



# Relocation Permit Application

Rev.20210622

A relocation permit submittal must contain the following components to be considered a complete submittal.

Requirement	Details
SITE PLAN	Site plan submittal shall include a minimum of: <ul style="list-style-type: none"> <li>• Property address</li> <li>• Property lines and dimensions</li> <li>• North arrow and scale of drawing</li> <li>• Location and dimensions of proposed and existing structures and distances to property lines</li> <li>• Main driveway location and dimensions</li> <li>• Street names and location of alley</li> <li>• Site drainage plan</li> <li>• Curb to property line dimensions</li> <li>• Access to parcel</li> </ul>
PLANS	Plan submittal shall include a minimum of: <ul style="list-style-type: none"> <li>• Footings/foundation for new location</li> <li>• Elevations</li> <li>• Cross section</li> <li>• If there will be a basement, it will need plans to indicate if finished/unfinished, garage or comb nation</li> <li>• WSEC Documents, including Glazing Schedule, required for both finished and unfinished basements</li> </ul>

## PROPERTY INFORMATION

Old Location: \_\_\_\_\_ New Location: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Use (i.e. single family, duplex, commercial, etc.): \_\_\_\_\_

### Please enter applicable square footages:

Main Floor: \_\_\_\_\_ Garage: \_\_\_\_\_

New Slab/Crawl Space: \_\_\_\_\_ Uncovered Deck: \_\_\_\_\_

New Unfinished Basement: \_\_\_\_\_ Covered Deck: \_\_\_\_\_

New Finished Basement: \_\_\_\_\_ Carport: \_\_\_\_\_

2<sup>nd</sup>/3<sup>rd</sup> Floor: \_\_\_\_\_ Other: \_\_\_\_\_

**Job value for foundation and work to finish:**

\$\_\_\_\_\_ \$\_\_\_\_\_

Contractor Bid **OR** Owner estimate of materials

A relocation permit application completed in full by either the owner of the properties (the structure and the lot on which it is to be placed) or a Washington State licensed general contractor, one copy of the site plan and payment of the \$100 fee begin the relocation process which includes:

- Review by the DSC Current Planning staff to approve the site plan and the proposed use of the structure.
- Review by DSC Engineering staff to approve the site plan regarding utilities.

Once the review of the Relocation Permit application has been completed the applicant may be eligible to apply for the House Move permit. A House Move permit is issued after the building permit is issued, the foundation is inspected and approved, and the site is properly prepared to receive the relocated structure. After the foundation/finish permit is issued, associated trade permits may be pulled.

I have read the requirements above and I agree to comply.

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 Applicant's Name (Please print)

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 Applicant's Signature

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 Street Address

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 City

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 State

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 Zip

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 Applicant's Phone Number

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 Applicant's Email

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 Contact Name

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 Contact Phone Number

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 Contact Email

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 Contractor License # (if applicable)