



Permit Submittal Requirements for Moving a Building Using City Streets

Moving a building within the City of Walnut Creek using city streets requires a **Building Moving Permit**. This Information Bulletin provides submittal requirements for documenting the move over city streets. This permit documents the entire move, from point of origin to point of termination. The point of origin and/or point of termination may be outside the city limits. Also the point of origin and/or point of termination may be within the City limits.

The City of Walnut Creek Municipal Code (Title 9, Chapter 2) has some special requirements that are unique to the moving process. If the building to be moved originates within the City of Walnut jurisdiction, then a **Building Demolition Permit** (DEMOB) will also be required. See the Building Division Web Site at <http://www.walnut-creek.org/building> for specific submittal requirements for this permit.

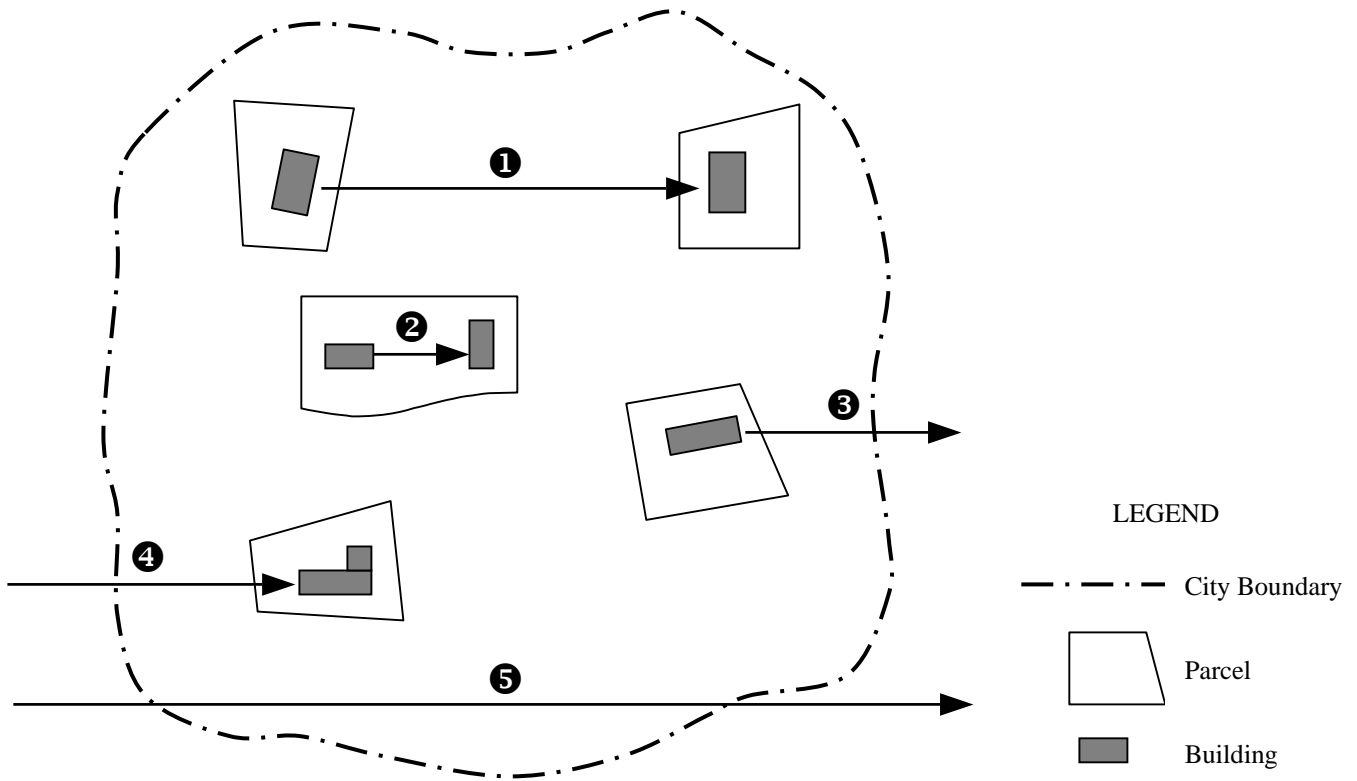
If the building to be moved terminates within the City of Walnut Creek jurisdiction, then a **Building Permit** (BLD) will also be required. See the Building Division Web Site for specific submittal requirements for this permit.

