



**BUILDING & ZONING DIVISION
MINIMUM PLAN REQUIREMENTS
MOVING STRUCTURES**

Current Building Site: _____
Destination Building Site: _____
Applicant Requesting Permit: _____

- I. The applicant requesting a permit must provide the address and legal description of the current site of the building and the address and legal description of the destination site to which the building will be moved.
- II. The applicant must provide a detailed description of the route over which the building is to be moved.
- III. The applicant must submit a cost estimate for the move at the time the permit application is completed.
- IV. If the proposed site of for the structure is within a (G) Government zone district, you must obtain the approval of the City Commission. A one hundred and twenty-five dollar (\$125.00) fee is charged for this hearing.
- V. Before a permit is issued the applicant shall deliver to the City Auditor and Clerk a performance bond in the amount of two thousand dollars (\$2,000.00) to guarantee the City and other interested persons that any damage caused to any public or private property as a result of movement of any building shall be paid.
- VI. Before a permit may be issued, the moving contractor must obtain the approval of the following agencies: Florida Power and Light, Peoples Gas Company, Verizon Communications, Sarasota County Health Department, Sarasota County Fire Marshal, the City of Sarasota Public Works Department, City of Sarasota Engineering Department, City of Sarasota Utilities Department and the Uniform Service Division Captain of the City of Sarasota Police Department. The form (page two of this document) must be signed by each of those agencies prior to the issuance of the permit.
- VII. The moving contractor must submit the following:
 - A. A completed application for a moving permit including the information required above;
 - B. An application for a foundation and or renovation permit;
 - C. Five (5) copies of a site plan;
 - D. Five (5) copies of a signed and sealed survey showing the center line of the street as well as the lot;
 - E. Signed agency approval sheet (page 2 of this form).

When all approvals are received and the plans have been reviewed and approved, a permit will be issued. You may call for a plumbing inspection when your sewer cap is ready to be inspected. Capping can be done with a metal or plastic cap. The Utilities inspector will make a line at the curb where the cap was done with green spray paint. This alerts the contractor that the inspection has been completed.
- VIII. The applicant is required to notify all neighbors (residents, owners and/or tenants of all abutting properties, both of the original location and the destination for the structure) of the date and time of the move at least 48 hours before the actual move. If you fail to make sure that they understand how your move plan affects them, it will usually complicate or delay your project.
- IX. Within fifteen (15) days of the removal of the building, the moving contractor shall remove all rubbish, construction materials and fill all excavations at the original site.

I AM REQUESTING THAT THE BUILDING AT _____, LEGALLY DESCRIBED AS _____

BE MOVED TO _____,

LEGALLY DESCRIBED AS _____.

BEFORE A PERMIT MAY BE ISSUED, THE AGENCIES LISTED ON PAGE 2 MUST SIGN THAT THEY HAVE BEEN NOTIFIED AND APPROVE.

Signature: _____

Date: _____



BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS MOVING STRUCTURES (PAGE 2)

Current Building Site: _____
Destination Building Site: _____
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Agency Signatures

The following agencies must be provided the details of the move and sign to indicate their approval of the plan prior to the issuance of the permit. Please include this form, complete with all listed signatures, with your application. **Please note** that most of the listed agencies will want a complete copy of your move plan that includes the times, dates, locations, routes and expected delays.

Florida Power and Light _____ Date: _____
5657 N McIntosh Road, 941-927-4251

TECO People's Gas Company _____ Date: _____
8261 Vico Ct, 941-342-4030

Verizon Communications _____ Date: _____
Engineering Department
1701 Ringling Blvd, 941-952-5616

Comcast Cable _____ Date: _____
Engineering Department
5205 Fruitville Road, 941-342-3591

Sarasota County Health Department _____ Date: _____
Environmental Engineering Department
1301 Cattlemen Road, 941-861-6133

Sarasota County Fire Marshall _____ Date: _____
6750 Bee Ridge Road, 941-316-1215
Fax: 941-373-7566

City of Sarasota Engineering Division _____ Date: _____
City Hall Annex, 941-954-4180

City of Sarasota Public Works Department _____ Date: _____
Street & Highway Department
1761 12th Street, 941-954-4347

City of Sarasota Utilities Department _____ Date: _____
Utilities Billing Department
1761 12th Street, 941-329-6102

City of Sarasota Police Department _____ Date: _____
Uniform Service Division Captain, Traffic Unit
2050 Ringling Blvd, 941-954-7010

Important: The contact information shown for each agency is provided for convenience only. It is the applicant's responsibility to notify agencies and to obtain all required signatures regardless of changes to address or phone for any or all listed agencies.