

BUILDING MOVE APPLICATION

Applicant: _____ Case #: _____
 Phone #: _____ Date: _____
 Fax #: _____ Tech: _____

Building to be moved from:

Strap #: _____
 Subdivision: _____
 Address: _____
 Directions: _____

Building to be moved to:

Strap #: _____
 Subdivision: _____
 Address: _____
 Address of Storage Yard: _____
 Directions: _____

Zoning: _____ Flood Zone: _____
 Coastal Building Zone? No Yes Location: _____
 Coastal Construction Setback Line? No Yes
 Are you using Private Provider services for Plan Review? No Yes Inspections? No Yes
 Will Contractor Credits be used? No Yes**

**This will require the [Impact Fee Credit Usage Authorization Form](#) to be submitted.

THE FOLLOWING INFORMATION IS REQUIRED IN 3 UNIFORM SETS AND MUST ACCOMPANY THE RESIDENTIAL OR COMMERCIAL APPLICATION

1. Certified Survey of the proposed site with NGVD elevations of existing ground level.
2. Plot/Site Plan to scale (no less than 1"=50') showing lot dimensions, location of the proposed building with setbacks from property lines, location of existing structures. Please show the roof overhang as well as the foundation or building line on the Plot/Site Plan.
3. Construction Details to scale (no less than 1/8"=1')
 - a. Engineered Foundation: layout, details and connections.
 - b. Floor Plan: existing and proposed, square footage breakdown.
 - c. Location of Trades: layout of electric, plumbing and mechanical.
 - d. Exterior Elevation Views: front, sides and rear.
 - e. Flood Elevation: show compliance with the required base flood elevation if applicable. An Elevation Certificate to certify the finished floor NGVD elevation of the building and trades is required before a Certificate of Occupancy (C.O.) will be issued.
4. Current termite inspection by a Licensed Pest Controller.
5. Letters from appropriate agencies:
 - a. Water and sewer availability.
 - b. Septic permit, or if septic is existing provide a letter from the Health Department stating approval of existing system.
 - c. Well permit, or if the well is existing provide a letter from Water Resources stating approval of the existing well.
6. A list and proof of notification of adjoining property owners.
7. Photographs of all sides of the building to be moved and of the proposed site.
8. A detailed description of all assembly, repairs, restoration, maintenance or remodeling proposed to rehabilitate the structure. Reconstruction or structural changes and repairs will require sealed engineering.
9. A single copy of an Impact Letter and a Notice of Commencement.

FOR QUESTIONS, PLEASE CALL (239) 533-8329