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THE  
**CITY of PELLA**

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## Moving Structures Information

### LICENSE REQUIRED

1. Application for License. Any person, partnership, corporation or other entity intending to carry on the business of house, structure or building moving within the City shall file with the office of the City Building Official an application requesting licensing of the business. The application shall be in writing and upon forms furnished by the Building Official office. The application shall state:

- A. The name and address of the applicant.
- B. The person who will be in charge of the business and that the person has knowledge of the provisions of City Code, Chapter 125 and the City ordinances relating thereto.
- C. That the applicant agrees to reimburse the City for all costs incurred by the City in the moving of houses, structures or buildings under the authority of the license, if issued.
- D. That all licenses shall terminate on December 31 of the year issued.

2. Insurance Required; Issuance of License. The applicant shall procure and maintain, during the license period, insurance protecting against claims for injuries to persons or damages to property which may arise from or in connection with activities pursuant to the licensure. The policy shall name the City as a "named insured" and shall provide for at least thirty (30) days notice by the insurance company to the City of material change in and/or cancellation of the policy. The applicant shall furnish the City with certificates of insurance evidencing the following coverages:

- A. Commercial general liability insurance with limits of no less than one million dollars (\$1,000,000.00) combined single limits per occurrence for bodily injury and property damage and with no less than a general aggregate limit of two million dollars (\$2,000,000.00).
- B. Automobile liability insurance with limits of no less than one million dollars (\$1,000,000.00) combined single limits per occurrence for bodily injury and property damage.
- C. Worker's compensation and employer's liability insurance as required by the laws of the State.

The certificates of insurance must be on file in the office of the City Building Official before a license shall be issued. The City retains the right to revoke the license for failure to continue to comply with the requirements of Chapter 125.

### PERMIT REQUIRED

Except as otherwise provided herein, no person shall move any house, structure or building upon, across or over any street, avenue, alley, highway, sidewalk or public ground of the City, or raise, lower or move any structure within twenty feet (20') of any public sidewalk, street or other public way, without being licensed as provided in this chapter and without obtaining a permit therefore from the City Building Official as herein provided. *Buildings of less than one hundred (100) square feet are exempt from the provisions of this chapter.*

1. Application for Permit. All applications for a permit as herein required shall be in writing and upon forms furnished by the City Building Official. A permit shall be valid for fifteen (15) days and shall relate to a specific project. Before issuing a permit, the City Building Official shall designate the route to be followed, the date and time when such moving shall take place and any restrictions required by the Building Official for good cause. Should a license expire during the permit period, a new license shall be obtained in order to revalidate the permit.
2. Permits to Unlicensed Applicants Authorized. The City Building Official may issue moving permits for structures to persons, partnerships, corporations or other entities, whether licensed or not, when the maximum width of the structure to be moved along the line of travel does not exceed

fourteen feet (14'), and when the structure may be moved on rubber-tired vehicles or trucks in such a manner as will not substantially interfere with traffic, damage any street structure or trees, require the removal of any electric, telephone or cable television wires or damage any street pavements or sidewalks. Before issuing such a permit, the City Building Official shall designate the route to be followed, the date and time when such moving shall take place and any restrictions required by the Building Official for good cause.

3. Permit Fees. Prior to the issuance of a permit, a deposit of **\$5,000** is required. The deposit will be refunded upon receipt by the City of payment in full for all services rendered by the City concerning the move including, but not limited to:

- A. City staff and personnel expenses for the following departments:
  - Public Works
  - Electric Distribution
  - Police
- B. Preparatory activities and planning.
- C. Equipment rental.
- D. Nonreusable materials.
- E. Escort (police).
- F. Rescheduling/cancellations.
- G. All City expenses directly or indirectly incurred but not covered elsewhere in Chapter 125.

4. Denial of Application for Permit. The City Building Official may deny an application for a permit when it is necessary for the protection of public or private property, for public safety, or to secure compliance with Chapter 125 or the laws of the State.

