



**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. Two (2) copies of a site plan;
    - D. Two (2) 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: \_\_\_\_\_  
Applicant Requesting Permit: \_\_\_\_\_

### 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 12<sup>th</sup> Street, 941-954-4347

**City of Sarasota Utilities Department** \_\_\_\_\_ Date: \_\_\_\_\_  
Utilities Billing Department  
1761 12<sup>th</sup> 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.