



Building Move Supplemental Application

This application contains instructions and application forms to assist the staff in evaluating the proposed building move. Complete and accurate information is vital to project review and assessment. The staff strongly encourages the applicant to meet with surrounding property owners of the new site to discuss the potential building move in order to gain support of the project prior to submitting the application.

Title 15- Moving Buildings in the City Code requires all building moves to obtain a moving permit except for structures being moved across adjacent property lines, for which no moving permit is required.

Building Move Process within Design Review

Step 1: Pre-Application Review: City staff recommends that the applicant contact the following staff prior to application submittal:

- a) Call the City Call Center at (916) 264-5011 for the following services:
 - Planning Division (Zoning, Variances, Entitlements, etc.)
 - Preservation (Contact if project is 50 years or older)
 - Design Review (Building Design, Materials, etc.)
 - Building Division (Permits, Plan Review, Inspections, etc.)
 - Utilities (Water, Sewer, Storm Drainage, etc.)
 - Development Engineering (Off Site Work, Driveway Permits, Map Approvals, etc.)
- b) City Arborist: Dan Pskowski: 916-808-6308
- c) Fire Department – Fire Prevention Captain: 916-808-1622

If a Pre-Application meeting is required, provide the City staff with a complete site plan and photos of the existing and proposed location.

Step 2: Applicant submits all necessary forms; letter of agency, plans, photos and fees listed on the attached check list. Applicant must obtain all signatures on Building Supplemental Information Form. Building Division will not sign until building to be moved and site location has been inspected.

Step 3: CITY STAFF notifies adjacent property owners of existing and new site when complete staff level application is received. Posting must occur prior to staff approval. A notice sign, provided by staff is posted on both the existing and new site of the building by the applicant. If the structure is being relocated to a storage lot, no posting is required.

Note: Upon review, project may be elevated to a Director or Design Commission level. Director or Design Commission level notification requirements shall apply.

Step 4: Design Review staff will render its decision based on design and zoning/land use issues. Any person dissatisfied with the staff action has the right to request reconsideration by the Design Director. Requests for reconsideration must be received within ten (10) calendar days of the staff action. The decision of the Design Director after reconsideration shall be final and shall not be subject to appeal.

Any applicant denied a permit, based on building codes (versus design or zoning regulations) may appeal the building code interpretation to the Building and Fire Advisory Appeals Board by filing a written notice of appeal with the Support and Information Section no later than ten (10) calendar days after the date of the building permit issuance or denial. The decision of the Building and Fire Advisory Appeals Board is final.

If the building move is approved by staff, any interested person may appeal the approval by filing a written notice of appeal at the Development Services Department Permit Counter no later than ten (10) calendar days after the decision is mailed to the applicant.

- Step 5: CITY STAFF provides a notice of staff action to adjacent property owners of existing and new sites when the project is approved. The Design Review Staff will give the applicant two (2) sets of plans stamped for approval, with conditions of approval listed on the plans. Design Review approved sets with conditions of approval must be attached to the Building Division drawings when submitting for plan check.
- Step 6: The applicant presents his copy of the approved site plan with Design Review staff's signature to the Department of Transportation in order to obtain an encroachment permit, which allows building to be moved along a City street.
- Step 7: The applicant is required to notify the Design Review staff one working day prior to the move. The applicant is also required to notify and provide a Traffic Control Plan to the Department of Transportation representative Josh Werner at 916-808-8158 prior to the move. The Engineer can consult with other City departments as necessary in preparation for the building move.
- Step 8: The applicant submits two sets of plans to the Building Division for foundation permit, electrical, water and sewer hook-up prior to the move. These permits are usually issued over the counter unless any new construction, such as a new garage or new porch is proposed. For reference purposes, the applicant shall provide Planning staff with a Design Review file number.
- Step 9: Inform Design Review staff by letter prior to Building Division final inspection so it can be also inspected for compliance by Design Review Staff. When all conditions are met per Design Review staff, the \$2,000.00 deposit can be returned. The applicant shall provide photos to Design Review staff for review and approval of finished project.

