



**City of
Portland, Oregon
Bureau of Development Services**

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www.portlandonline.com/bds

BUILDING MOVE APPLICATION

INFORMATION PACKET FOR PROPERTY OWNERS

Building Move Application to be completed prior to issuance of building permits.

Building Move permit information available at:
BDS Development Services Center
1900 SW 4th Ave, First Floor

Please see the BDS Website at www.portlandoregon.gov/bds/dsc for business hours



BUILDING MOVE OVERVIEW

The purpose of the Building Move application through the Bureau of Development Services / Compliance Services is to monitor Building Moves to ensure maintenance of safe conditions and compliance with City Codes. The City of Portland wants to protect the safety of citizens and the integrity of neighborhoods by making sure that moved buildings are properly relocated in a timely manner.

Attached are step-by-step instructions for moving a building in the City of Portland. These apply to any building being moved within, into, or from the City of Portland. *(Should your building move involve any jurisdiction OUTSIDE the City of Portland, please contact that jurisdiction for information concerning building move requirements.)*

Several steps need to be completed **before** a building can be moved to another location:

- Contact Planning and Zoning to verify specific zoning requirements for development of the new site.
- Site plan for the new site must be approved prior to the movement and placement of the subject structure.
- Required land divisions must be completed before required permits can be issued for the new site.
- Obtain required permits for the original site (demolition permits, etc.) and for the new site (foundation, utility connections permits, etc.).

This packet outlines minimum requirements for a building move. If you decide to do more renovations or upgrades, additional permits for plumbing, electrical, mechanical or structural may be required. For any additional questions on any other permits, contact the Development Services Center at (503) 823-7310.

Informational brochures regarding the different type of permits that may be needed are available at Development Services Center or on the Bureau of Development Service's web site. (www.portlandonline.com/bds)

Also included in this packet is information on the Bureau's enforcement actions and fines that may be imposed for non-compliance with the required regulations.

CHECKLISTS FOR THE SITES

BUILDING MOVE APPLICATION

Fill out a **Building Move Application**, and pay \$167 per structure at the Bureau of Development Services Development Services Center, 1900 SW 4th Ave (There is no additional charge for accessory buildings that are being moved at the same time with a house, i.e. detached garage or shed.). The \$167 fee amount is added to the demolition permit for the original site (fee code 1221-Building Move Inspection Fee).

REQUIRED PERMITS

Apply for the permits listed below and any required Land Use Reviews at the Development Services Center at 1900 SW 4th Ave, first floor. Please see the BDS Website at <http://www.portlandonline.com/bds/index.cfm?c=37988> for business hours. You may contact the Center for the cost and process at (503) 823-7310.

ORIGINAL SITE	NEW SITE
BEFORE THE BUILDING IS MOVED	
<p><input type="checkbox"/> MINIMUM REQUIRED PERMITS</p> <p style="margin-left: 20px;">A. Demolition permits, including Erosion Control. B. Sewer cap or septic / cesspool abandonment.</p> <p>NOTE: No work shall be done at the original site until <u>after</u> the demolition permit has been issued. (This includes placing cribbing or beams to ready the structure for moving.)</p> <p><input type="checkbox"/> REQUIRED INSPECTION</p> <p style="margin-left: 20px;">An Erosion Control Inspection is required before any ground disturbance can be done.</p> <p><input type="checkbox"/> CONTACT YOUR BUILDING INSPECTOR</p> <p style="margin-left: 20px;">As soon as the building(s) are disconnected from their foundations, please call and advise the Building Inspector for the Building Move Permit at (503) 823-7305.</p> <p><input type="checkbox"/> REQUIRED TRANSPORTATION PERMITS TO MOVE THE BUILDING(S)</p> <p style="margin-left: 20px;">Purchase a Transportation Building Move permit and any other related required permits from the Bureau of Transportation to move the building(s).</p>	<p><input type="checkbox"/> MINIMUM REQUIRED PERMITS</p> <p style="margin-left: 20px;">Submit plans for construction and placement of the building at the new site including foundation, plot plan, utility connections, and other improvements. Obtain any other required permits for the property.</p> <p>NOTE: All required permits must be issued before moving the building to the new site. If the site is undergoing a land division, the building may not be moved without the final land division being approved.</p>
AFTER THE BUILDING IS MOVED	
<p><input type="checkbox"/> REQUIRED INSPECTIONS</p> <p style="margin-left: 20px;">Final inspection approvals for demolition work, sewer cap or septic / cesspool abandonment, special inspection for fill, and Erosion Control must be obtained. (503-823-7000).</p> <p>NOTE: After removal of any buildings, all foundations that are not to be used for new construction shall be removed and excavations filled in compliance with City Code Section 24.70 to a level of the adjoining grade. All fills shall be compacted based on the requirements set forth in Title 24.</p>	<p><input type="checkbox"/> REQUIRED INSPECTIONS</p> <p style="margin-left: 20px;">Once you have all of your permits and work has started at the new site, you must call for inspections at various stages of the project regarding Erosion Control, footing / foundations, set down and utility connections and call for the final inspections upon completion. Other inspections may be required for any work outside the minimum required permits. (503-823-7000)</p>

NON-COMPLIANCE INFORMATION FOR THE SITES

IMPORTANT

Portland City Code Chapter 3.30 directs the Bureau of Development Services to impose civil penalties for non-compliance.

ORIGINAL SITE	NEW SITE
<p style="text-align: center;">Enforcement Fines may be assessed against the original site if:</p> <ul style="list-style-type: none"> ◆ The building has been separated from its foundation before obtaining a demolition permit. <p style="text-align: center;">~ Or ~</p> <ul style="list-style-type: none"> ◆ A demolition permit has been obtained but the final inspection approval of the demolition and sewer cap or septic / cesspool abandonment permits has not been obtained within 90 days of lifting a building from its foundation. <p style="text-align: center;">~ Or ~</p> <ul style="list-style-type: none"> ◆ Whenever an unsafe condition is created on the site. 	<p style="text-align: center;">Enforcement Fines may be assessed against the new site if:</p> <ul style="list-style-type: none"> ◆ The building is not placed on a new approved foundation at the new site and no valid permit exists for a foundation. <p style="text-align: center;">~ Or ~</p> <ul style="list-style-type: none"> ◆ An issued foundation permit exists for the building and it is not placed on the foundation within 90 days from when the building is moved to the new site. <p style="text-align: center;">~ Or ~</p> <ul style="list-style-type: none"> ◆ Whenever an unsafe condition is created on the site.

Failure may result in an enforcement case and the building(s) and/or site(s) could be declared Dangerous for violation of the City Code.

In the event of enforcement action:

A violation notice will be issued which may result in monthly enforcement fines and/or referral to the Code Hearings Officer to obtain compliance.

Bureau of Development Services

BUILDING MOVE APPLICATION

(Must be completed prior to issuance of building permits)

Original Site Address: _____ _____ Tax #: _____ Permit #: _____	New Site Address: _____ _____ Tax #: _____ Permit #: _____
Owner Name: _____ Address: _____ Phone: _____	Owner Name: _____ Address: _____ Phone: _____
Applicant Name: _____ Phone: _____	Applicant Name: _____ Phone: _____

\$167 PER STRUCTURE

DSC staff only.

1. Verify permit #'s for original and new site.
2. Apply \$167 fee to original site demolition permit (fee code 1221 – Building Move Inspection Fee)
3. Attach copy of completed Building Move Application to plans
4. Place original Building Move Application form in routing box located in Planning & Zoning phone area for routing to Compliance Services Section.