



**PLANNING BUILDING  
AND  
PUBLIC WORKS DEPARTMENT**

**BUILDING  
TRANSPORTATION  
PERMIT APPLICATION  
PROCEDURES  
BH - 017**

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21630 11th Avenue S, Ste D • Des Moines, Washington 98198 • Tel: (206) 870-7576 Fax: (206) 870-6544

**Building Transportation Permit Procedures  
And  
Permit Application / Agreement**

**The applicant shall provide all of the following information and evidence of all the required approvals and submit the information with the application for permit to the Building Official for approval.**

1. The application is to be submitted with a One Thousand Dollar (\$1,000) Building Transportation and Plan Review Fee for the Building Department's review of the foundation and related connection details no less than Twenty (20) working days prior to the scheduled move.
2. Evidence of State Contractor's license, bond, and insurance coverage is required.
3. Evidence of approval from all affected utilities is required; gas, water, electricity, sewer.
4. Evidence of approval from the City, State, and County for moving the structure across or traveling on City, State, and/or County roadways is required.
5. The Building Transportation Agreement must be signed and a Ten Thousand Dollar (\$10,000) cash bond posted.
6. Moving routes must be approved and signed off on the permit by the Building Official.
7. Dates and times of the move must be approved prior to the moving of any structure.
8. Permission to commence the move must be approved by all agencies listed on the permit.
9. Pre-inspection of structure is required and must be completed and approved by the City of Des Moines during the review process. The applicant is responsible for scheduling this inspection and providing access to the structure for the inspection as well as the appropriate equipment necessary to accommodate the inspection.
10. The structure shall not be moved to the site until the design is reviewed, approved, and the building permit issued by the City of Des Moines.

**Plans shall include the following information:**

1. The application for a building permit is completed and signed.
2. Two (2) copies of the site plan are to be submitted with the application for the building permit showing (to scale) where the building is to be situated in relation to the property lines. (NOTE: No building permit will be issued unless all setback requirements are met.)
3. Property, building, and setback dimensions must be shown on the plans.
4. Two (2) copies of the structural drawings for the building's permanent foundation are to be submitted. This must include a foundation plan and cross section view.
5. Plans for the foundation and details of the lateral design connections shall be submitted for review.
6. The structure is required to fully comply with DMMC 14.08.280 for sound control. Plans shall include details that reflect this.
7. The applicant shall submit a clear scope of work detailing all of the improvements and code compliance to the structure, as well as drawings that show specific details of the work.

**Structural inspection of buildings to be moved into the city:**

1. All buildings being located in the city must meet International Building Code standards. The owner of the building must enter into an agreement with the City to correct any non-conformities within Six (6) months of the building move-on.
2. The building must be inspected by the Building Official prior to the moving of the structure.
3. The fees for inspection are Seventy Five Dollars (\$75) within Twenty-Five (25) miles of the city and One Hundred Fifty Dollars (\$150) if over Twenty-Five (25) miles from the city, plus mileage.
4. The building and property owner must be the same, with proof of ownership provided prior to building transport.
5. A cash deposit of Ten Thousand Dollars (\$10,000) must be posted to cover the possibility of the City's having to demolish the building. Such deposit amount is determined by the City Manager.
6. Building/property owner must enter into an agreement with the City of Des Moines to render the structure suitable for human occupancy within Six (6) months of building transport.
7. If determined necessary by the Building Official, an engineering report will be required for any structural design issues prior to the move.



**PLANNING BUILDING  
AND  
PUBLIC WORKS DEPARTMENT**

**GENERAL  
RESIDENTIAL  
MOVE ON/TRANSPORT  
INSPECTION  
CH - 017**

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**GENERAL RESIDENTIAL INSPECTION  
PRE-MOVE**

Date of Application: \_\_\_\_\_ Permit #: \_\_\_\_\_

Address of Unit to be Inspected: \_\_\_\_\_

**Agent Information**

Name of Responsible Agent: \_\_\_\_\_

Agent Street Address: \_\_\_\_\_

Agent City, State, Zip: \_\_\_\_\_

Agent Phone Number(s): \_\_\_\_\_

**Inspections**

*INSPECTIONS ARE BASED ON WHAT CAN BE SEEN WITHOUT CUTTING INTO WALLS AND CEILINGS. SHOULD THERE BE ANY FAULTY AREAS, THEY TOO MUST COMPLY WITH THE ADOPTED CODES OF THE CITY OF DES MOINES.*

**FOUNDATIONS:**

- Settlement or Expansion Cracks
- Water Penetration
- Saline Seepage
- Shallow Crawl Space

**EXTERIOR WALLS:**

- Settlement
- Deterioration (rot)
- Shifting
- Building

**ROOF:**

- Sagging or Uneven
- Deteriorated Covering
- Inadequate Roofing Materials

**FLOORS:**

- Sagging or Uneven
- Inadequate Timbers
- Deterioration

**INTERIOR FINISH:**

- Wall Materials
- Interior Partitions
- Window Sash & Frames (rot)

**HEATING & PLUMBING:**

- Plumbing Fixtures
- Heating System
- Waste & Drains

**INSULATION:**

- Ceiling
- Walls
- Floors & Rim Joist

**ELECTRICAL:**

- Adequate Service
- Inadequate Service
- Grounded System

APPROVED: _____	REJECTED: _____
_____ SIGNATURE OF BUILDING OFFICIAL	_____ DATE SIGNED
<b>SEE ATTACHMENTS FOR COMMENTS</b>	





**PLANNING BUILDING  
AND  
PUBLIC WORKS DEPARTMENT**

**BUILDING  
TRANSPORTATION  
PERMIT  
APPLICATION  
B-003**

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Permit Number: \_\_\_\_\_

**Applicant Information**

Applicant: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Load Information**

Load Description: \_\_\_\_\_

Load Dimension: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Date of Move \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of Move: \_\_\_\_\_

**Liability Insurance Information (carrier for moving firm responsible for move)**

Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone #: \_\_\_\_\_

Liability Limits: \_\_\_\_\_ Policy Exp. Date: \_\_\_\_\_

Bonding Co.: \_\_\_\_\_ Bond #: \_\_\_\_\_

**Route of Move:**

**DESTINATION:** \_\_\_\_\_

**Approval Checklist**

**Agreement Signed?** \_\_\_\_\_ **Building Permit #:** \_\_\_\_\_

**Cash Deposit \$** \_\_\_\_\_

**Engineering:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Official:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chief of Police:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fire Marshal:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Highway Dept:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Others:** \_\_\_\_\_ **Date** \_\_\_\_\_

**BUILDING TRANSPORT FEE: \$1,000.00**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Building Transport and Move-On Agreement

An agreement between the City of Des Moines and \_\_\_\_\_  
\_\_\_\_\_, d.b.a. \_\_\_\_\_

Providing for a cash deposit, describing purpose and intent of said deposit and providing for method of forfeiture by the City and restoration to the applicant.

WHEREAS, \_\_\_\_\_ d.b.a.  
\_\_\_\_\_ has applied for a permit to move \_\_\_\_\_ within the City of Des Moines and upon the streets and rights-of-way, and

WHEREAS, The City must guarantee that any damage to public or private property resulting from said moving operation be repaired and/or replaced immediately in a satisfactory manner, and

WHEREAS, although the applicant has submitted evidence of adequate insurance and bond to cover said operation, many damage claims are too small to warrant the difficulties of seeking redress in this manner, and

WHEREAS, the City of Des Moines follows a policy of representing both itself and the citizens of Des Moines in all matters of minor damage caused in said operations, now therefore:

The parties herein subscribing to this agreement do agree as follows:

1. The applicant, \_\_\_\_\_ d.b.a. \_\_\_\_\_ does deposit and the City acknowledges receipt of Ten Thousand Dollars (\$10,000) in cash which will be considered a deposit to guarantee the immediate repair and/or replacement of any property, public or private, which hi damaged as a result of said moving operation.

2. \_\_\_\_\_, d.b.a.  
\_\_\_\_\_ agrees that all repairs and/or replacements which are ordered verbally or in written form by the Building Official or his representative, shall immediately and promptly undertake said repairs or replacements or may, at the City's option, hire a contractor to accomplish same and all expenses so incurred shall be taken directly from the applicant's cash deposit, at the sole discretion of the Building Official or his representative. A Certificate of Occupancy, issued by the Building Official, is required no later than Six (6) months after building transport. If no Certificate of Occupancy is obtained by this time, the cash bond will be used to remove or demolish the building.

The City shall hold the applicant's cash deposit or any remainder thereof for a minimum of Ninety (90) days after the issuance of the Certificate of Occupancy. Knowledge by the City of Des Moines that any such claims are unsatisfied or pending shall be reason to hold the deposit until released by the Building Official.

CITY OF DES MOINES

\_\_\_\_\_  
BUILDING OFFICIAL

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE SIGNED