Advisory Notes

1. Apply for Relocation Investigative Report (IR) prior to application submittal.
2. Contact building for potential Impact fees.
3. Obtain Sewer Disconnect Permit. This permit must be obtained before building is moved. Contact Building Division, Permit Services for process.
4. Obtain partial Demolition Permit: If a portion of the building is removed/ demolished a Demolition Permit is required from Building Division, Permit Services.
5. Obtain Encroachment Permit from Department of Transportation.
6. Provide Traffic Control Plan to Department of Transportation.

Filing Fees

- \$345 Design Review processing fee for structure(s) moved to a lot inside City boundaries and/or for a new single-family residence on a lot where the original building is being moved off site.
- \$140 Environmental review fee
- \$140 Processing fee to move a structure(s) to a lot outside the City boundaries
- \$345 Design/Preservation Review Staff fee for building moves
- \$1,386 Design Director Hearing fee for building moves
- \$1,386 Design Commission Hearing fee for building moves

Security Deposit

Before the issuance of a moving permit, a \$2,000 CASHIER'S CHECK is required for each building. The purpose of the security deposit is to recover any costs incurred by the City for repairing damage to any City property caused by the move, or noncompliance with conditions of approval for the move, or any other applicable City code.

The applicant shall provide the Accounting Section with a copy of the Building Move Supplemental Application, check, cash register receipt, and Accela receipt prior to receiving a refund. The deposit, shall be returned to the permittee after a final inspection of the site, from where the building was moved, if located within the City, and the final inspection of the relocated building is complete (pursuant to Title 15, Chapter 15.48, Moving Buildings Section of the City Code).

Building Move Checklist

The following items must be submitted prior to initiation of the 10-day review and reconsideration/appeal period required by law. Only complete applications will be taken in and assigned a file number (DR number).

Form

- _____ 1. Planning Application (Note: Include Letter of Agency for existing and new location)
- _____ 2. Building Move General Information Form
- _____ 3. Route information and department signature sheet

Plans

Of plans listed below, provide three (3) sets of plans for Design Review. Two (2) Design Review stamped sets will be returned to the applicant with conditions of approval. Include the two (2) stamped sets with the minimum Building Division drawing requirements. One (1) set will be returned to the applicant.

The following drawings required for review and approval by Design Review staff, and Building Division plan check:

- _____ 4. Three (3) site plans – (drawn to scale):
 - a) Show location of proposed move structure. Include all existing structures (specify existing and proposed use), and any proposed new construction (attached or detached on site plan).
 - a) Show setback dimensions for all moved, existing and new construction to front, side, and rear property lines.
 - c) Show distance dimensions between all moved, existing and any new structures
 - d) Show driveway location and dimensions.
 - e) Show dimensions of all property lines.
 - f) Identify street side(s) of property.
 - g) Show North arrow direction indicator.
 - h) Show location of utilities.
- _____ 5. Three (3) floor plans – (drawn to scale, ¼" = 1'-0" preferred):
 - a) Provide dimensioned floor plan for each level of structure.
 - b) Label all rooms.

- c) Show any exterior and interior remodel work.
- d) Specify size and operation of all existing and proposed exterior doors and windows.
- e) Show all exterior landings at doors and specify height above grade.
- f) Show all locations of smoke detectors (hard wired with battery back up).
- g) Identify all interior bearing wall locations.

_____ 6. Three (3) elevation drawings (drawn to scale, 1/4" = 1' - 0" preferred):

- a) Provide elevation drawings of each side of the structure.
- b) Label each elevation "north elevation", "south elevation", etc., as it will be situated on the new site.
- c) Specify size and operation of all existing and proposed exterior doors and windows.
- d) Specify all exterior materials (siding, trim details, etc.)

_____ 7. Three (3) plans of loaded building dimensions (height, width, length) for review by Department of Transportation, Fire Department, and City Arborist.

_____ 8. Provide color samples (exterior paint and roofing when applicable).

_____ 9. Provide moving route (map).

The following additional drawings required for only Building Division plan check:

Note: For all proposed new construction, provide complete sets of working drawings. Include any applicable engineering and Title 24 energy compliance documentation.

_____ 10. Three (3) Foundation Plans (drawn to scale, 1/4" = 1'-0" preferred):

Provide dimensioned foundation plan showing all continuous footings, stem walls, pad footing, anchors, etc.

