



CONSTRUCTION SERVICES DEPARTMENT
P O BOX 3366
West Palm Beach FL 33402
Telephone: 561/805-6700
FAX: 561/805-6676

"The Capital City of the Palm Beaches"

CHECKLIST FOR MOVING OR RELOCATING STRUCTURES

EFFECTIVE 10/24/2003

- 1. Licensed Contractor is required to submit **TWO (2) SETS** of plans and make application for permit to move structure.
- 2. Licensed Electrical, Plumbing and Mechanical (if needed) Contractor to approve condition of wiring and/or plumbing system, by letter, and to secure permits for all new work to be performed.
- 3. Letter of approval from Historic Preservation Planner, if the building is located within the City of West Palm Beach.
- 4. Signed and sealed letter from Structural Engineer on soundness of structure to be moved.
- 5. Soil Engineer to certify, by test report, that soil is capable of supporting structure at the new location.
- 6. Plans Required: Site plan, zoning setbacks, foundation and tie downs for building that is to be moved, plans indicating location of tie-ins for plumbing and electrical services. Zoning Requirements: contact Zoning Division at **(561) 822-1435**.
- 7. Permits are required for new or repair of sidewalks and driveways contact Engineering Department at **(561) 494-1040**.
- 8. Permits and/or releases needed from:
 - a) Department of Transportation and City Engineering Department for streets to be traveled.
Department of Transportation. **(561) 432-4966** City Engineering Department **(561) 494-1040**
 - b) CSX Railway **1-800-2320144** – West Palm Beach FEC Railway **1-800-342-1131, ext. 2302**
 - c) Police Department **(561) 653-3400**
 - d) Traffic Signals **(561-233-3900**
 - e) Cable Company **(561) 627-3600**
 - f) Telephone Company **1-888-757-6500**
 - g) Florida Power & Light Company **(561)-616-1601**

All new construction (foundations, electrical, plumbing or mechanical systems) shall comply with the Florida Building Codes.

Neil K. Melick, CBO

Rev. 3/23/06

"An Equal Opportunity Employer"