### OBSTRUCTING STREETS REGULATED

No moving permit shall be issued to move any structure over the streets, alleys, avenues or highways of the City when the maximum width of such structure in the direction of travel shall occupy more than the total width of paving between curbs, less two feet (2'). No structure shall be allowed to obstruct the free passage of any street, avenue or highway for a greater length of time than set forth in the permit issued therefore; except, in the event of an unavoidable delay caused through no fault or negligence on the part of the permit holder. In such case, the City Building Official may grant such extension of time as is reasonable.

### CONSENT TO MOVE WIRES

No permit shall be issued for the moving of any structure which requires the removal of electric, telephone, cable television lines or other cables until at least five (5) working days notice has been given to the affected company of the time and place such removal is desired and the consent of the affected company has been secured for such removal and the City Building Official has been advised of such satisfactory arrangements.

### COLLECTOR'S LICENSE

Per Chapter 106 of the Pella Code of Ordinances any person(s) engaging in collecting, transporting, processing or disposing of solid waste from any premises with the City shall have a valid annual license.

### DISCLAIMER: CITY ASSUMES NO LIABILITY

By regulating the moving of houses, structures and/or buildings the City assumes no liability relating to the actions of the licensee and/or permittee in performing the move for which the license and/or permit is issued.

## Moving Structures Information Continued

An approved Moving Permit is required before a structure can be demolished within the City of Pella city limits. The permit helps insure that all utilities are correctly terminated and closed. The permit also notifies all utility and service providers that billing for the address is to be concluded. The permit application can be obtained at the Planning & Zoning Office.

- 1) Prior to the moving of a structure, the owner shall submit a signed "Moving Permit Application" to the City of Pella to obtain required acknowledgement signatures from the affected utilities. The applicant shall provide a deposit of Five Thousand Dollars **(\$5,000)** to the City of Pella. The deposit will be refunded upon verification to the City of payment in full for all services rendered and verification that all site requirements have been satisfied.
- 2) The owner of the structure to be moved shall designate a contractor bonded and insured to perform the move. The permit fee shall be paid and the contractor shall provide the City with a copy of the Certificate of Insurance.
- 3) Any move or utility work requiring temporary street closures shall be coordinated with, and require the approval of the Public Works Department. The owner or contractor shall provide all signage and barricades in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
- 4) The City of Pella Administrative Offices located at 825 Broadway Street will be notified by the Planning & Zoning Department for final readings to be taken for water and electric utilities.
- 5) Water service shall be physically disconnected in accordance with City of Pella requirements. The work will be inspected and approved by the Public Works Department. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination.
- 6) Sanitary sewer lines shall be capped with a sewer cap or plug at Right of Way (ROW) line. The Public Works Department shall verify the location and that the sewer line has been capped correctly. The sewer line will then be covered with concrete (CDF) and earthen material. The covering shall be inspected and approved by the Public Works Department. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination.
- 7) The City of Pella Electric Department will terminate service to the structure. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination. If electric service is provided by Pella Cooperative Electric, all work performed will be from that agency.
- 8) The City of Pella Police Department will provide escort assistance within City limits.
- 9) Natural Gas service will be physically disconnected by Alliant. Mediacom will physically disconnect cable television. Windstream will physically disconnect telephone service. Is it the permittee's responsibility to acquire appropriate documentation of disconnect.
- 10) If the move is taking place outside of the City limits it is the permittee's responsibility to contact the appropriate county and/or state agency for their requirements.
- 11) Any pavement replacement or restoration will be at the contractors or owners expense. The Public Works Department will inspect all pavement replacements.
- 12) Excavations within the right of way shall be subject to City Specifications. ie: Compaction, method of pavement removal and replacement, proper signage and barricades, restoration of landscaping, etc.
- 13) Foundations, driveways, or other structures shall be fully removed and disposed of properly. Upon removal of the foundation, the existing excavated hole shall be promptly back filled with clean dirt, graded to provide adequate drainage, and seeded. Street curb and gutter required to fill the void of a removed driveway shall be correctly placed.
- 14) The owner or contractor will pay any additional fees or expenses incurred to terminate utilities to the structure.