- a) Show all new or existing first floor framing information.
- b) Specify size and operation of all existing and proposed exterior doors and windows.
- c) Provide typical foundation details referenced to foundation plan

_____ 11. Three (3) Framing Plans (drawn to scale, 1/4" = 1'-0" preferred):

- a) For structures moved as a whole, provide a simple existing roof framing plan and upper floor framing plan(s) with enough information to determine that the new proposed foundation is adequate to support the moved structure.
- b) For structures to be moved in two (2) or more sections, provide detailed engineered drawings for the roof and floor framing system, which demonstrates how structural integrity will be preserved and maintained for the structure during its move, and reassembly at the new proposed site location.

Photos

_____ 12. A photo of each elevation of the structure(s) to be moved. Label each photo "north elevation", "south elevation", etc., as it will be situated on the new site.

_____ 13. Five (5) photos which include: one of the subject site; sites to either side of the subject site (to create a streetscape, please tape together and label); and two (2) photos of the two structures directly across the street.

Building Move Supplemental Information Form

Please answer all questions. This form must be complete to submit your file. If not applicable, answer with "N/A".

Date Received _____ **DR No.** _____

Applicant _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Property Owner of Current Site _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Property Owner of New Site _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Building Move Company Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Current Location of Structure(s)

Address _____ **Parcel No.** _____

New Location of Structure(s)

Address _____ **Parcel No.** _____

Subject Site: Area _____ Dimensions _____ Zoning _____

Land Use: North _____ South _____ East _____ West _____

Building: Total Sq. Ft. _____ Height _____ (Feet & Inches)

No. of Units _____ Sq. Ft. of Unit _____

Materials: Exterior Walls _____ Roofing _____

Parking: No. Spaces Required: _____ No Proposed: _____

Garage _____ Carport _____ Open _____

IMPORTANT: If no garage is proposed, applicant must demonstrate that more than 50% or more dwellings within 1,000 foot radius have no garage. A map showing all parcels marked yes or no is required. Coordinate with a Development Services Department Counter Technician.

General Questions:

1. Are there any existing structures on the new site? Yes _____ No _____
If yes, type of structure(s): Dwelling Unit _____

Accessory Structure _____

2. Is there more than one structure to be moved to the subject site? Yes _____ No _____
Number of Structure _____ Type of Structures _____
3. The move _____ cross railroad tracks.
(does or does not)
4. Proposed date of move: _____ Anticipated duration of move: _____
5. Building Height: _____ Length: _____ Width: _____
Estimated height and width of building loaded: _____
6. Check one if applicable:
Move from Design Review Area _____
Move to Design Review Area _____
7. Year Built _____

As the applicant of this proposal, I hereby state that to the best of my knowledge all information provided on the application and date sheet is true and that I am familiar with, understand, and accept all obligations and responsibilities relating to the moving of buildings as set forth in Article XI, chapter 9 of the Sacramento City Code.

Signature of Applicant

Date

Building Move Department Clearances and Conditions

The following signatures are required in order to submit a complete application to the City Development Services Department Design Review Section. The following persons approve the building move, subject to conditions shown below, as provided by the Sacramento City Code.

Please provide an accurate drawing with dimensions showing structure height, width and length when loaded for transit review by the following staff. Provide proposed route map of move as specified by moving contractor.

Current Address: _____ **Old Parcel #** _____

Proposed Location Address: _____ **New Parcel #** _____

Signatures

1. City Arborist (5730 24th Street, Dan Pskowski, 808-6368)

Signature: _____ Date: _____

Comments: _____

2. City Fire Department (5770 Freeport Blvd. Suite 200, Fire Prevention Captain, 808-1622)

Signature: _____ Date: _____

Comments: _____

3. City Building Division (300 Richards Blvd., 3rd Floor). Note: Building must be (checked) inspected before move, however; submit application prior to contacting Building Division.

Signature: _____ Date: _____

Comments: _____

4. City Design Review Section (300 Richards Blvd., 3rd Floor; Luis Sanchez, 808-5957)

Signature: _____ Date: _____

Comments: _____

After the above Signatures are Obtained, take this Form to the Transportation Division

5. City Transportation Division (300 Richards Blvd., 3rd Floor); Josh Werner, 808-8158

Signature: _____ Date: _____

Comments: _____

House Move Completed in compliance with all City requirements and conditions of Approval:

6. After final inspection, send pictures and memo requesting refund to City Design Review Section for approval.

Signature of Applicant

Date