



# MOVING A BUILDING INFORMATION SHEET

## PRIOR TO ISSUANCE OF A MOVING PERMIT

\_\_\_\_\_ A Conditional Use Permit is required for any new or existing building moved into or within the City limits.

### Exceptions:

- Buildings moved out of, or through the City.
- The relocation of structures within the same lot.
- The moving of an accessory building having a gross floor area of 200 square feet or less.

\_\_\_\_\_ A pre-application inspection and approval is required for all buildings proposed to be moved into or within the city limits (excludes buildings being moved out of, or through Plymouth).

\_\_\_\_\_ Submittal of a current Certified Land Survey from a Registered Land Surveyor showing location, setbacks and drainage of proposed building, including all other information required by Section 400.13 of the Plymouth City Code.

## APPLYING FOR A MOVING PERMIT

\_\_\_\_\_ An application for a moving permit shall be made after City Council approval of any required conditional use permit, and at least 30 days prior to the proposed moving date.

\_\_\_\_\_ Verification that all requirements of the conditional use permit have been satisfied.

\_\_\_\_\_ 2 sets of building plans showing how the proposed foundation will be constructed and fastening of the structure to the foundation (a separate building permit application shall accompany the application for a moving permit).

\_\_\_\_\_ 3 copies of a Certified Land Survey (as previously described).

\_\_\_\_\_ A copy of a current building mover's license from the State of Minnesota.

\_\_\_\_\_ A copy of all necessary State and County permits, together with a copy of permissions granted to cross over any private properties within the City (if applicable).

\_\_\_\_\_ Evidence such as a bill of sale, showing that the applicant is entitled to move the building.

\_\_\_\_\_ Evidence that the building and lot from which it is to be removed are free from mortgages, liens, or other encumbrances and that all taxes and other charges against the lots from which, and to which, the building is to be moved are currently paid.

\_\_\_\_\_ If the building to be moved is located within the City of Plymouth, separate foundation demolition and sewer/water disconnect permit applications shall accompany the moving permit application.

\_\_\_\_\_ Evidence that any wells or septic systems have been properly abandoned for properties located within the City of Plymouth.

## CONTACTS

### MN Department of Transportation

- Freight and Commercial Vehicle Operations  
(Building Mover's License).....651-366-3680
- Oversize and overweight permit office.....651-296-6000
- Oversize and overweight permit office  
(Buildings over 20 feet in width).....651-355-0246

### Hennepin County Department of Transportation

- Permit Office .....612-596-0339
- Taxpayer Services Department.....612-348-3011

**Gopher State One** (Call Before You Dig) ..651-454-0002

### City of Plymouth

- Planning Division .....763-509-5450
- Building and Inspection Division .....763-509-5430
- Police Department .....763-509-5160