



PROCEDURE FOR MOVING PERMITS

When a moving permit has been approved through the moving process at the City Council Public hearing, or if no approval is needed because the structure to be moved is being relocated outside the City's jurisdiction, the moving contractor will make application with the City's Building Inspection Department. This application will include doing the following:

1. The Contractor will make a map showing the route the mover is planning on using.
2. The application form for the moving permit will be filled out by the mover stating the date and time of the proposed move.
3. The Contractor will take copies of the application and route map and obtain approval from all required agencies by contacting them and obtaining signatures in person.
4. The Contractor will be required to pay fees to the Police Department and Park Board for the proposed move. These fees will be adjusted to meet the cost accrued and the property owner will be billed for the balance.
5. Once the Contractor has received approval from all the required agencies, they will go back to the Building Inspection Department where the building permit will be issued if everything is in order.
6. The Contractor must receive approval from all the agencies at least 48 hours in advance of the planned move. If the date or time is changed, the Contractor must notify all agencies.

ROUTE MAP

(To be filed with moving application)

Date_____

Applicants Name:_____ Licensed Mover:_____

Present _____ Proposed _____

Address of Building:_____ Address of Building:_____

Date to be Moved:_____ Time:_____ Bldg Height:_____ Bldg Width:_____

Draw diagram of route to be taken:

MOVING PERMIT APPROVAL FORM

Applicants Name: _____ Licensed Mover: _____

Billing Address: _____

Present Location: _____ Proposed Location: _____

Date to be Moved: _____ Time: _____ Bldg Height: _____ Bldg Width: _____

The following approval form must be completed and any necessary fees paid to the following agencies before moving permit can be issued **(must be 48 hours prior to the move)**:

Grand Forks Police Department:

(Printed Name)

(Signature)

(Date)

Grand Forks Fire Department:

(Printed Name)

(Signature)

(Date)

Grand Forks Park Board:

(Printed Name)

(Signature)

(Date)

Excel / Nodak:

(Printed Name)

(Signature)

(Date)

Telephone Company:

(Printed Name)

(Signature)

(Date)

Cable Company:

(Printed Name)

(Signature)

(Date)

CITY OF GRAND FORKS – INSPECTION DEPARTMENT
APPLICATION FOR MOVING PERMIT

The undersigned hereby applies for a permit to move a building within the City of Grand Forks as follows:
DATE: _____

DESCRIPTION OF BUILDING & PRESENT LOCATION

Size: _____ Stories: _____ Type of Construction: _____

Present Location: _____

Lot: _____ Block: _____ Subdivision: _____

Replacement Cost \$ _____ Present Value \$ _____

PROPOSED NEW LOCATION & USE

New Location: _____

Lot: _____ Block: _____ Subdivision: _____

Needed repairs, alterations, and/or remodeling: _____

At an Estimated Cost of \$ _____

Total number of miles from present location to proposed location: _____

Proposed use after moving & remodeling: _____

(Printed name of applicant)

(Applicant's Signature)

(Applicant's Mailing Address)

(Applicant's Telephone Number)

BASE FEE: \$145.00 (This fee covers legal notices in City Briefs, the moving permit fee and the initial inspection fee of \$35.00 which includes the first hour of the inspector's time)

Receipt #: _____

Date: _____

ADDITIONAL FEES:	Addition Inspector's Time (\$35.00/hour)	\$ _____
	Mileage	\$ _____
	Time/Overtime by other City Employees- (Electrician, Park Board, Fire, etc.)	\$ _____
	Police Department Expenses- (\$35/Hr per office, 2 hour minimum)	\$ _____
	+ 10% Administrative Fees	\$ _____
	TOTAL AMOUNT DUE	\$ _____

A separate building permit, and the fee associated with it, is required to accomplish any repairs or construction work that's required by the granted moving permit.