**Collector's License:** *Per Chapter 106 of the Pella Code of Ordinances any person(s) engaging in collecting, transporting, processing or disposing of solid waste from any premises with the City shall have a valid annual license.*

**It is the property owner or their agent's responsibility to notify the various utilities of the planned move, call Iowa One Call (800)292-8989, and schedule any and all disconnects of service.**



THE  
**CITY of PELLA**

**Planning & Zoning Department: Building Division**  
**Moving Permit**

**Address of Structure to Be Moved:** \_\_\_\_\_

**Type of structure to be Moved:**

- Single Family       Two Family       Multi-Family       Garage
- Commercial       Industrial       Institutional       Agricultural

**Structure Information:**      Width: \_\_\_\_\_      Length: \_\_\_\_\_      Loaded Height: \_\_\_\_\_

**Date of Proposed Move:** \_\_\_\_\_ *\*Move may not commence until an approved permit is posted on site. Permits will not be approved until documentation of all disconnects is received.*

**Proposed Starting Time:** \_\_\_\_\_      **Proposed Ending Time:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_ Cell: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**I, as the moving contractor, in making application with the Building Official of the City of Pella, Iowa for a Moving Permit, shall comply with the requirements of all utility companies and pay the required fee(s) and provide surety deposit of \$5,000 to the City of Pella. I also understand that my signature acknowledges my responsibility for this project until final approval by the City. I hereby acknowledge that I have read this application, that it is correct and agree to comply with Chapter 125 of the City Code.**

**Signature of Applicant/Mover** \_\_\_\_\_      **Date** \_\_\_\_\_

<b><u>Building Official Notes:</u></b>	<b>Finalized date &amp; time of Move:</b>
<b><u>OFFICE USE ONLY:</u></b> Permit Received/Scanned: _____ Entered in Database: _____ Permit Amount Paid: _____ BP Number: _____ Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Building Official or Designee: _____ Date: _____ Insurance Certificate Received: _____ Name of Insurance Carrier: _____ Date \$5,000 Moving Deposit Received: _____ Deposit Received From: _____ <div style="text-align: center;"><input type="checkbox"/> Move Completed and all expenses related to the move have been paid.</div> Signature of City Designee authorized to release deposit: _____ Date: _____ Date Deposit Returned: _____ Returned By: _____	

