INTO OR WITHIN THE CITY e

- STEP 1** Check with City Planning Department to assure that the use you propose is compatible with the new site zoning.
- STEP 2** Arrange with the Building Division for an inspection of the building to be moved, at its present location, and an inspection of the proposed new site.
- STEP 3** Applicant to provide a sturdy ladder and access to all parts of the structure (i.e. attic, underfloor, interior areas, garage, etc.) on the day of the pre-move inspection (Step 2).
- STEP 4** Go to the County Assessors office or a Title Company and get the names and addresses of all property owners within a 450' radius of the new building site. Bring that list to the Building Division so we may formally notify your new neighbors of the proposed move and ask that they indicate any objections. If objections arise, the application may be denied.
- STEP 5** Prepare and submit plans and documents for the new location which must include:
- Plot Plan
 - Foundation Plan
 - Floor Plan of Building
 - Roof Plan
 - Construction details of such things as new garages, carports or room addition to original structure, if applicable.
 - A Termite Report
 - Necessary faithful performance and damage security bonds as required by the City. (A certificate of deposit with principal payable to the City, Step 6 or similar financial instrument, may be used to satisfy these bonding requirements).
- STEP 6** After the plans have been approved, obtain your Building Permit for placing the building at the new site and a Demolition Permit for clearing the old site, if within City limits. Direct your building moving contractor to apply for an Over-the-Road House Move permit from the Building Division. ***(Once authorized, the moving contractor may secure the House Move Permit and the move may proceed.)***
- STEP 7** Complete construction and secure final inspection approvals. Request that the City return performance and security bonds.

FEES ASSOCIATED WITH THE MOVING OF BUILDINGS

1. **Over-the-Road House Moving Permit** (Issuance Fee/General Plan Fee/Move Fee) \$ 80.00

2. **Pre-Move Building Inspection**
 - a. Inside City Limits. \$ 60.00
 - b. Outside City, mileage figured one way from City limits. \$ 60.00
 - * Plus \$2.00 per mile or fraction thereof

3. **Notice to Adjacent Property Owner**. *\$ 40.00
- * Plus \$1.50 for each notice

4. **Building Fees for Moved Building**
 - a. Plan Check Fee, for moved building only. (If \$250.00
accessory structures or substantial alteration involved, fee amount
will be correspondingly increased)
 - b. Issuance Fee. \$ 25.00
 - c. Building Permit (based on valuation of proposed work)
 - d. Storm Drain - (\$186 up to 750 sq. ft. of roof area. Add \$28 per 100
additional sq. ft. residential. Same for commercial up
to 3000 sq. ft.; add \$0.06 per sq. ft. over 3000 sq. ft.)
 - e. Sewer connection fee (contact Public Works Dept.)
 - f. Water connection fee (contact Utility Dept.)
 - g. Park fee (contact Parks & Rec. Dept.)
 - h. Regional Park fee - (\$2,535 per acre. Residential fee limit is one
acre. No limit on commercial.)
 - i. Plumbing permit. \$ 25.00
 - j. Electric permit. \$ 33.00
 - k. Heating and Air permit (only if new or replacement units installed)
 - l. General Plan Surcharge fee (10% of plan check, building, plumbing,
electric and mechanical permit fees)
 - m. Demo permit fees (based on valuation of house move)
 - n. Sewer Cap fee. \$ 10.00

5. **Bond Amounts**
 - a. Faithful performance. \$5000.00
(Varies with size of building)
 - b. Damage to City property. \$2500.00