

CITY OF SPOKANE

House Move Permit Application Packet

This Permit Packet is to assist those moving building and structures in the City of Spokane.



INTRODUCTION

A completed application, as preliminarily identified as acceptable by the Street Department Representative (*otherwise known as the Operations Engineer, Bridge Engineer, or other Designee*), may be filed at the Permit Center as early as Sixty (60) days before the House Move Operation, but must be received no later than Sixteen (16) working days before the actual 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.

PROCEDURE

The permit application process begins when you submit a completed House Move Permit Application. Keep in mind the acceptance of your application is not to be construed as final approval or confirmation of your request. Copies of the application are forwarded to and reviewed by all affected City Departments. During the review process, you may be notified if your project requires any additional information, permits, licenses or certificates. These items must be received before your permit can be approved.

STEP 1: First stop: Permit Center on the 3rd Floor, City Hall (625-6300 M-F 8-4)

- Building and Structures moved to a City location must obtain the following items.
 - Address verification/assignment
 - Relocation Permit (to relocate or place a structure on any property in the City)
 - Approved/Finale Building Permit (for foundation at the property where structure will be located)
 - These permits, if required, **must** be in place prior to permit application submittal.
 - Building/Structural Move Permit Packet (described above)
 - Confirmation of current insurance/bond/license to do business in the City Right of Way
- Building and Structures not moved to a City location require only the Building/Structural Move Permit Packet and confirmation of current insurance/bond/license to do business in the City Right of Way.

STEP 2: Second stop: Street Department, Maintenance Division at 1433 N. Normandie Street (625-7733 M-F 7-3).

- **Schedule an appointment** with the Street Dept. Representative (625-7749 Bridge Engineer, 625-7738 Operations Engineer) to review the proposed move.
- Bring completed permit application form, evidence of relocation and foundation permits, and insurance/bond/license documentation as required from Step 1.
- Be prepared to discuss:
 - Traffic control
 - Loading configuration and weight distribution
 - Bridges and overpasses along route
 - Routing & timing of move
 - Signs and Overhead conflicts
 - Parking restrictions
- Application will be finalized, assigned a Service/Request number, and given preliminary approval by the Street Dept. Representative upon resolution of the above items.

STEP 3: Third stop: Permit Center (same as Step 1) AFTER PRELIMINARY APPROVAL by Street Dept

- Submit House Move Application to Permit Center staff.
- Establish move date (Note: this date is at least 15 working days after submitting the completed application to the Permit Center). Changes to move schedule require 5 working day notice. **Notification of an EMERGENCY rescheduling of the move must be received a minimum of one (1) working day prior to the original house move date. Any costs incurred by the City of Spokane due to work performed to meet the original schedule will be passed on to the applicant, regardless of re-schedule reason.**
- Notification of move schedules received by the Street Dept. Representative after 1:00 pm shall be considered received at 8:00 am on the next working day. Please plan ahead so these time frames do not impact your move schedule. There will be an additional Fee for move rescheduling
- Obtain Street Obstruction Permit at least five (5) working days prior to the move date.
- Payment for City Staff involvements in the move must be paid to the Engineering Services Permit Center prior to or at the time of obtaining an obstruction permit, see COSTS section below. (3rd Floor City Hall - 625-6700 M-F 8-4).

COSTS (City Involvement)- All Costs shall be paid at time of Permit Issuance

The City of Spokane's typical involvement includes: Route inspection, 'No Parking' sign placement, Removal/loosening of any conflicting street/traffic signs, Street Light adjustment, Inspection. No street/traffic sign shall be removed or manipulated without prior approval of City staff. Violations will be subject to monetary penalties and cost recovery for City Staff to verify any signage along route is in good order.

- A House Move Permit costs \$100.00
- A Street Obstruction Permit costs \$25.00
- The costs of the Street Department's involvement will be identified and invoiced.*
- The costs of Police Department involvement will be identified and invoiced.*
- **Re-schedule fee is \$60.00**

*Any costs above and beyond invoiced amounts will be due and payable upon new invoice.

