



Application Received: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

## HOUSE MOVING PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name(s): \_\_\_\_\_

Moving Contractor: \_\_\_\_\_

License: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PROPERTY INFORMATION

Reason for Request: \_\_\_\_\_

House Moving Type: \_\_\_\_\_ Out of Mhd \_\_\_\_\_ Into Mhd \_\_\_\_\_ Within Mhd

Current House Address: \_\_\_\_\_

Current House Parcel Number: \_\_\_\_\_

Proposed House Destination Address: \_\_\_\_\_

Proposed House Destination Parcel Number: \_\_\_\_\_

Type of House (ex: stick-built, modular, manufactured home, etc.): \_\_\_\_\_

Dimensions of House Footprint: \_\_\_\_\_

Height of House (once loaded): \_\_\_\_\_ (from proposed grade to height of roof peak): \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Year Built: \_\_\_\_\_

Proposed Move Date: \_\_\_\_\_

Route (describe in detail and provide map - attach additional pages): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*If you are unable to provide a PDF Digital ID, please print application to provide original wet signature(s).**

Applicant Signature(s)\_\_\_\_\_Print Name\_\_\_\_\_Date\_\_\_\_\_

Property Owner Signature(s)\_\_\_\_\_Print Name\_\_\_\_\_Date\_\_\_\_\_

Property Owner Signature(s)\_\_\_\_\_Print Name\_\_\_\_\_Date\_\_\_\_\_

### **Application for House Moving Hearing and Approval Process**

#### **SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:**

Planning & Zoning Division, 403 Center Avenue, PO Box 779, Moorhead, MN 56561-0779

**APPLICATION DEADLINE:** Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

#### **APPLICATION SUBMISSION REQUIREMENTS:**

The following must accompany this application:

\_\_\_\_\_Proof of Title to the proposed house destination or written authorization from owner(s), if applicant is not the property owner

\_\_\_\_\_ **\$150.00 Application Fee payable to the City of Moorhead**

\_\_\_\_\_Destination Site Plan (e.g., to scale [site plan](#) showing setbacks and lot coverage)

\_\_\_\_\_Route (attach a separate sheet outlining the proposed house moving route)

\_\_\_\_\_Photos (Include a photo of each elevation of the house to be moved)

\_\_\_\_\_Proof of House Moving Contractor License

\_\_\_\_\_Clay County Environmental Health – Disposal Permit for Foundation (contact 218.299.5004), if applicable

\_\_\_\_\_City of Moorhead Building Codes – [Application](#) for Foundation Demolition Permit, if applicable

\_\_\_\_\_City of Moorhead Building Codes – [Application](#) for Foundation Building Permit (if destination is in Mhd)

\_\_\_\_\_Agency Approval (County, Township, City) – Proof of approval for house moving route

\_\_\_\_\_Proof of Building Office statement that House can be moved (if destination is in Mhd)

\_\_\_\_\_Additional Information (e.g., applicable building inspection records, assessing records, etc.)

**CRITERIA FOR CONSIDERATION:** Section 9-3 of the Moorhead City Code describes procedures and rules for moving structures within the city, available online at <https://www.moorheadmn.gov/>.

## CHECKLIST – OFFICE USE

### MOVING HOUSE OUT OF MOORHEAD

1. Confirm Submission Details

- ☐ Clay County Disposal Permit (foundation)  
☐ Moorhead Demolition Permit (foundation)  
☐ Proof of Destination Approval (County, Township, Other City)

2. Route Review

- ☐ City Departments (10 minimum business days for review): \_\_\_\_\_  
☐ MN State Patrol Certified Escort: \_\_\_\_\_

Department	Approval Date
Planning & Zoning	
Engineering	
Public Works	
Police Department	
Public Service and/or Rural Electric	
Fire Department	

### MOVING HOUSE INTO OR WITHIN MOORHEAD

1. Confirm Submission Details

- ☐ Clay County Disposal Permit (foundation)  
☐ Moorhead Demolition Permit (foundation)  
☐ Moorhead Building Permit (new foundation)  
☐ Zoning Approval (e.g., covenants, setbacks, impervious, building materials)  
☐ Proof of Destination Approval (County, Township, Other City)  
☐ Bond filed with City Clerk (if approved by City Council)

2. Route & Site Review

- ☐ City Departments (10 minimum business days for review): \_\_\_\_\_  
☐ MN State Patrol Escort: \_\_\_\_\_

Department	Approval Date
Planning & Zoning	
Engineering	
Public Works	
Police Department	
Public Service and/or Rural Electric	
Fire Department	
MN State Patrol Certified Escort	

☐ Public Hearing & Planning Commission approval: \_\_\_\_\_

☐ City Council approval: \_\_\_\_\_

**Questions?** Contact City of Moorhead Planning & Zoning at 218.299.5370 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)