



Phone (952) 939-8394
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Moving Permit Application

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|------------------------|
| Office Use Only |
| _____ Permit Number |
| _____ Received By |
| _____ Date Received |

| | |
|---|--------------------------------|
| Type of Structure: <input type="checkbox"/> Dwelling <input type="checkbox"/> Garage <input type="checkbox"/> Other (specify): _____ | |
| Move Details: <input type="checkbox"/> Out of Minnetonka <input type="checkbox"/> Within Minnetonka <input type="checkbox"/> Into Minnetonka Proposed Date and Hours of the Move: _____ | |
| Building Moving From: | Building Moving To: |
| Street Address: _____ | Street Address: _____ |
| City, State, Zip: _____ | City, State, Zip: _____ |
| Property Owner Name: _____ | Property Owner Name: _____ |
| Email and Phone: _____ | Email and Phone: _____ |
| Moving Contractor (Applicant) Information | |
| Company Name: _____ | License #: _____ |
| Street Address: _____ | |
| City, State, Zip: _____ | Company Phone: _____ |
| Contact Person: _____ | Email: _____ Cell Phone: _____ |
| Prior to Issuance of a Moving Permit, the Following Must Be Completed: | |
| <input type="checkbox"/> Sewer & Water Cut Off Plumbing Permit # _____ <input type="checkbox"/> Water Meter Returned to the City | |
| Contractor: _____ Ph # _____ | |
| <input type="checkbox"/> Issuance of Demolition Permit for Foundation Demolition Permit # _____ | |

OWNER'S STATEMENT

I/We am/are the owner(s) of the above described property and agree to this application. By signing this application, I/we certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me/us or for this property have been paid. I/we further certify that I/we am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me/us for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature(s) of Owner's of Building Moving From Date

Signature(s) of Owner's of Building Moving To Date

Please complete the other side

APPLICANT'S STATEMENT

I hereby apply for a move permit and I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are complete and accurate; that the work will be in conformance with the ordinances and codes of the city of Minnetonka and with the Minnesota State Building Codes and Well Statutes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit. The work will be in accordance with the approved plan which requires review and approval of plans. Separate permits are required for Sewer/Water work and demolition of foundation. This application should be processed in my name, and I am the party whom the city should contact about this application.

Signature

Date

Notice: Permit expires if the work authorized has not begun within 180 days from the date of the permit or if the work is suspended or abandoned for a period of 180 days. After 180 days a new permit must be obtained. The fee shall be one-half the amount of a new permit fee. If the suspension or abandonment has exceeded one year, the permittee shall pay the full permit fee.

ITEMS TO BE SUBMITTED ELECTRONICALLY WITH THE APPLICATION:

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| Permit Fees | \$300.00 each application; \$2,000.00 escrow check to ensure that the structure is properly removed from the former property, located on the proposed property and attached to the foundation in compliance with the permit, building code, and Minnetonka City Code. \$95.00 dwelling inspection if the building is moving to Minnetonka or another location in Minnetonka. |
| Legal Description | The legal description of the premises from which the building is to be moved and the legal description of the premises to which the building will be moved. |
| Survey | A certificate of survey from a registered land surveyor showing the location of the building on the lot along with all other information required by the Minnetonka City Code along with any wells or septic systems located on the property. |
| Photos | Showing all sides of the building or structure and the proposed building locations. |
| Map | Showing the highways, streets, and other property over which the building is proposed to be move. |
| Evidence | Evidence that the building and lot from which it is to be removed are free from mortgages, liens or other encumbrances, and that all taxes and other charges against the lots from which, and to which, the building is to be moved are currently paid; and Evidence, such as a bill of sale, showing that the applicant is entitled to move the building and; Evidence of sewer & water cut off, the water meter was returned to the city and of a demolition permit. |
| Wetland Delineation | A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification. |
| Written Statement | A written statement must be submitted describing the intended use of the property. |
| State/County documents | A copy of a current building mover's license from the State of Minnesota; and Copies of all necessary State and County moving permits. |
| If moving within or to Minnetonka | A certificate from the city building official that the building or structure meets the requirements of the city building code; and A rendering showing the proposed: a. grade and elevation as it relates to adjacent lots; b. elevation of the first floor; and c. drainage and fill requirements. |
| Other Items As Required | City staff may require that additional items be submitted for full review of the application. |