PROPOSED ROUTE OF MOVE

The route should utilize arterials as much as possible, and must have written approval by the Street Dept. Representative. The proposed route must be outlined on the attached Route sheet, accompanied by a map of the route. Any proposed changes to the route after review and written approval will require re-submittal of the application, including re-establishment of the move date (see above requirements for move date).

The following routes may be used only with the written approval of the City Street Operations Engineer:

Francis Ave: Indian Trail Rd to Market St

Mission Ave: Division St to Trent Ave

Market St, Haven St, Greene St, Freya Way, Freya St, and crossings between Francis Ave, and Springfield Ave

Nevada St, Hamilton St, and connecting streets between Francis Ave, and Trent Ave

Division St: between North City limits and Cleveland Ave

Central Business District bounded by the Spokane River, Division St, Fourth Ave., and Maple St

Wrong way movement on One-way streets is generally prohibited. Short movements may be allowed with the written approval of the Street Dept. Representative. House move operations will be scheduled to commence at 2 AM, and shall be completed and the structure removed from any street and sidewalks by 5:30 AM. If the move cannot be completed in a single time period, the structure must be removed completely from the right of way until the move resumes the next morning. If the move can not be completed in the scheduled time line of the move, the structure must be removed completely from the right of way, or monetary penalties will be assessed, and the structure may be impounded / removed and all costs shall be borne by the Contractor.

Once the route has been approved, the Contractor is required to create an informational flyer to be given to each property/resident(s) impacted by the move operation. This flyer should include information that will explain the upcoming house move operation, and how the property/resident(s) will be affected (time of move, impact to trees, parking restrictions, Contractor's contact information, etc.). An example letter is attached.

Any needed 'NO PARKING' signage placed by City forces for a move operation shall be carefully laid down on the ground to avoid damage to the sign. Any Traffic signage loosened by City forces to facilitate removal for the structure to pass by, shall be immediately replaced and adjusted to face the appropriate direction. A Noise Ordinance Variance may be required. If any vehicles require removal, this shall be at the expense of the Contractor, and any vehicles will be relocated to a point not to exceed 1 block from original location, with directions given to residence of the location of the relocated vehicle.

SITE CONDITION

The site from which the house structure is to be moved shall at all times be kept in a safe condition, to include erection of a safety fence around the site and structure prior to the move, and around the site after the house has been removed. Any work zone signage as deemed necessary by the City shall be installed by the Contractor.

The site to which the house structure is to be moved shall at all times be kept in a safe condition, to include erection of safety fence around the site prior to the arrival of the house, and around the site and structure after the move has been completed. The foundation shall be inspected and approved by the Building Dept. prior to application submittal and acceptance. House structures shall not be permitted to remain in a state of temporary placement for a prolonged period of time. The house structure will not be allowed to remain in or on public right of way, unless specific permits are issued to the contractor for this purpose. Any work zone signage as deemed necessary by the City shall be installed by the Contractor. **Any violations shall be subject to monetary penalties and violation abatement procedures.**

EQUIPMENT

All vehicles and devices used in the moving operation must be equipped with adequate warning lights and devices, including oversize signage. A house mover shall at all times comply with State law pertaining to vehicle regulations and requirements. Use of non-rubber tired equipment on streets, alleys, sidewalks, or other public ground shall not be allowed. All caster wheels or other rolling gear shall be placed in such a manner that the measurement of the maximum outside width of the rolling gear shall be at least two (2) feet less than the width of the traveled portion of the roadway upon which the structure is to be moved. All permitted vehicles and loads must display a minimum of one (1) amber flashing light located on top of the tow vehicle plus a minimum of (1) amber flashing light located on the upper rear end of the vehicle or load. Lights shall be visible for 500 feet. Escort vehicles and other vehicles associated with the move operation shall have amber flashing lights. All workers in or on the Public Streets and ROW shall wear ANSI/ISEA 107-2004 CLASS 2 or 3 garment during daylight hours, and during night time (½ hr before sunset until ½ hr after sunrise) or periods of low visibility ANSI/ISEA 107-2004 CLASS 2 or 3 garment, with white coveralls or ANSI class E lower garment.

