

APPLICATION FOR BUILDING RELOCATION PERMIT

Requirements, Process and Application Packet CITY CODE CHAPTER 4-1-4 and 10-17-10

A Building Relocation permit is required for the relocation of any building or structure out of/within/into City limits and shall require a permit subject to the following conditions:

1. Upon relocation, the building shall comply with the applicable requirement of this Ordinance, the City Code and the Uniform Building Code.
2. The relocated structure shall be ready for occupancy within six (6) months from the date of location on the site.
3. A performance security fee shall be provided in an amount determined by the Building Official to ensure timely completion of the project and to protect against damage to public facilities during the building relocation.

Buildings that are **exempt** from the Building Relocation Permit Application include:

1. Relocations which occur solely within the confines of a single lot or parcel.
2. Manufactured homes within manufactured home parks.
3. Prefabricated and industrialized/modular buildings as defined by the State Building Code being relocated to their first permanent building site.

Before any building is moved from one location to another within the City, or from a point of origin outside the City to a destination within the City, regardless of the route of movement, it shall be inspected and a building permit shall have been issued. This Building Relocation Permit Application is solely for the purpose of the structural movement and does not meet the requirements as required by the Building Official for a Building Permit.

Any damage that occurs as a result of the building relocation of public streets or infrastructure is the responsibility of the permit applicant.



Building Relocation Permit Application

Permit No: _____

3750 Bridge Street NW
St. Francis, MN 55070
Phone: 763-753-2630

(Minimum of 2 Days' Notice Required for Inspections)

BUILDING RELOCATION PERMIT APPLICATION

Site Address: _____

Property Identification Number: _____ Year Built: _____

Owner Name: _____ Contractor Company: _____

Address: _____ Address: _____

City/State: _____ City/State: _____

Phone: _____ Phone: _____

Homeowner email: _____ Applicant email: _____

License #: _____

License Type: _____ Exp. Date: _____

Contact: _____ Phone: _____ Fax: _____

Structure Type: _____ Dwelling _____ Garage/ Accessory Structure _____ Other

Address Moving From: _____

Addressing Moving To: _____

Overall Length: _____ Overall Width: _____

Loaded Height: _____ Gross Weight: _____

Will you be moving this structure on a State trunk highway?

_____ No

_____ Yes, Permit # from MN Department of Transportation (MNDOT)

Will you be moving this structure on a County road?

_____ No

_____ Yes, Permit # from Anoka County Highway Department

Is the final destination of this structure in the City of St. Francis?

_____ No _____ Yes



Has the City approved a permit for the new location? _____ **Yes** _____ **No**

Estimated time required for movement on City Streets? _____

Date of Movement: _____ to _____

| Utility Information: All applicable must be signed prior to permit issuance | | |
|---|--|-------------------------------|
| Sewer Signature: _____ | St. Francis Public Works Department Print Name: _____ | (763)-233-5200 Date: _____ |
| Water, Water Meter Removal Signature: _____ | St. Francis Public Works Department Print Name: _____ | (763)-233-5200 Date: _____ |
| Natural Gas Company Signature: _____ | CenterPoint Energy Print Name: _____ | (612)-342-5123 Date: _____ |
| Electrical Company Signature: _____ | Connexus Energy Print Name: _____ | (763)-323-2650 Date: _____ |
| Septic Signature: _____ | Print Name: _____ | Date: _____ |
| Well Sealing Signature: _____ | Print Name: _____ | Date: _____ |
| Underground Storage Tanks Signature: _____ | Print Name: _____ | Date: _____ |

Required Attachments

- Map of the proposed Route
- Certificate of survey or an accurate, dimensioned site plan showing location of structure

Streets

Are there any street alterations or repairs that will be required? Explain:

I hereby apply for a moving permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of St. Francis and with the requirements of the State of Minnesota; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans; any damage to City streets or infrastructure will be the responsibility of the applicant to complete all and any necessary repairs.

Signature of Applicant or Authorized Agent Print Name of Applicant Date

Notice: This is an **application** only. Permit will be issued after City approval and payment of fees.

Work is not authorized to begin prior to issuance.



***** FOR OFFICE USE ONLY *****

| Signatures Required: | Signature/ Date | Fees |
|-----------------------------|------------------------|------------------------------------|
| Zoning: | _____ | Fee: \$110 |
| Police: | _____ | Performance Security Fee: \$ _____ |
| Building Official: | _____ | |