



BUILDING DEPARTMENT

**RESIDENTIAL MOVING PERMIT APPLICATION**

❖ **Prior to applying for a Moving Permit, both a Demolition and Foundation Permit must be obtained:**

- a. Demolition Permit for any building(s) or structure(s) to be demolished at the property where building(s) or structure(s) will be moved from: <https://southbendin.gov/department/building/building-permits/>
- b. Demolition Permit for any building(s) or structure(s) to be demolished at the property where building(s) or structure(s) will be moved to: <https://southbendin.gov/department/building/building-permits/>
- c. Foundation Permit for property that the building(s) or structure(s) will be moved to (Complete our New House/Accessory Structure Application(s) and provide all required documents. However, the fee will be a \$40 flat rate for foundation only, per building, and the contractor listed will be that who is doing the foundation work.): <https://southbendin.gov/wp-content/uploads/2019/02/newhome20192-1.pdf>

**CITY PROPERTY MOVING PERMIT REQUIREMENTS:**

1. Complete Moving Permit Application
2. Moving Contractor must provide a Certificate of Insurance naming the City of South Bend as co-insured, showing:
  - a. Property damage coverage in the amount of one million dollars (\$1,000,000.00)
  - b. Liability coverage in the amount of five million dollars (\$5,000,000.00)
3. Provide affidavits from such applicable companies with facilities along the proposed route, certifying that the applicant has deposited with such company or agency satisfactory surety to cover the cost of any damage or changes in facilities resulting from the moving of the structure over the proposed route:
  - a. All public utility companies
  - b. Railroads
  - c. Service companies
  - d. Cable television companies
4. Provide approval documentation from the following departments:
  - a. Bureau of Traffic and Lighting
  - b. Police Department
  - c. Park Department
  - d. Engineering Department
  - e. State Highway Department (if route includes any state highway)
5. All information shall immediately be forwarded to the Board of Public Works
  - ❖ Once all items and application have been completed and submitted to the Building Department, the Building Department will provide a letter to the Board of Public Works, along with a copy of all related documents, requesting application and all related documents to be reviewed at the next Board of Public Works meeting
  - ❖ After the Board of Public Works meeting, they will respond to our request, letter, application, and related documents with a stamp of approval, which will then allow the Building Department to issue this moving permit
  - ❖ In the event that the Department denies the moving permit, the applicant shall have the right to request a hearing to review such denial
6. City of South Bend Code of Ordinances (Sec. 6-6.3.- Moving permit.): [https://library.municode.com/in/south\\_bend/codes/code\\_of\\_ordinances?nodeId=SUHITA\\_CH6BU\\_ART2BURUPR\\_S6-6.3MOPE](https://library.municode.com/in/south_bend/codes/code_of_ordinances?nodeId=SUHITA_CH6BU_ART2BURUPR_S6-6.3MOPE)
7. **Permit fee**
  - a. Any one or two story building: \$125
  - b. Any building greater than two stories in height: \$175

## **MOVING PERMIT APPLICATION (RESIDENTIAL)**

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

### **COUNTY PROPERTY MOVING PERMIT REQUIREMENTS:**

1. Complete Moving Permit Application
2. Moving Contractor must provide a Certificate of Insurance:
  - a. Providing for a limit of not less than \$500,000 for all damages arising out of bodily injury or death in any one occurrence
  - b. Provide for a limit of not less than \$100,000 for all damages arising out of injury to or destruction of property in any one occurrence
  - c. Subject to that limit per occurrence, an aggregate limit of not less than \$300,000 for all damages arising out of injury to or destruction of property during the policy period
  - d. Shall include coverage for premises, operations, contractor's protective liability, products, completed operations, and blanket contractual liability
  - e. See additional, general requirements at the link below for County Code of Ordinances (152.11)
3. Comprehensive Automobile Liability Insurance:
  - a. The contractor shall carry for the duration of the contract comprehensive automobile liability insurance providing for a limit of not less than \$500,000 for all damages arising out of bodily injury or death in any one occurrence.
  - b. The policy shall also provide for a limit of not less than \$100,000 for all damages arising out of injury to or destruction of property in any one occurrence.
  - c. Such insurance shall include coverage for all owned, non-owned and hired vehicles.
4. Provide letters of inspections and affidavits of approval from companies with facilities along the proposed route, certifying that the applicant has deposited with such company or agency satisfactory surety to cover costs of any damage or changes in facilities resulting from the moving of the structure over the given route:
  - a. All public utility companies
  - b. Railroads (when required- see link for County Code of Ordinances, 152.09 & 152.10)
  - c. Municipal departments (including County Engineer, etc. regarding trees, bushes, signs and/or structures located on county property)
  - d. If the structure to be moved will be using state roadways and/or city streets during transport, provide state and/or city permit approval document(s)
5. All information shall immediately be forwarded to the Board of County Commissioners
  - ❖ Once all items and application have been completed and submitted to the Building Department, the Building Department will provide a letter to the Board of County Commissioners, along with a copy of all related documents, requesting application and all related documents to be reviewed at the next Board of County Commissioners meeting
  - ❖ The County Commissioners shall hear all evidence pertaining to the moving of the structure in question, as the move may affect the public health, safety or welfare of the citizens of the county, and/or any possible physical damage to streets, roadways, sidewalks and/or any other facilities or properties
  - ❖ Within ten working days following the hearing, the County Commissioners shall issue an order to the County Building Commissioner to either issue or deny the requested permit
  - ❖ In the event the County Commissioners should fail to issue such an order within the ten days, the County Building Commissioner shall automatically issue the permit.
  - ❖ **Please note: Prior to move, 72 hours' notification must be provided to all local law enforcement agencies, fire departments, Civil Defense Agency and County Engineering Department.**
6. Saint Joseph County Code of Ordinances (Chapter 152: Building Regulations):  
[http://library.amlegal.com/nxt/gateway.dll/Indiana/stjosephco\\_in/stjosephcountyindianacodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:stjosephco\\_in](http://library.amlegal.com/nxt/gateway.dll/Indiana/stjosephco_in/stjosephcountyindianacodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:stjosephco_in)
7. **Permit fee**
  - a. Any one or two story building: \$125
  - b. Any building greater than two stories in height: \$175

**MOVING PERMIT APPLICATION (RESIDENTIAL)**

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

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**APPLICANT INFORMATION**

**DATE:** \_\_\_\_\_

APPLICANT: \_\_\_\_\_ ORG/BUSINESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Address City State Zip

PROPERTY OWNER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Address City State Zip

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**PROJECT INFORMATION**

STRUCTURE BEING MOVED FROM: \_\_\_\_\_  
TO: \_\_\_\_\_

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**DIMENSIONS OF STRUCTURE WHEN MOUNTED (please note dimensions of ALL structures separately):**

LENGTH: \_\_\_\_\_  
WIDTH: \_\_\_\_\_  
HEIGHT: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_  
AXLE SPACING: \_\_\_\_\_

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**PROPOSED ROUTE:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE OF MOVE: \_\_\_\_\_ ALTERNATE DATE OF MOVE: \_\_\_\_\_

**MOVING CONTRACTOR:** \_\_\_\_\_

\*Must provide Certificate of Insurance showing requirements as listed in the City or County Code or Ordinances

I certify the above to be true and accurate to the best of my knowledge.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
VERIFY CONTACT IF DIFFERENT THAN APPLICANT

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE