



## BUILDING DEPARTMENT

**CITY 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/wp-content/uploads/2025/03/City-Residential-Demolition-Permit-Application.pdf>
- 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/wp-content/uploads/2025/03/City-Residential-Demolition-Permit-Application.pdf>
- 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/departments/community-investment/building/building-permits/>

**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

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**CITY MOVING PERMIT APPLICATION**

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

PAYMENT:

CHECK #

CARD

CASH

WE DO NOT ACCEPT  
AMERICAN EXPRESS  
EXACT PAYMENTS MAY BE  
REQUIRED IF WE ARE  
UNABLE TO MAKE CHANGE  
FOR CASH PAYMENTS

**APPLICANT INFORMATION****DATE:**

APPLICANT:					ORG/BUSINESS:				
PHONE:					EMAIL:				
ADDRESS:									
	Address				City		State	Zip	
PROPERTY OWNER:									
PHONE:					EMAIL:				
ADDRESS:									
	Address				City		State	Zip	

**PROJECT INFORMATION**

STRUCTURE BEING MOVED FROM:			
TO:			
# OF STORIES OF STRUCTURE:			

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

LENGTH:			
WIDTH:			
HEIGHT:			
WEIGHT:			
AXLE SPACING:			

**PROPOSED ROUTE:**

FROM:		TO:	
FROM:		TO:	
FROM:		TO:	
FROM:		TO:	

DATE OF MOVE:		ALTERNATE DATE OF MOVE:	
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**MOVING CONTRACTOR:**

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

\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.

\*Application must be signed below.

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

**APPLICANT SIGNATURE****DATE****PRINT NAME****ORG/BUSINESS OR OWNER****PHONE****EMAIL**

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