Here is a summary checklist of items needed for a **Building Moving Permit**:

1. Prior to the issuance of a building moving permit, the applicant must provide three (3) copies of a **moving plan** accurately describing the following information:
 - a) The name, address and telephone number of the owner of the building proposed to be moved as well as written consent by such owner for such movement.
 - b) If the move originates from within the City of Walnut Creek, the demolition permit application for the removal of the building. The demolition permit must be issued prior to, or simultaneously with, the building moving permit.
 - c) The proposed streets and direction the move will take place, or provide a clear map showing the proposed path.
 - d) A description of the method to be used for moving the building.
 - e) The traffic control company to be used. Provide the contact name and telephone number of the person who will be supervising the move at the time of the move.
 - f) The address and the owner of the property to which the move will terminate.
 - g) If the move terminates within the City of Walnut Creek, the **Building Permit** application number for setting the moved building on the new parcel. The **Building Permit** must be issued prior to, or simultaneously with, the moving permit.
2. Applicant must provide evidence of GENERAL LIABILITY INSURANCE naming "The City of Walnut Creek and its officers, officials, employees, agents and volunteers" as insureds pursuant to Section 9-2.03(c)(3) of the City of Walnut Creek Municipal Code. Applicant is referred to Title 9, Chapter 2, of the Municipal Code for details. Title 9 of the Municipal Code may be found at the Building Division web page given above.

3. A BOND will be required to be submitted for the proposed move in accordance with the City of Walnut Creek Municipal Code. Applicant is referred to Title 9, Chapter 2, of the Municipal Code for details. Title 9 of the Municipal Code may be found at the Building Division web page given above. The bond may be combined with the bond required for the removal of the building if it originates from within the City boundaries. The bond shall guarantee performance by the wrecker or mover of the following acts:
 1. To keep all streets and sidewalks clean and free of all debris of any kind or nature or of any produce of, or used for, the destruction or moving of buildings;
 2. To provide for and erect barricades or overhead protection around or over sidewalks when so directed by the Chief of Code Enforcement when in the opinion of the Chief of Code Enforcement such barricades or protection is necessary to promote the preservation of the health or safety of persons or property;
 3. To repair all damage done to public or private property in the destruction or moving of a building.
4. Applicant must obtain outside approvals from the Contra Costa Sanitary District and from County Health Department for abandonment of private water wells and/or private septic tanks and their associated leach fields. City of Walnut Creek Municipal Code requires new residences to be connected to public sewer systems.
5. Approvals from the City of Walnut Creek's Planning Division and Engineering Services Division must be obtained prior to issuance of the moved building permit. Design review may be required. Applicant is encouraged to discuss the proposed project with the Planning Division during the conceptual design stages. Engineering Services Division administers site development permits (for private property) and encroachment permits (for work within the public right-of-way).
6. School district fees must be paid directly to the school district associated with the property. A developer's fee certificate is prepared by the city during plan check and provided to the applicant for payment of the fees. The certificate must be returned to the city showing evidence of payment prior to issuance of the moved building permit.
7. The Building Division will conduct one or more meetings (with the Police Department, Transportation, Engineering, Planning and the Applicant) to establish the final moving route, time limits for the move, city resources (labor and equipment charges) needed during move, bond amount, and establish any necessary conditions for the move.
8. Where the total construction costs of a development project are projected to be \$50,000 or more, or where the area of construction is 1,000 square feet or more, or where demolition or renovation is 300 square feet or more, then a Debris Recycling Program must be submitted to the City prior to the issuance of a permit.
9. Before a permit can be issued, it must be signed by the legal owner of the property, by an appropriately California licensed contractor, or by an agent of the owner or contractor. If an agent, authorization to sign the building permit on the owner's or contractor's behalf must be submitted to the Permit Clerk.

TYPES OF PERMITS REQUIRED FOR MOVING A BUILDING



Destination of Building Origin of Building	Within the City of Walnut Creek	Outside the City of Walnut Creek
Within the City of Walnut Creek	<p>1</p> <ul style="list-style-type: none"> • DEMOB (Subtype RDEMOB or CDEMOB) • BLD (Subtype RMOVE or CMOVE) (See Municipal Code Section 9-2.06) • Moving of Building (See Municipal Code Section 9-2.04) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>2 If origin and destination are on the same parcel, the only permit required is BLD (Subtype RMOVE or CMOVE).</p> </div>	<p>3</p> <ul style="list-style-type: none"> • DEMOB (Subtype RDEMOB or CDEMOB) • Moving of Building (See Municipal Code Section 9-2.04)
Outside the City of Walnut Creek	<p>4</p> <ul style="list-style-type: none"> • BLD (Subtype RMOVE or CMOVE) (See Municipal Code Section 9-2.06) • Moving of Building (See Municipal Code Section 9-2.04) 	<p>5</p> <ul style="list-style-type: none"> • Moving of Building (See Municipal Code Section 9-2.04)