

HOUSE/BUILDING MOVING PACKET

- House/Building Pre-Relocation Inspection Application (*Owner*)
- Remodeling/Site Improvement Permit Application (*Contractor/Owner*)
- Moving/Placement Permit Application (*Mover*)
- Moving Permit Procedure
- House/Building Moving Checklist
- House/Building Moving Inspection Report (Sample)

CITY OF LA PORTE
House/Building
Pre-Relocation Inspection Application
(As per Ordinance #05-2837; Eff. 10-01-05)

Permit Fee: \$100.00

Date: _____

Present Location of Building (before moving): _____

Future Location of Building (after moving): _____

Size & Type of Construction of Building: _____

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NOTE: Payment of fee is required prior to the inspection being performed by the City.
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OWNER UNDERSTANDS:

- 1) Structure must be brought up to City Codes/Ordinances (100%) as if it were a new building.
- 2) House/Building mover shall obtain a moving permit prior to it being moved into the City.
- 3) Contractor/Owner shall be responsible for the placement/remodeling permit.
- 4) All remodeling shall be completed within 90 days unless an extension is granted by the Building Official.

_____ X _____
Date Owner's Signature

Owner's Name Printed

Owner's Address

Owner's Phone Number

\$100.00 Fee Paid: _____
Initials Date

Does _____ Does Not _____ Meet Building Code Requirements

Approved: _____ Comments: _____

Denied: Reason(s) for Denial: _____

.....

Date Inspector's Signature

City of La Porte
604 W. Fairmont Pkwy
La Porte TX 77571

Planning & Development
BUILDING PERMIT APPLICATION

Phone: 281.470.5073
Fax: 281.470.5005
permits@laportetx.gov

Applicant Name:		Project Address:		Site Plan No. if applicable:	
HCAD Parcel No. (s): (1) _____ (2) _____ (3) _____					
LEGAL DESCRIPTION:					
Property Owner:	Mailing Address:	E-Mail:	Phone:		
Contractor:	Mailing Address:	E-Mail:	Phone:		
Architect:	Mailing Address:	E-Mail:	Phone:		
Engineer:	Mailing Address:	E-Mail:	Phone:		
Contact Person:	Mailing Address:	E-Mail:	Phone:		
IS YOUR PROPERTY INSURED?			YES		NO
					Business/ Project Name:
Building Use:	No. of Stories:	Living Sq. Ft.	Garage Sq. Ft.	Porch Sq. Ft.	Other Sq. Ft.
Total Sq. Ft.					
SELECT ALL THAT APPLY:		*RESIDENTIAL		COMMERCIAL VALUATION REQUIRED \$ _____	
		<small>*VALUATION ONLY REQUIRED FOR PROPERTIES IN SFHA</small>			
NEW	ADDITION	REMODEL	CULVERTS		
FOUNDATION	IRRIGATION	SIGN	OTHER		
FENCE	POOL	DRIVEWAY			
DESCRIBE WORK: _____					
APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:					
RESIDENTIAL PROJECT: COMPLETE BUILDING PERMIT APPLICATION AND (2) COMPLETE SET OF CONSTRUCTION PLANS OR TO SCALE DRAWINGS					
COMMERCIAL PROJECT: HARD COPIES: COMPLETE BUILDING PERMIT APPLICATION, (2) 24 X 36 COMPLETE PLAN SET, AND SITE PLAN USB MUST INCLUDE THE FOLLOWING IN PDF FORMAT: COMPLETE BUILDING PERMIT APPLICATION, COMPLETE PLAN SET IN A SINGLE FILE, AND SITE PLAN. (PLEASE DO NOT SUBMIT CD IN LIEU OF USB)					
<small>NOTE: SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE.</small>					
CONTRACTOR REQUIREMENTS: CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000. CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER.					
NOTE: NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL.					
AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.					
SIGNATURE OF APPLICANT: _____		PRINTED NAME: _____		DATE: _____	
STAFF USE ONLY:					
TAXES:	CODE ENFORCEMENT:	FLOOD ZONE:	TYPE OF CONSTRUCTION:	TYPE OF OCCUPANCY:	USE ZONE:
BASE PERMIT FEE	PERMIT FEE	PLAN REVIEW FEE	DRIVEWAY TIE-IN FEE	PARKLAND & ZONE FEE	OTHER FEE
NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:			YES	NO	
PERMIT APPLICATION RECEIVED BY:				DATE:	
PERMIT NO.		APPROVED FOR PERMIT ISSUANCE BY:		DATE:	

Moving/Placement Permit Application

Date: _____

Permit Fee: \$150.00

Present Location of Building to be moved: _____

Size & Type of Construction of Building: _____

Proposed New Location: _____

New Location Legal Description: _____

Proposed Moving Route: _____

Mover's Name: _____

(Please Print)

Address/City/Zip _____

Phone: _____

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Required prior to issuance of this Permit:

- 1) Movers' Certificate of Insurance for the Mover:
General Liability - \$50,000/\$100,000 Bodily Injury and \$100,000 Property Damage
- 2) Completion of Pre-Relocation Inspection & Application.
(Staff: Attach that form and the Inspection Report to this document)
- 3) Submittal of Remodeling/Site Improvement Permit Application & Plans.
(Staff: Attach application/plans to this document)
- 4) Submittal and/or completion of CDR form (address, utility verification, culverts)

PAYMENT OF THIS PERMIT FEE WILL BE MADE AT THE TIME OF ISSUANCE OF THE REMODELING/SITE IMPROVEMENT PERMIT.

