



CONSTRUCTION SERVICES DEPARTMENT  
401 Clematis St.  
West Palm Beach FL 33401  
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.**

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Neil K. Melick, CBO

Rev. 4/8/09

*"An Equal Opportunity Employer"*