



Residential Relocation Application

Planning and Development Review Department
Historic Preservation Office

I, _____ hereby apply for a permit to **RELOCATE**

structure(s) currently located at: _____

The new location will be: _____

BP- _____	PR- _____	NRD- _____	HDP- _____
REFERRED BY: _____		NRHD/LHD: _____	
<input type="checkbox"/> RELEASE PERMIT		Ca. _____	
<input type="checkbox"/> DO NOT RELEASE PERMIT			
<input type="checkbox"/> HLC REVIEW _____			
_____ Historic Preservation Officer/Deputy Officer			_____ Date

Will the proposed work require use of City right-of-way: **YES** ~~NO~~

If "YES" a Right of Way Management (Rowman) Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center 974-7180, or at <http://www.ci.austin.tx.us/rowman/index.cfm>.

Will the proposed work require the removal of a protected size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance? **YES** ~~NO~~

If "YES" a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Applications may be obtained in the Development Assistance Center, One Texas Center, 974-6370. Any demolition or relocation work, which results in damage or destruction of a protected tree without authorization is a City ordinance violation. Additional information may be obtained from the City Arborist, 974-1876, or at <http://www.ci.austin.tx.us/trees/>.

PERMIT SUBMITTAL REQUIREMENTS:

If moving a house OUTSIDE the City of Austin:

- 1. Floor Plan** of the structure, showing exterior dimensions, on paper no larger than 8 1/2" x 14".
- 2. Certified tax certificate** for the property on which the structure is located from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473). If Tax Certificate is in a name other than the current owner, proof of ownership must be shown through connecting documents.
NOTE: Copies are NOT accepted.
- 3. Proof of Ownership** of the property or a letter of authorization from the property owner granting the applicant permission to secure a relocation permit on their behalf; owner authorization letters are to be notarized by a Notary Public.
- 4. Moving Contractor information;** Must meet insurance requirements on file with the Permitting Center.
- 5. Photographs** of the structure to be moved. Digital photographs are acceptable.
- 6. Review Fee (see current fee schedule for applicable fees).**



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PERMIT SUBMITTAL REQUIREMENTS:

If moving a house INSIDE the City of Austin:

- ~~1. Complete residential building application.~~
- ~~2. Proof of ownership~~ of the structure, or proof of permission from the owner of the structure to obtain a relocation permit on behalf of the owner of both the originating and destination property. Owner authorization letters must be notarized.
- ~~3. Certified tax certificate~~ for the property on which the structure is to be located from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473).
 - _____ *If Tax Certificate is in a name other than the current owner, proof of ownership must be shown through connecting documents.
 - _____ *If the property is within the City of Austin or the City of Austin ETJ, we will also need a tax certificate for the destination property. NOTE: Copies are NOT accepted.
- ~~4. Complete Plot Plan~~ drawn to scale showing
 - _____ * Lot dimensions
 - _____ * Dimensions of all structures currently on lot
 - _____ * Dimensions of all structures to be moved onto the lot
 - _____ * Setback measurements from all property lines.

_____ Must be provided on paper no larger than 8 1/2" x 14"
- ~~5. Document indicating legal lot status~~ for the destination property, if required.
- ~~6. Document indicating approval of any variances;~~ granted from the Board of Adjustments.
- ~~7. Moving Contractor information;~~ Must meet insurance requirements on file with the Permitting Center.
- ~~8. Tap Receipts~~ for water/wastewater service (may be provided at the time the permit is issued).
- ~~9. Foundation plans~~ sealed by an architect or an engineer (required at inspection).
- ~~10. Photographs~~ of the structure to be moved. Digital photographs are acceptable.
- ~~11. \$25 Review Fee~~ for each application.

PLEASE NOTE: Relocating a residential building to a new location within the City of Austin's jurisdiction requires a building review for the remodeling work and a building permit from the Watershed Protection and Development Review Department located on the 2nd floor of One Texas Center. A relocation permit will not be issued without approval of the remodeling application from the Zoning Review Division. Once application is approved, the permit may be obtained from the Permit Center and additional fees will be assessed.



