



CITY PLANNING & DEVELOPMENT

Procedure for Obtaining a Permit to Move a Building Information Bulletin No. 124

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Purpose

The first step in obtaining a permit to move a building is to obtain a pre-move inspection permit. This inspection is required to verify the structure is in general compliance with the [Kansas City Building & Rehabilitation Code, Chapter 18, Code of Ordinances](#), and that the structure is suitable for the proposed move to a new location within Kansas City, MO. If the structure is to be moved outside the City limits, a building demolition permit indicating the structure will be moved outside the City limits will be required and no pre-move inspection permit is required ([See Information Bulletin No. 107](#) - Guidelines for Obtaining a Demolition Permit and Required Demolition Inspections). Once the pre-move inspection permit is issued, you may schedule a pre-move inspection of the building at its current location. This pre-move inspection may be scheduled by contacting the CPD Inspections Division at (816) 513-1500, and making an appointment with the CPD supervisor for the location from which the house is to be moved. After approval of the pre-move inspection, a foundation permit must be obtained for construction of the foundation at the building's proposed new location. Please reference [Information Bulletin No. 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings](#), in preparing plans for the foundation permit.

In addition to the requirements of Information Bulletin No. 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings, the following information shall be submitted for review and approval prior to issuance of a permit to move a building (items marked with an * are required prior to issuance of the pre-move permit):

- a. *The present location of the building to be moved.
- b. *The proposed location of the building.
- c. Evidence that all public utilities have been properly disconnected; unless the building is currently located outside the City limits.
- d. The length, width and height of the building.
- e. The principal materials of construction of the building.
- f. The length of time required to do the proposed work. Note that building moving permits are valid for five days only.
- g. The name and address of the owner of the property where the building is to be moved.
- h. The name and address of the owner of the building.
- i. The name and address of a contact person during the move.
- j. Proof of permission from the owner to move the building.
- k. Approval by the Director of Public Works of a moving route plan.
- l. A satisfactory pre-move inspection report from CPD on general code conformance of the structure to be moved. After you have obtained a pre-move inspection permit, contact the CPD Inspections Division at (816) 513-1500 to schedule a pre-move inspection with the CPD Inspections supervisor for the location from which the house is to be moved.
- m. Evidence of a completed foundation at the proposed location. Please reference Information Bulletin No. 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings, for required information to obtain a foundation permit. The foundation permit will be issued only after presentation of a satisfactory pre-move inspection report.

- n. A statement that the site will be backfilled with clean fill dirt to allow positive drainage of the site to match the existing contours of the surrounding land and then seeded is satisfactory, unless the building is currently outside the City limits.
- o. A current occupational license as a House Mover. Contact the Finance Department at (816) 513-1135 for information regarding occupational licenses.
- p. Evidence of satisfactory insurance coverage as required by section 18-16(a)(2)(c) of the Kansas City Building and Rehabilitation Code.

A permit to move the building may be issued based upon the above referenced information. In addition to a move permit, permits are also required for electrical work (electrical service and wiring), plumbing work (building sewer, water tap, water heater and related piping), and mechanical work (furnace, air conditioning and related ductwork) performed as necessary to occupy the moved building.

If you have any questions concerning this information bulletin, please call us at (816) 513-1500.