



House Move and Relocation Guide Sheet

INTRODUCTION

Relocating a structure in the City of Spokane combines the processing of Building Permit approvals and Engineering Permit approvals.

Building Permit Approvals

A number of different permits are required for this:

1. Relocation (RELO) permit – To approve the proposed location for the relocated structure.
2. “Addition” (BLDR for residential) permit – Serves to:
 - a. Approve the foundation/basement design and installation prior to the actual move.
 - b. Covers the “fit and finish” work necessary to complete the Certificate of Occupancy requirements
3. Trade permits (MECH, ELEC, PLMB) for work to fit and finish
4. Sewer/Water permits:
 - a. Sewer -
 - i. If no existing connection exists at parcel, a Full Connect permit (SEFC) is required.
 - ii. If connection does exist, a Building Line permit (SEBL) is required.
 - b. Water -
 - i. If no Tap exists, new WTAP and WMTR permits are required.
 - ii. If tap does exist, a WMTR permit is required.
 - c. General Facilities Charges – to be determined by staff
5. Address permit required – if parcel currently has no address or the orientation of the structure on the parcel dictates a change of address.

House Move Permit Approval

A House Move Permit (HSMV) for the move itself requires a completed application submitted by the Contractor making the structure no more than (60) days before the House Move Operation, but no later than Sixteen (16) business days before the actual proposed date of the Structure Move. House Move applications submitted between November 15 and February 15 may not be accepted if weather conditions are unfavorable. No structure moves shall be performed when snow or ice is on the roadway. The Street Dept. Representative may cancel or stop any move at any time roadway conditions warrant or weather forecast indicates that snow or ice is likely. Any costs incurred are the Contractor’s responsibility. The City of Spokane is not responsible for any damage caused by any person, company, or corporation engaged in Structure/House Moving Operations.

HSMV permits will not be sent to review until after the foundation for the new structure has been inspected and approved on the BLDR permit. The move date will be contingent on this approval.

Application Process

Apply for the Relocation and Building permits:

Presently we are requiring all documents to be submitted by email as PDFs to permitteam@spokanecity.org. A complete submittal must include all of the following:

1. Completed Relocation Application
2. Site Plan (as separate PDF saved as SITE PLAN) including these required items:
 - a. Parcel as actually mapped
 - b. Street(s) labeled
 - c. North Arrow
 - d. Proposed new structure location with dimensions and distances to property lines
 - e. Any existing structures on parcel with distances to new structure
 - f. Any proposed new accessory structures (decks, porches, detached garage/shop, etc.)
 - g. Access and proposed off-street parking
 - h. Slope of parcel
3. Plans (combined as one PDF saved as PLANS) with:
 - a. Floor plan of entire structure to be moved showing all floors and rooms labelled (i.e., Bedroom, bathroom, living room etc.)
 - b. Foundation plan (Slab, crawlspace, basement) with cross-section
4. If basement, must indicate finished/unfinished
 - a. Also show all proposed rooms and usage
5. Footing Calcs (one PDF saved as FOOTING CALS)
6. WSEC (one PDF saved as WSEC) for finished basement.

This information will be used to create the RELO and BLDR permits. Once review fees are paid, these will be accepted for review. If revisions are required you will be notified, otherwise we will let you know when they are approved. Once final permit fees are paid, you will be able to start work on the foundation. Once the foundation has been inspected and approved, the Contractor moving the structure can submit for the HSMV permit.

Apply for the House Move Permit:

A complete House Move application includes:

1. Location information for where the structure is presently located and where it will be going to in the City.
2. Contractor information – we can only issue these permits to licensed WA contractors with Bonding and insurance to work in the City Right of Way (ROW).
3. Structure Owner Information
4. Structure Information
5. Proposed move date (to be within 16 to 60 days from application)
6. Proposed Route
7. Axel Loading
8. Load dimensions
9. Hold Harmless Affidavit
10. Utility company Coordination Sheet

Details are included in the House Move Application.

Once the foundation inspection has been approved and entered on the Building Permit, we can accept the application for the House Move. All the impacted departments will review the application and approve or request revisions or corrections. Once everything is approved and any new fees paid, the permit will be issued, and the move will occur on the date requested. Information about what is expected before, during and after the day of the move is included in the House Move Packet.

Once the structure has been moved, follow up inspections will occur by various departments and fees on the permit may be adjusted.

Storage of the structure on the property prior to setting on the foundation has to be approved by the Development Services Center, and fencing must be installed to keep the site safe.

Completion

Once the structure is located on the foundation trade permits will be needed to complete any plumbing, mechanical or electrical work. These can be applied for after the BLDR permit is issued. Sewer and water can also now be scheduled. The BLDR permit will be used for “Fit and Finish” of the structure itself.

Before the structure can be occupied, a Certificate of Occupancy must be issued. This process is explained in our Certificate of Occupancy Residential & Commercial Guide Sheet in the Construction drop-down of the Guide sheets/Handouts section of our Resources page of the City website located here:

<https://my.spokanecity.org/business/resources/>

If you have any questions about the permit process for relocating a structure in the City of Spokane, please contact us at permitteam@spokanecity.org.