



BUILDING RELOCATION (MOVE BUILDING) CHECKLIST

Building Relocation (Move Building) Permit

A Building relocation permit covers the physical move of a building from one site to another.

This type of permit does not result in a Certificate of Occupancy or grant approval for a new tenant.

Other Submittal Requirements for Building Permits

A copy of the contractor's current registration. The permit fee is due at time of permit issuance.

Other Permits May Be Required at New Site

- **Mechanical Permit:** Energy and ventilation code compliance information shall be included in the mechanical permit information submittal.
- **Plumbing Permit:** Plumbing riser diagrams are required for all food service tenants and tenants with banks of fixtures. Tenants with plumbing serving only a restroom group (two) need not provide a riser diagram.
- **Sprinkler System** - Install / revise.
- **Fire Alarm System** - Install / revise.
- **Sign and Awning Permit**
- **Electrical Permits** are obtained / required from the City of Olympia.

I. General Information Needed to Fill in the Online Application

- Project title
- Current Property Owner
- Building Existing Site Address
- Existing Parcel Number
- Owners Phone and Address
- New Site Address
- Proposed New Site Owner Name
- Length of Building
- Width of Building
- Approximate Age of Building
- Height of Building when Loaded on Trailer
- Square Footage of Building
- Building Company Name, Contact Person Name, Phone, Address, Email Address, Business License, and UBI number.
- Moving type of Equipment
- Building Moving Wheel Load Weights
- Building Move Start Date
- Building Move Start Time
- Building Move Completion Date
- Building Move Completion Time
- Building Moving ROW Occupancy Start Time
- Building Moving ROW Occupancy End Time
- Primary Contact Name, Phone, Address, and Email Address



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II. Submittals

- A. Picture Of Structure
- B. Traffic Control Plan
- C. Proposed building moving route.
- D. Moving Building Utility Approvals.
- E. Certificate of Insurance
- F. Right of Way performance bond

