



Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
Ph: (407) 742-0200 Fax: (407) 742-0202

HOUSE/STRUCTURE MOVING GUIDELINES

Please review the following procedures for moving a structure from one location to another. This is usually a three step process as follows:

STEP #1:

A. **Pre-move permit:** Please complete building permit application and appropriate permit application for pre-moving inspection of structure (see attached application). Applications must be legible and signed by the owner. Application must indicate the proposed occupancy of all parts of the building and include four pictures of the structure (front, rear, and each side) for identification. The license number of contractor or subcontractor must be included where applicable. The fee of the pre-house moving permit is \$38.16. The street address of the present location and proposed location must be included. Please confirm with the Zoning Department that the structure can be placed at your new location before you make application for permit. Permit applications and permit fees must be submitted in person by the permittee. We will not issue permits by mail or FAX.

B. **Proof of Ownership:** Proof of ownership is required. This shall include a complete parcel number for the property. A copy of the deed, tax receipt, or a print-out from the Property Appraiser's office is required.

C. **Owner/Builder Affidavit:** This form (available from our staff) must be completed, signed, and notarized by the owner when acting as contractor. Submit this affidavit with your application for permit. Please note that this affidavit will make the owner totally responsible for the permitted construction (do not use this form unless you are going to act as the contractor and assume full responsibility). The owner may obtain the permit for work of his/her own personal use only and not for the use of others or the general public.

D. Within three working days of the date of submittal of the pre-house moving application, the Building Office will make a site inspection to determine whether the structure can be safely moved to a new location. The structure must be open and accessible to the inspector. If the inspection indicates that the structure is safe to move, application can then be made for moving the structure (Step #2). Call (407) 742-0200 to obtain the status of your inspection.

STEP #2:

A. **Moving Permit:** Complete the permit application for moving of the structure (see attached application). Per Osceola County Ordinance, the fee for moving of structures is \$120.00. Fees for improvements will be \$36.00 plus an additional sum for each fixture or hook-up (see Step #3 below). The following information must be submitted with the house moving application:

1. Legal description, proof of ownership, copy of deed or tax receipt.
2. Site Plan. Indicate location and dimensions of proposed and existing structures on the property. Show lot dimensions and setbacks from property lines (front, rear, and sides). Show all streets and easements abutting property and location of proposed driveway.
3. Foundation plan. **Two (2) sets are required.** Plans shall indicate type, size, and location of all footings. Detail reinforcing, and anchoring of structure to foundation(s).



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4. Floor plan. **Two (2) sets are required.** Indicate size, use, and arrangement of all rooms and spaces. Show any additional work to be completed such as: electrical wiring, plumbing, HVAC, structural modifications, etc.

5. Utility authorization and septic system approval. For septic systems, your application must include written approval from the Environmental Health Department (407)-742-8600. The Health Dept. will need to see your site plan before approval. Sewer and water systems supplied by a utility company must be verified for availability. A paid receipt or letter of authorization from your utility company is required prior to issuance of permit.

B. After receipt of this information, your application will be routed to the Zoning, Development, & Engineering Departments for approval. Your permit application will be processed by the Building Office upon receipts of these approvals.

STEP #3:

A. When your application for moving permit is approved for issuance, you (or your contractor) will then make application for the improvements and hookups to the structure (if any). If you are not making any additional improvements to the structure or hooking-up plumbing, electrical, mechanical, gas systems, etc., then this permit is not required. To receive electrical power to your structure, an electrical permit must be obtained. If a permit is required, the permit must be obtained at the same time that the moving permit is obtained. The fees for each permit will be a minimum of \$36.00 plus an additional fee per fixture. Please ask the Permitting staff if you need information on the fees.

NOTES:

1. The information contained herein is intended only to be used as an outline of the requirement most often necessary and is not meant to limit or abridge any specific requirement or procedure pertaining to any project or agency.
2. If you are permitting more than one structure, you will be required to permit each structure on a separate permit application. This is usually of great benefit to the permit holder.
3. Additional fees for Zoning, Engineering, & Development (impact fees) may apply. Please check with the individual departments for confirmation or ask staff for assistance.

Effective Date: May, 2004 (with attachments)



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APPLICATION FOR HOUSE/STRUCTURE PRE-MOVE INSPECTION

 To schedule a 1070 (Building Other) Inspection or cancel an inspection, please call: (407) 742-0210.

SECTION 1: (To be completed by applicant)

APPLICANT: _____
 ADDRESS: _____
 PHONE NUMBER: _____

TYPE OF STRUCTURE TO BE MOVED: _____

DIMENSIONS OF STRUCTURE (IN FEET & INCHES):
 LENGTH: _____ WIDTH: _____ HEIGHT: _____
 STORIES: _____ TOTAL SQUARE FEET LIVING AREA: _____

PRESET LOCATION OF STRUCTURE:
 STREET ADDRESS: _____
 LEGAL DESCRIPTION: _____
 SIGNATURE OF APPLICANT: _____

SECTION 2: (To be completed by inspector)

FIELD INSPECTION MADE BY: _____ DATE: _____

IMPROVEMENTS/HOOK-UPS REQUIRED:
 STRUCTURAL: _____
 ELECTRICAL: _____
 PLUMBING: _____
 MECHANICAL: _____
 COMMENTS: _____

APPLICATION/INSPECTION FEE: \$38.16 RECEIPT #: _____ DATE: _____



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APPLICATION FOR HOUSE/STRUCTURE MOVING PERMIT

To schedule a 1000 (Footing) Inspection, a 1080 (Building Final) inspection or cancel an inspection, please call: (407) 742-0210.

SECTION 1: (To be completed by licensed Moving Contractor)

LICENSED MOVING CONTRACTOR: _____

COUNTY LICENSE #: _____ PHONE: _____

ADDRESS: _____

OWNER OF PROPERTY: _____

TYPE OF STRUCTURE TO BE MOVED: _____

DIMENSIONS OF STRUCTURE (IN FEET & INCHES):

LENGTH: _____ WIDTH: _____ HEIGHT: _____

STORIES: _____ TOTAL SQUARE FEET LIVING AREA: _____

PRESET LOCATION OF STRUCTURE:

STREET ADDRESS: _____

LEGAL DESCRIPTION: _____

Approximate time the structure will be upon roadways and contemplated route that will be used from present to new location:

TIME: _____ ROUTE: _____

SECTION 2:

1. Attach a copy of the State of Florida D.O.T. permit for this move.
2. Contact power company and/or gas company (if applicable).
3. Secure approvals from the following departments and offices:

Osceola County Engineering Department: _____ Date: _____

Osceola County Sheriff's Office: _____ Date: _____

PERMIT FEE: \$120.00 **RECEIPT NO.** _____ **DATE:** _____