**Moving Route:**

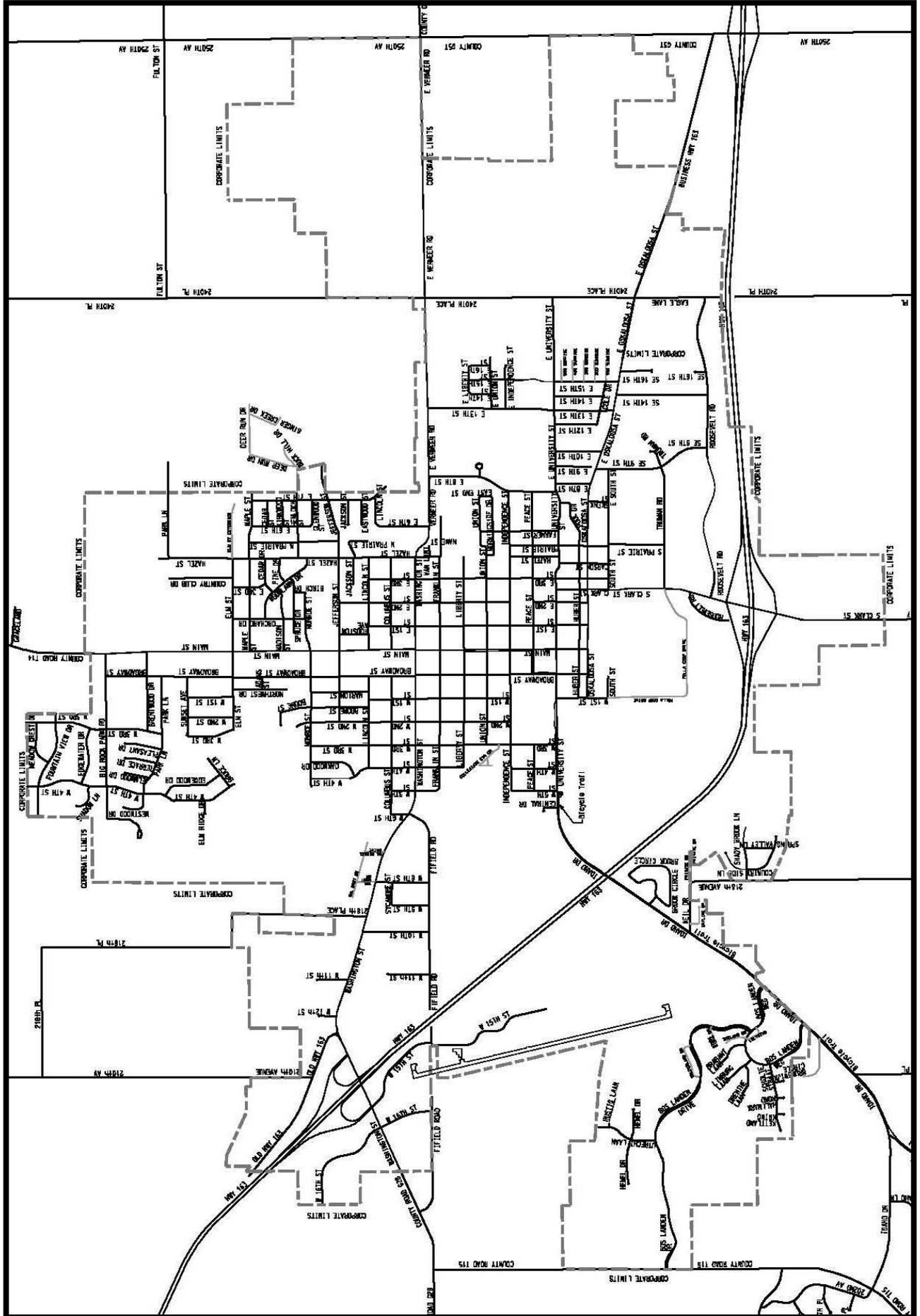
**Structure to be moved:** From:

(Address)

To:

(Address)

High light route on map below. If move is outside of City Limits, please detail below or attach additional sheets as needed.



**UTILITY NOTICE & DISCONNECTION VERIFICATION**

As part of the permit process the City will notify the utilities and offices below (if applicable) that a moving permit has been submitted, however, it is the property owner's or their agent's responsibility to contact each and obtain documentation that the disconnect or other activity has been completed and verified.

Utility/Office	Date of Disconnect	Name (Print) and Signature of person verifying disconnect
City of Pella – Water: (641)628-2464	Date:	Print:
	Comments:	Signature:
City of Pella – Wastewater: (641)628-3800	Date:	Print:
	Comments:	Signature:
City of Pella- Electric: (641)628-2581	Date:	Print:
	Comments:	Signature:
Alliant Energy – Gas	Date:	Print:
	Comments:	Signature:
Windstream- Phone	Date:	Print:
	Comments:	Signature:
Mediacom- Cable	Date:	Print:
	Comments:	Signature:
Pella Cooperative Electric – Rural (If applicable)	Date:	Print:
	Comments:	Signature:
<b>OTHER</b>		
City of Pella – Police (641) 628-4921		
City of Pella – GIS (641) 628-1601		
Iowa Department of Transportation (If applicable)		
Marion County Engineer (If applicable)		
Marion County Sheriff: (If applicable)		
City of Pella Street: (641)628-1601	Road Closures Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO *if Yes applicant will need to provide signage & barricades in accordance with MUTCD.	
City Hall-Utility Billing (641)628-4173	Date of final reading/final reading confirmed:	
	Print:	Signature: