

Moving Permit Info Sheet

The moving of existing structures within the City of Duluth from a location on a premises to any location on that premises, or from one premises to other premises shall be accomplished in accordance with Duluth Legislative Code Section 10-4, included herein, and other applicable regulations. The procedure for obtaining City of Duluth Building Safety approval to move a structure is as follows:

1. Phone the Building Safety Office at 730-5240. Request the inspection of the existing structure for compliance with all applicable building codes.
2. Before any permit is issued for the moving, wrecking, razing or demolishing of a building or structure, the applicant shall file with the building official of the city of Duluth a performance bond and a certificate of insurance as set forth in DLC Section 10-4.
3. Submit two copies of all plans for the existing structure, the new foundation and any proposed alterations including work necessary to achieve code compliance. Site plan, elevations, floor plans for all floors and the basement and structural plans must be provided.
4. Plans will be reviewed for compliance in accordance with MN State Building Code.

MN Rules Section 1300.0220 Subp. 4. Moved buildings. Buildings or structures moved into or within a jurisdiction shall comply with the provisions of the code for new buildings or structures.

Exception:

A. Buildings designed to comply with Chapter 1311; or

B. A residential building relocated within or into a municipality need not comply with the Minnesota Energy Code or Minnesota Statutes, Section 326B.439 (related to ban on lead plumbing).

Note Chapter 1311 does not apply to 1 & 2 family dwellings or townhouses complying with MN Residential Code. Residential buildings are as defined in Minnesota Energy Code.

Plans will be reviewed for compliance with Duluth Unified Development Code. The site plan will be reviewed for compliance with Duluth City Code Sections, 50 and 51 and by the City Engineering Division for such issues as street access, frontage, public utility location, and/or public easements located on the subject property. Curb cut, driveway and land disturbance permits may be required based on the size and location of the site.

5. A foundation permit, a moving permit and a permit to complete any work necessary to obtain code compliance or compliance with DLC Sec. 10-4(h)(2) must be issued before the structure is detached from its original foundation.
6. When plans for the foundation and any proposed alterations have been approved and permitting and plan review fees paid, the foundation and other construction permit will be issued. Site built additions, porches, decks, attached garages, finishing of basements, etc. require permits which may be issued separately, or if adequate plans are submitted and approved, simultaneously with the moving permit.
7. The moving permit is issued separately from the foundation and construction permits.
8. A Service Disconnect and Route Form is available in the Construction Services Office. The form requires signature by City agencies and utility companies.
9. The mover shall be a state licensed moving contractor and must obtain approval from other agencies and departments prior to moving the structure.
10. The moving permit will be issued when foundation and other required construction permits have been issued AND the completed Service Disconnect and Route Form have been submitted and applicable permit fees paid.
11. The permit applicant is responsible for requesting the required inspections.

$$\begin{array}{ccccccc}
 \text{Foundation} & & \text{Construction Permit} & & \text{Compliance with} & & \text{Moving} \\
 \text{Permit} & + & \text{for Required Work} & + & \text{DLC 10-4} & = & \text{Permit}
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