

**Q. What other information do I need to know?**

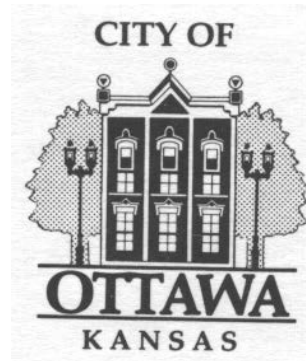
**A:** If the structure is to be moved out of the city limits, you will be responsible for notification to all entities that may be affected by the move including but not limited to:

- **Franklin County Public Works Dept.**
- **KCPL**
- **KDOT**

Applications can be obtained at City Hall, Community Development Department, 101 S. Hickory, 2nd Floor, Ottawa, KS 66067

OR

On our web site, [www.ottawaks.gov](http://www.ottawaks.gov)  
Departments  
Community Development  
Building Codes Information  
Scroll down to the Oversize structure /  
weight moving procedures / application



CITY HALL  
101 S. Hickory – 2<sup>nd</sup> Floor  
Ottawa, Kansas 66067  
Phone (785) 229-3620  
Fax (785) 229-3625

Per ordinance that was passed by the Governing Body of the City of Ottawa, Kansas, the 5th day of June 2013.

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OVERSIZE  
STRUCTURE/WEIGHT  
MOVING  
REGULATIONS

CITY OF OTTAWA  
COMMUNITY  
DEVELOPMENT  
DEPARTMENT

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The City of Ottawa has laws regulating the moving of houses or other buildings/structures within the city due to the impact on utilities, infrastructure, bridges, and public safety.

**Q: What do I need to do first?**

A: Any person or firm wishing to move a house or other structures that affects city utilities or other city services must first obtain the Oversize structure/weight moving procedures and application from the Community Development Department of the City of Ottawa.

- Each application must be completely filled out and returned to the Community Development Department. The person or firm submitting the application agrees to reimburse the city of such expenses.

**Q: Do I need to provide anything upon applying for a permit?**

A. The applicant must present the following information to the Community Development Department with the application:



- Proof that liability insurance has been purchased to cover all claims, liabilities or lawsuits that may arise out of or be associated with the move and that identifies and holds the city harmless from all such claims, liabilities or lawsuits.
- Desired route and an alternative routes.

- Desired date and time of move.

**Q: How much advance notice does the city need before moving a house or other buildings?**

A: At least five (5) business days notice prior to desired move date after the permit has been approved.



**Q: What kind of expenses will I incur?**

A: At the time of application, the applicant shall pay an estimation fee of \$200.00, that is NON-REFUNDABLE, regardless of whether the move is completed or not.

The Community Development Department will notify all City Utilities, the Public Works Department, Police Department, AT&T, and Allegiance.



- Examples of these expenses that may incur would be but not limited to: the costs of cutting utility service to the building, or raising lines at intersections, signs, sign poles, restoring utility lines at the site thereafter, wages, use of equipment, escorts by public works employees.
- The Ottawa Police Department charges a minimum of \$120.00 per police officer for the first 4 hours. Additional time is charged at \$30.00 per hour per officer. Requests for

assistance require 5 days notice for police department assistance. A 24-hour cancellation notice is required. If cancellation notice is not received you will be required to pay the full estimate for that day plus the costs incurred during later move dates.



- Permit fee shall be \$50.00 for any structure and \$100.00 any oversized/weight structure.

**Q. What fees are due at the time the permit is issued.**

- All estimated fees.
- The permit fee of \$50.00 for any structure and \$100.00 for oversized/weight loads.

**Q. Are there any other fees that might occur.**

- If the move takes longer than estimated, additional fees may be incurred.
- Or if an unforeseen obstacle arises additional fees may incur.