Residential Relocation Application

Planning and Development Review Department
Historic Preservation Office

~~I, the undersigned, hereby swear or affirm that the information provided above is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.~~

I understand that no work may begin prior to issuance of this permit.

~~I understand that this permit cannot be issued until the City Historic Preservation Office reviews and approves the application. The City Historic Preservation Office reviews all permit applications within three (3) business days. I also understand that if a building or structure is determined to be potentially historic as defined by §25-11-214 of the City of Austin Land Development Code, additional review by the Historic Landmark Commission may be required.~~

Moving Contractor: _____

Address: _____

Telephone: _____

Email: _____

A person receiving a permit to move a building along a public right-of-way in the City is responsible for contacting the Austin Police Department for a uniformed police escort. If the building exceeds 17 feet 6 inches in height when loaded, you must contact Austin Energy for an escort.

Name of Owner/Agent: _____

Address of Owner/Agent: _____

Telephone Number: _____

Email: _____

Signature of Owner/Agent _____

Sworn and subscribed before me this ____ day of _____, 20____

Notary Public in and for the State of Texas

My commission expires: _____



Commercial Relocation Permit Application

Planning and Development Review Department
Historic Preservation Office

I, _____ hereby apply for a permit to **RELOCATE**

structure(s) currently located at: _____

The new location will be: _____

BP- _____	PR- _____	NRD- _____	HDP- _____
REFERRED BY: _____		NRHD/LHD: _____	
<input type="checkbox"/> RELEASE PERMIT		Ca. _____	
<input type="checkbox"/> DO NOT RELEASE PERMIT			
<input type="checkbox"/> HLC REVIEW _____			
_____ Historic Preservation Officer/Deputy Officer			_____ Date

Will the proposed work require use of City right-of-way: **YES** ~~NO~~

If "YES" a Right of Way Management (Rowman) Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center 974-7180, or at <http://www.ci.austin.tx.us/rowman/index.cfm>.

Will the proposed work require the removal of a protected size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance? **YES** ~~NO~~

If "YES" a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Applications may be obtained in the Development Assistance Center, One Texas Center, 974-6370. Any demolition or relocation work, which results in damage or destruction of a protected tree without authorization is a City ordinance violation. Additional information may be obtained from the City Arborist, 974-1876, or at <http://www.ci.austin.tx.us/trees/>.

PERMIT SUBMITTAL REQUIREMENTS:

- 1. Floor Plan** of the structure, showing exterior dimensions, on paper no larger than 8 1/2" x 14".
- 2. Certified tax certificate** for the property on which the structure is located from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473). If Tax Certificate is in a name other than the current owner, proof of ownership must be shown through connecting documents.
NOTE: Copies are NOT accepted.
- 3. Proof of Ownership** of the property or a letter of authorization from the property owner granting the applicant permission to secure a relocation permit on their behalf;
owner authorization letters are to be notarized by a Notary Public.
- 4. Moving Contractor information;** Must meet insurance requirements on file with the Permitting Center.
- 5. Photographs** of the structure to be moved. Digital photographs are acceptable.
- 6. Review Fee (see current fee schedule for applicable fees).**



Commercial Relocation Permit

Planning and Development Review Department Historic Preservation Office

PLEASE NOTE: Relocating a commercial building to a new location within the City of Austin's jurisdiction requires a building review for the remodeling work and a building permit from the Watershed Protection and Development Review Department located on the 2nd floor of One Texas Center. A relocation permit will not be issued without approval of the remodeling application from the Commercial Review Division. Once application is approved, the permit may be obtained from the Permit Center and additional fees will be assessed.

I, the undersigned, hereby swear or affirm that the information provided above is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

I understand that no work may begin prior to issuance of this permit.

I understand that this permit cannot be issued until the City Historic Preservation Office reviews and approves the application. The City Historic Preservation Office reviews all permit applications within three (3) business days. I also understand that if a building or structure is determined to be potentially historic as defined by §25-11-214 of the City of Austin Land Development Code, additional review by the Historic Landmark Commission may be required.

