

Please provide the following information and return with your application for a permit.

Name of Applicant:

Applicants Address:

Applicants Phone Number:

Address of Structure to be moved:

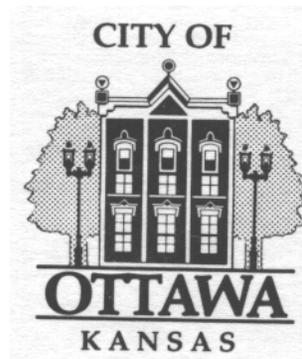
Address where Structure is being moved to:

The applicant has read and agrees to the terms in this brochure.

Signature of Applicant

Print Name

Per ordinance that was passed by the Governing Body of the City of Ottawa, Kansas, the 20th day of December 2000.



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

HOUSE MOVING
REGULATIONS
CITY OF OTTAWA
PLANNING AND CODES
DEPARTMENT



The City of Ottawa has laws regulating the moving of houses or other buildings from one location within the city to any other location due to the impact on utilities and public safety.

Q: What do I need to do first?

A: Any person or firm wishing to move a house or other building that affects city utilities or other city services must first apply for a permit from the Planning and Codes Department of the City of Ottawa.

- Each permit shall state that the person or firm making the move shall be responsible for reimbursing the city for the city’s expenses in assisting with the move, and said person or firm agrees to reimburse the city of such expenses.

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

A: Applicant will need to know the desired route for moving, provide drawing of route, time and anticipated date of move.



- In addition, applicant must present to the Planning and Codes Department 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.

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

A: At least five (5) business days prior to desired move date after estimation fee is paid.



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 Planning and Codes Department will notify all city utilities, (electric and water), the Public Works Department, and the Police Department.



- The Ottawa Police Department who has a minimum charge of \$120.00 per officer for escorts and traffic control. If the move takes over four (4) hours, there will be an additional charge of \$30.00 per hour per officer.



- Examples of expenses that may incur would be but not limited to: the costs of cutting utility service to the building, restoring utility lines at the site thereafter, wages, use of equipment, escorts by public works employees.

- Permit fee shall be \$40.00 if a residential structure is moved and \$150.00 if a commercial structure is moved.

- All estimated fees must be paid prior to permit approval.
- The permit fee must be paid before moving date
- If the move takes longer than estimated, additional fees may be incurred.

Q. What other information do I need to know?

A: The applicant will need to notify all other type of utilities within the city limits and 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.