



Moving Permit Checklist

A moving permit shall be obtained from the Planning Department, before moving begins, to move any factory-built home or other structure intended to be occupied as a residence, storage unit, or business, into, out of, through or within the City's limits. Exceptions to this requirement shall be made to allow the vehicles moving such structures to move through the City while on Interstate 90, to exit and re-enter Interstate 90 on detour routes designated by the state department of transportation, or to exit and re-enter Interstate 90 by the shortest route to visit a truck stop. A moving permit shall become void 30 days after its date of issuance.

*MHP – Manufactured Home Park

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location the structure is being moved to, or out of (address(es) or parcel number(s) from the county):

- Name, address, and contact information of qualified, insured moving company or individual:

Moving In - Documents to be submitted with Application

- ☐ **Transportation Route Map** – a map showing the route to move the structure.
- ☐ **County Moving Permit (or documentation showing not required)**
- ☐ **Site Plan** – a plan indicating placement of structure in relation to property lines.
- ☐ **Foundation Plan** - a plan showing the proposed foundation for the structure.
- ☐ **Water and Sewer Plan** – please show where the Sewer and Water will be laid (if applicable).
- ☐ **Deck Plan** – complete and submit a deck worksheet for each deck at each entry point.

Moving In – Check list items

- ☐ Proof of established utility service lines – required inspections completed
- ☐ Provide HUD309 form to City prior to final inspection (if applicable)
- ☐ Provide elevation certificate to City prior to final inspection (if applicable)
- ☐ Affix 911 address to structure prior to final inspection (if applicable)
- ☐ Inspection by City Inspector Prior to Occupancy

Moving Out – Documents to be submitted with Application

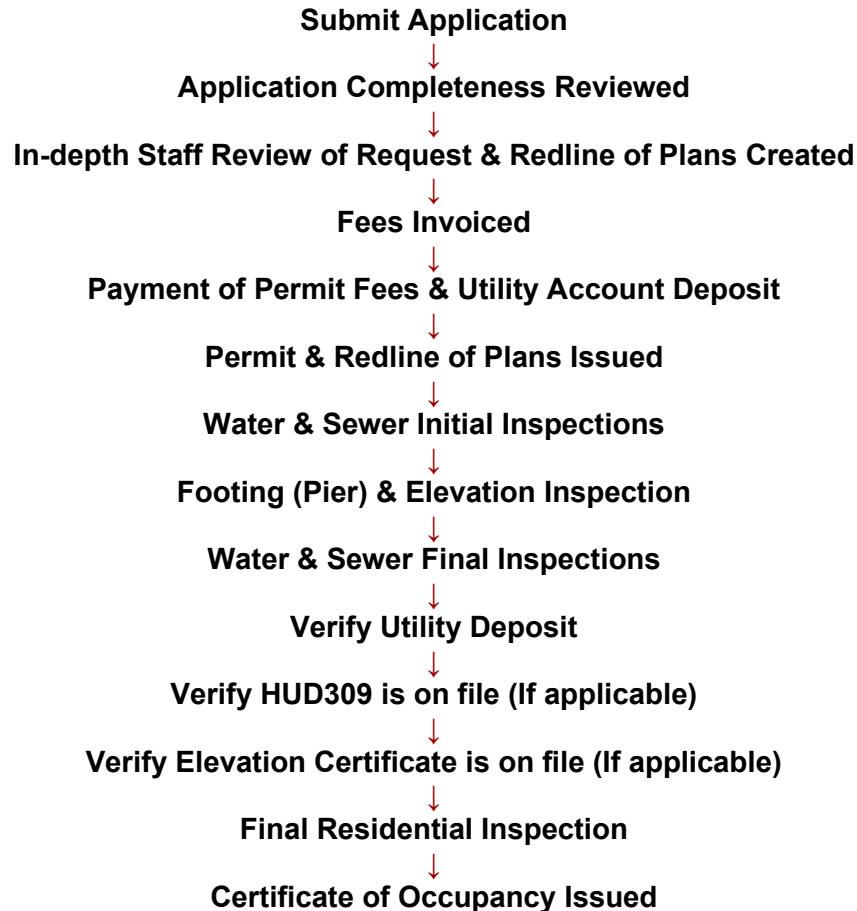
- ☐ **Transportation Route Map** – a map showing the route to move the structure.
- ☐ **County Moving Permit (or documentation showing not required)**
- ☐ **Affidavit of Manufactured Home Taxes**

Moving Out – Check list items

- ☐ Finalization of water account, meter removal and sewer line capping.



Moving IN Permit Process



Moving OUT Permit Process