PERMIT NO. _____ \$150.00 FEE PAID: _____
Initials Date

MOVING PERMIT PROCEDURE

(Structures located either in or outside of La Porte but being relocated within city limits)

- Step 1: Owner completes/signs the Pre-Relocation Inspection Application and pays applicable fee.
- Step 2: Inspection (interior/exterior) is scheduled with City.
- Step 3: City prepares Moving Inspection Report. Report confirms structure is acceptable to move into or be relocated within the city and identifies code deficiencies.
- Step 4: Owner is provided with a copy of inspection report. If owner wishes to proceed, the Owner shall sign the moving report.
- Step 5: Contractor/Owner submits Building (Remodeling/Site Improvement) Permit Application and (2) sets of construction plans, specifications and survey. Survey and/or site plan shall show proposed building, garage (or future garage) and driveway location. Certificate of Insurance shall be submitted as well.
- Step 5: Mover submits Moving/Placement Permit Application along with applicable Certificate of Insurance. *(No fee is paid at this time → payment/issuance to be done when remodel permit is ready.)*
- Step 7: Staff attaches completed Pre-Relocation Inspection Application, typed & signed Moving Inspection Report and Moving/Placement Permit Application to the Remodeling/Site Improvement Permit Application and plans.
- Step 8: As part of plan review process, the inspector shall utilize Moving Inspection Report and Checklist.
- Step 9: Moving and remodel permits shall be issued simultaneously.
- Step 10: Sub-contractor permits (such as electrical, mechanical, and plumbing) require proper licensing and Certificates of Insurance and can only be issued after the two building permits are issued.

HOUSE MOVING CHECKLIST

(Structure located either in or outside of La Porte but being relocated within city limits)

_____ Pre-Relocation Application completed, signed and fee paid.

_____ Moving Inspection Report is attached and signed.

_____ General contractor and/or owner submits building (remodeling/site improvement) permit application with two (2) sets of building plans, specifications and survey showing proposed house, garage, and driveway location plus Certificate of Insurance.

_____ Mover submits Moving/placement permit application with Certificate of Insurance.

_____ Moving permit and remodel permits shall be issued simultaneously.

HOUSE MOVING INSPECTION REPORT (sample)

October 10, 2006

Current House Location: 11022 N. P. St.
La Porte, TX

Current Homeowner
Proposed Location: 1312 Mary Ln.

Applicant: Antonio Matta
Inspector: James Lenoir

Building

- Replace sills & joists as needed
- Repair or replace roof and ceilings
- Level floors
- Check for termite damage
- Reinstall termite shields on foundation
- Some roof damage; lower edges on rear
- Need landings minimum 3' x 3' and steps at each exterior door (landing size & steps as per code)
- Insulate attic walls and under floor, windows as required for energy code/consultant (from list)
- In attic-add work deck to service work side of a/c unit
- Closet light bulb 12" clear of shelves
- Clean up this site after house moved

Plumbing

- Replace/repair plumbing as needed after move
- Location of water heater
- Hose bibs must have back flow preventers

Electrical

- Rewire house as needed to bring up to copper 2 wire with ground and upgrade service to 100 amps(50 now) minimum # 12 wire (copper) remove all # 14 wire
- Add front and rear plug, add outside a/c plug
- Add attic a/c plug
- Add GFCI outlet in bath
- Add GFCI kitchen outlets to code 1.-2-4
- Add wall outlets to NEC code 2-6-12

Mechanical

- Repair or replace air & heat systems also electrical
- No access to attic

General Comments

- Structure must be brought 100% up to Code within (90) days of issuance of moving permit.
- This list was provided as a courtesy and is based on a preliminary visual inspection. Any code required items discovered during the construction project will need to be satisfied.
- Standard construction requirements such as proper grading of property, providing on-site sanitation, etc. shall apply.
- Insured House Mover must obtain City Moving permit prior to house being moved to the new location.
- Insured and licensed contractors shall obtain all required permits and perform the work of electrical, plumbing, & mechanical (a/c) and general contractor.
- Property owner and/or general contractor are responsible for payment of applicable fees and ensuring required city inspections are completed within the required (90) days.
- Property owner is responsible for ensuring site and structure meet all applicable city codes/ordinance.
- See general information packet residential construction.

X

Date

Owner Acknowledgement of Requirements