LOADED PLATFORM

The loaded platform characteristics of the move must be accurately indicated on the application and on the attached Load Diagram sheets, with an accurate estimate of the load. The Street Dept. Representative has the option to require load certificates of the loaded structure prior to the move, and may deny the move if it is significantly different from the application. The dimensions of the loaded structure may be verified during the Pre-move meeting (see below). Significant discrepancies in the dimensions indicated upon the application may result in cancellation of the move operation, and all fees and costs paid shall be forfeited.

TRAFFIC CONTROL / ROAD CLOSURES

House move operations typically involve a moving street obstruction.

- A traffic control plan may be required, indicating the location of all signs and traffic control devices, flagger personnel, applicable detour routes, and expected times and durations that any traffic will be delayed.
- The use of a professional escort service is required to perform Pilot duties during the move operation. Escort vehicles shall be equipped with a two way radio and maintain communication with the driver of the tow vehicle and other escort vehicles. All escort vehicles shall maintain an adequate distance from the tow vehicle/loaded platform to warn approaching motorists of the oversize vehicle configuration. When the overall vehicle configuration height exceeds 13'6", the front escort vehicle shall be equipped with a 'hot pole' that extends three inches above the overall height of the load.
- A minimum of One (1) extra duty police officer is required to attend each house move operation, the costs of which shall be paid by the contractor. Extra duty police officers are not intended to replace the escort pilots.

STREET TREE IMPACT

The City of Spokane Parks Department will assess the proposed route to determine if Street Trees will be impacted. If required, tree pruning shall occur during the move operation, and all Street Tree pruning shall be performed by a Licensed Arborist, as recognized by the City of Spokane Parks Dept. During the house move operation (early morning hours), bucket truck/ladders and hand saws and loppers are to be used, no power equipment (chain saws) will be used to prune trees. No Chipping operations will be allowed for the house move tree debris other than during day time hours. The use of power equipment during early morning hours may violate Noise Ordinance. Needed major tree pruning operations must occur during day time hours sometime before move. Damage to trees from the move operation may result in monetary penalties, and denial of future permits to move structures.

UTILITIES

All utilities shall be afforded the opportunity to review the House Move permit application. Whenever House/Structure moving operations are to be conducted in close proximity to existing utilities, the Contractor is required to notify the Utility companies of the proposed house move, and coordinate any issues that may arise from the house move. Verification of coordination and approval with the Utility companies shall be required prior to permit issuance. Any unresolved height conflicts, failure to coordinate with, or payment arrangement problems with a Utility will result in forfeiture of all fees paid, revocation of all permits, and cancellation of the house move.

PRE-MOVE MEETING

The contractor is highly encouraged to hold a pre-move meeting at least one day prior to the house move. This meeting will afford the Utilities and City forces the opportunity to resolve any questions or concerns arising from the move operation. All documentation and permits shall be in place prior to this meeting. Verification of load dimensions and axle loading may occur at this time. All affected Utilities, Arborists, Traffic Escorts, and a City representative(s) should attend the meeting, or a document from the Utility stating non-involvement/approval may suffice in their absence.

As a courtesy, we are including contact information of **SOME** Local Area Utility Companies.
The Contractor is advised that this list is **NOT** all inclusive, and the contact information may not be current.

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HOUSE MOVE UTILITY NOTIFICATION

<u>Avista Power – Electric Techs</u>	<u>#495-4180</u>	<u>(fax) 495-8713</u>
<u>Fiberlink/Zayo Bandwidth– Ed Owen</u>	<u>#688-4885</u>	<u>(fax) 688-4099</u>
<u>Comcast Cable – Ryan Zaph</u>	<u>#755-4714</u>	<u>(fax) 755-4863</u>
<u>Inland Power & Light – Operations</u>	<u>#747-7151</u>	<u>(fax) 626-4229</u>
<u>Vera Water & Power – Todd Henry</u>	<u>#924-3800</u>	<u>(fax) 922-3929</u>
<u>Qwest – Walt Wrench, Terry Rasmussen, Cal Reeder</u>	<u>#455-2175</u>	<u>(fax) 455-2867</u>
<u>X-O Communications – Jesse Taylor</u>	<u>#444-8568</u>	<u>(fax) 444-0033</u>
<u>INTEGRA Telecom - Steve Cooper</u>	<u> #(208) 947-5033</u>	<u>(fax) (208) 947-5001</u>
<u>TW Telecom – Miquel Trevino</u>	<u>#252-8328</u>	<u>(fax) 252-8350</u>
<u>Potelco</u>	<u>#926-6003</u>	<u>(fax) 926-6954</u>
<u>Spokane Ditch & Cable – Ryan</u>	<u>#201-0170</u>	<u>(fax) 483-2525</u>

POLICE EXTRA DUTY OFFICE

443-6610 OR 994-9504

SAMPLE NOTIFICATION LETTER

Dear Resident:

There will be a house/structure move operation in your area in the near future. We do not anticipate any prolonged negative impact to you and your property, however there may be short durations of time that you may be impacted.

Parking along the route may be restricted the evening of the move to accommodate the width of the structure. 'NO PARKING' barricades will be placed prior to the move. Please make sure to have all vehicles removed from the street. Police officers will be in attendance of the move operation to enforce any parking restrictions.

Date of move operation: _____

Time of move operation: _____

Unique circumstances that may occur in regards to your property/location:

Thank you for your cooperation.

Contact information:

Name: _____

Phone: _____

CITY OF SPOKANE

HOUSE / STRUCTURE MOVE APPLICATION

**Application will not be accepted if not completed entirely and notarized.

Street Dept preliminary approval for acceptance of Permit Application by: _____ Date: _____

Comments: _____

SR #: _____

LOCATION INFORMATION: To Be Moved From:

ADDRESS: _____ PARCEL NUMBER: _____

LOCATION INFORMATION: To Be Moved To:

ADDRESS: _____ PARCEL NUMBER: _____

FOUNDATION PERMIT APPROVED? Y / N NUMBER: _____
Required if located within City Limits

RELOCATION PERMIT ISSUED? Y / N NUMBER: _____
Required if located within City Limits

APPLICANT INFORMATION:

COMPANY NAME: _____

ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____ FAX: _____

'ON SITE' CONTACT PERSON: _____ PAGER/CELL PHONE: _____

STATE CONTRACTOR LICENSE #: _____ CITY BUSINESS LICENSE #: _____

GENERAL LIABILITY INSURANCE POLICY: ON FILE Y / N STREET PERFORMANCE BOND: ON FILE? Y / N

TOW VEHICLE LICENSE PLATE #: _____ STATE: _____ EXPIRES: _____

****NOTE: VEHICLE / LOAD SAFETY INSPECTIONS MAY OCCUR AT ANY TIME. ALL VEHICLES SHALL MEET ALL SAFETY REQUIREMENTS.**

STRUCTURE OWNER INFORMATION:

NAME: _____

ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

STRUCTURE INFORMATION:

HOW MANY STORIES? ONE ___ TWO ___ OTHER _____

WOOD FRAME STRUCTURE? YES ___ OTHER _____

Show all load dimensions and weight distribution on the attached diagram(s).

****NOTE: LOADED STRUCTURE DIMENSIONS MAY BE VERIFIED. MIS-REPRESENTATION OF LOADED DIMENSIONS MAY RESULT IN CANCELLATION OF MOVE, AND ALL FEES PAID WILL BE FORFEITED.**

PROPOSED MOVE DATE: DATE WILL BE ASSIGNED/CONFIRMED BY PERMIT CENTER STAFF UPON COMPLETED APPLICATION SUBMITTAL, TO BE NO EARLIER THAN 15 DAYS FROM DATE OF SUBMITALL.

DATE: _____ TIME TO BEGIN MOVE: _____ AM / PM

ESTIMATED TIME OF COMPLETION: _____ AM / PM

PROPOSED MOVE ROUTE:

FROM THE PROPOSED LOCATION TO BE MOVED FROM:

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

THENCE

N S E W on _____ to _____

DOES THIS ROUTE INVOLVE CROSSING A BRIDGE WITHIN CITY LIMITS? Y / N
IF YES, PERMIT WILL REQUIRE ADDITIONAL REVIEW

DOES THIS ROUTE INVOLVE CROSSING RAILROAD TRACKS? Y / N
IF YES, NOTIFICATION TO RAILROAD OPERATIONS IS REQUIRED

BNSF 981-5280 (Mark Rubino)
Union Pacific 981-5280 (Keith Abeyta)
1-888-877-7267 or visit www.uprr.reus.housmove

ATTACH A MAP SHOWING THE PROPOSED ROUTE.

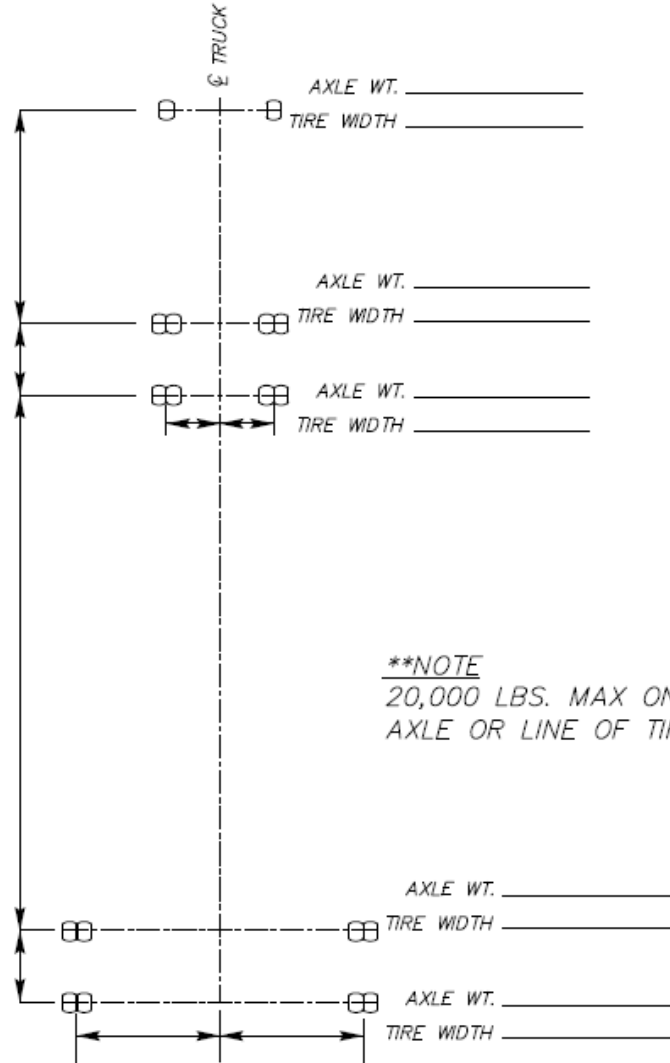
HOUSE MOVE:

FROM ADDRESS _____

TO ADDRESS _____

*NOTE

ALL DIMENSIONS, WEIGHTS AND TIRE SIZES SHALL BE SHOWN ON DRAWING.



**NOTE

20,000 LBS. MAX ON ANY SINGLE AXLE OR LINE OF TIRES

CONTRACTOR'S SIGNATURE _____

CITY REPRESENTATIVE SIGNATURE _____

COMPANY NAME _____



TYPE I AXLE LOADINGS FOR HOUSE MOVES

DATE _____

STREET DEPARTMENT
CITY OF SPOKANE

SCALE:

N/A

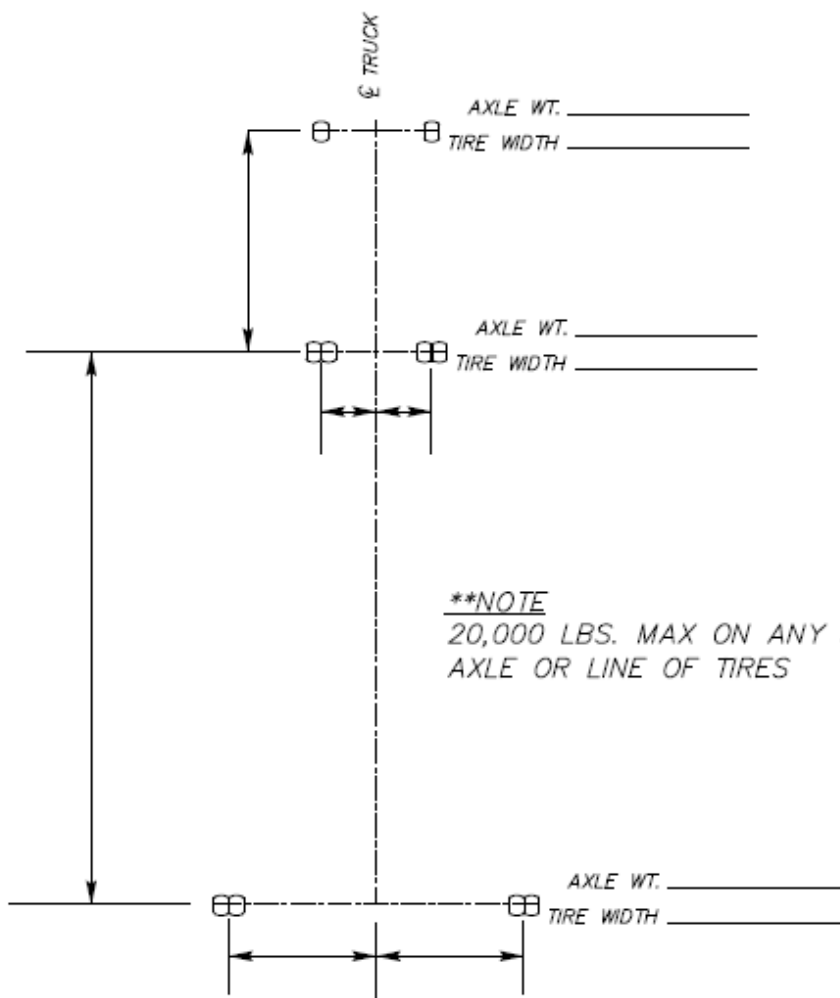
HOUSE MOVE:

FROM ADDRESS _____

TO ADDRESS _____

***NOTE**

ALL DIMENSIONS, WEIGHTS AND TIRE SIZES SHALL BE SHOWN ON DRAWING.



****NOTE**

20,000 LBS. MAX ON ANY SINGLE AXLE OR LINE OF TIRES

CONTRACTOR'S SIGNATURE _____

CITY REPRESENTATIVE SIGNATURE _____

COMPANY NAME _____



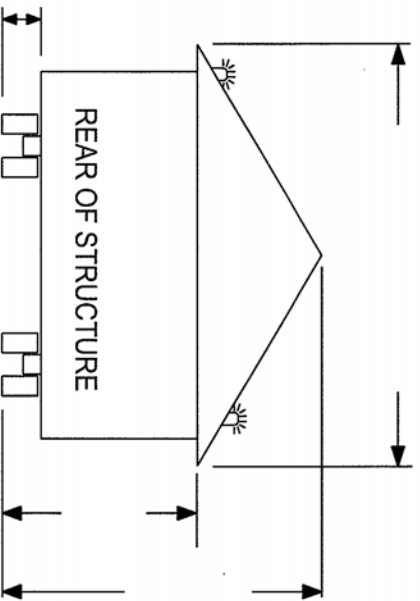
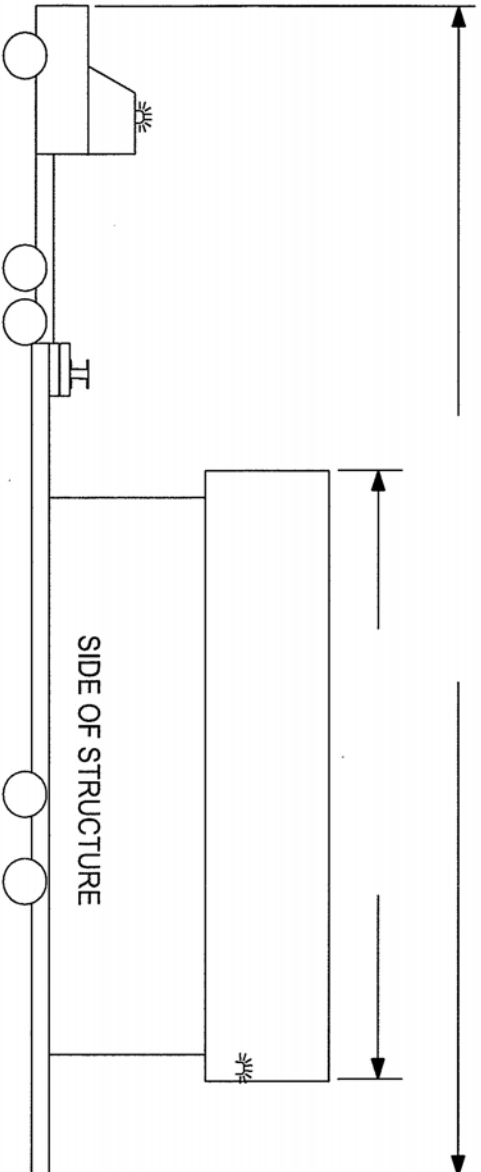
TYPE II AXLE LOADINGS FOR HOUSE MOVES

DATE _____

STREET DEPARTMENT
CITY OF SPOKANE

SCALE:
N/A

ALL DIMENSIONS SHALL BE VERIFIED PRIOR TO MOVE



THIS FORM WILL BE USED BY REVIEWING ENTITIES TO DETERMINE THE IMPACT THE LOADED STRUCTURE WILL HAVE UPON ANY TREES, SIGNS, UTILITIES, ETC. PLEASE INDICATE AS ACCURATELY AS POSSIBLE ANY DORMERS, CHIMNEYS, OR OTHER STRUCTURES, INCLUDING DIMENSIONS, TO ASSIST THE REVIEWERS IN DETERMINING THOSE IMPACTS. FAILURE TO DO SO MAY RESULT IN UNNECESSARY COSTS TO THE MOVER.

HOUSE MOVE:

FROM: _____

TO: _____

MOVE DATE : _____

SIGNATURE: _____

INDICATE ANY DORMERS, CHIMNEYS, ETC. HEIGHT MEASUREMENT SHALL BE TO THE TALLEST PART OF THE STRUCTURE, INCLUDING THE DORMERS, CHIMNEYS, ETC.

The City of Spokane Engineering Services Permit office must be notified immediately of any unplanned or unusual events that resulted from the Structure Move. The permittee must also report any incident, damage claim, or neighbor annoyance report brought to the permittee's attention within twenty-four hours.

Contact information

Permit Center :

625-6700 Monday – Friday: 8:00 – 4:30

After hours / Emergency (Dan Eaton) 994-7388

Street Dept: 625-7733, Operations Engineer 625-7738, Bridge Engineer 625-7749

Police Extra Duty office: 443-6610 or 994-9504

Emergency: 911

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED STRUCTURAL MOVE OPERATION UNDER THE SPOKANE MUNICIPAL CODES, STATE REGULATIONS/WAC, AND INTERNATIONAL BUILDING CODES. I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE STRUCTURAL MOVE OPERATION TO THE CITY OF SPOKANE.

I AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS, THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS, AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THIS OPERATION.

NAME OF APPLICANT (Print): _____

SIGNATURE: _____ DATE: _____

THIS FORM MUST BE NOTARIZED

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20 _____

Notary Public in and for the State of Washington,

Residing at _____

My commission expires _____

VERIFICATION OF COORDINATION WITH UTILITY COMPANIES

This form (or other proof of coordination) is required to be completed, and to be submitted to the Permit Center staff prior to Permit issuance.

We have reviewed the submitted application to move a house / structure from

_____ to _____

on _____.

If there are impacts to our Utility, we will arrange to have a crew to be in attendance of the move, and all costs shall be paid by the Moving Contractor.

Acknowledged by:

Please Circle

_____ of AVISTA Will / Will Not have impact
(Name)

_____ of COMCAST Will / Will Not have impact
(Name)

_____ of QWEST Will / Will Not have impact
(Name)

_____ of FIBERLINK / ZAYO Will / Will Not have impact
(Name)

_____ of TW TELECOM Will / Will Not have impact
(Name)

_____ of INTEGRA TELECOM Will / Will Not have impact
(Name)

_____ of X – O COMMUNICATIONS Will / Will Not have impact
(Name)

_____ of _____ Will / Will Not have impact
(Name) (Name of Company)

_____ of _____ Will / Will Not have impact
(Name) (Name of Company)

_____ of _____ Will / Will Not have impact
(Name) (Name of Company)