Moving Contractor: _____

Address: _____

Telephone: _____

Email: _____

A person receiving a permit to move a building along a public right-of-way in the City is responsible for contacting the Austin Police Department for a uniformed police escort. If the building exceeds 17 feet 6 inches in height when loaded, you must contact Austin Energy for an escort.

Name of Owner/Agent: _____

Address of Owner/Agent: _____

Telephone: _____

Email: _____

Signature of Owner/Agent

Sworn and subscribed before me this _____ day of _____, 20____

Notary Public in and for the State of Texas

My commission expires: _____



Building Relocation Application

Application type: Commercial Residential Fee paid: \$ _____

Permit Information	
FOR OFFICE USE ONLY	BP- _____ PR- _____ LHD NRD HDP - _____ Ca. _____ REFERRED BY: _____ NRHD/LHD: _____ <input type="checkbox"/> RELEASE PERMIT <input type="checkbox"/> DO NOT RELEASE PERMIT <input type="checkbox"/> HLC REVIEW— _____ HISTORIC PRESERVATION OFFICE _____ DATE _____
Current Location	Proposed Location
Address: _____ City/Zip: _____ Current use: _____	Address: _____ City/Zip: _____ Current use: _____
Applicant	Owner
Name: _____ Address: _____ City/Zip: _____ Phone: _____ Email: _____	Name: _____ Address: _____ City/Zip: _____ Phone: _____ Email: _____
Moving Contractor Information	Structural Information
Company: _____ Address: _____ City/Zip: _____ Phone: _____	Square Feet: _____ Building Materials: _____ Foundation Type: _____ Estimated cost of move: _____

IMPORTANT:

Inspections are required for all relocation projects. If you do not call for a final inspection, the permit will expire after 180 days from the time of applying for the permit. In order to close out an expired permit, an applicant will be required to submit a NEW application for the project and all fees will be assessed again.

DO NOT LET YOUR PERMIT EXPIRE!!!!



Building Relocation Application

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Submittal Requirements

- 1. Owner authorization/signature, **NOTARIZED** at the bottom of this page
OR a NOTARIZED letter of authorization from the owner giving the applicant permission to apply. _____
- 2. Dimensioned Floor plan of structure to be moved
- 3. Dimensioned site plan of proposed location showing all required setbacks (not required if leaving City jurisdiction)
- 4. Certified tax certificate of current location from Travis Central Appraisal District, 512-854-9473
- 5. Certified tax certificate for proposed location (not required if structure is leaving the City of Austin jurisdiction)
- 6. Photos of structure; the photo needs to show the entire front of the structure that is visible from the street.
- 7. Review Fee (see fee schedule for applicable fees)
- 8. **Add'l requirements for COMMERCIAL**— An approved, red stamped Site Plan, or a Site Plan Exemption/Determination form

Consent, Authorizations and Signatures

I understand and will adhere to the following rules or regulations:

- 1. No work may begin prior to issuance of this permit**
2. Relocating a residential or commercial building to a new location within the City of Austin's jurisdiction requires a building review for the remodeling work and a building permit from Residential Review Division or the Commercial Review Division of the Planning and Development Review Department located on the 2nd floor at One Texas Center. A relocation permit will not be issued without the approval of the remodeling application and/or building application. Once this review is complete and approved, the permit may be obtained from the Permit Center and additional fees will be assessed at that time.
3. The moving contractor selected must be bonded and insured in accordance with City rules. Call the City of Austin Permitting Center at 512-974-2380 to verify.
4. If the structure to be relocated is currently tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
5. If the proposed work will require the removal of a protected size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance, a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Information can be found at <http://www.austintexas.gov/department/city-arborist>
6. If the proposed work will require use of City right-of-way, a Right of Way Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center, 512-974-7180.
- 7. The Historic Preservation Office will review this application to determine if the structure that is subject of this application is potentially historic as defined by §25-11-214 of the City of Austin Land Development Code. Additional review by the Historic Landmark Commission may be required and additional fees may be assessed.**

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant: _____ **Date:** _____
(if different from owner)

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this ____ day of _____, 20 ____

Notary Public in and for the State of Texas

My commission expires: _____