

Additional House Mover Information

Municipal Code Requirements:

Sec. 102-996. Definitions. *House mover* means any person who engages in the business or work of house moving in any way within the city.

Sec. 102-997. House mover's license required.

No person shall engage in the business of house moving unless and until he or she has obtained a license therefore.

Sec. 102-998. House mover's license application.

Any person intending to engage in the business of house moving shall file a written application for a house mover's license in the department of engineering. The application shall set forth in such detail as may be required by the city engineer the applicant's qualifications and experience, the kind or type of equipment he or she intends to use and whether or not he or she owns such equipment, and other information as may be necessary to determine his or her qualifications as a house mover.

Sec. 102-999. House mover's bond.

The applicant for a house mover's license shall file a bond, with the application, with an approved corporate surety in the penal sum of \$25,000.00, conditioned that all work done under the license shall be done in a good and workmanlike manner, in accordance with all sections of this Code and all city ordinances relating to house moving, and that the applicant will pay to the city or to any person injured all damages for injuries to persons or property, including but not limited to damages to any street, curb, sidewalk or any other public property caused by negligence, fault or mismanagement of the applicant or any person in his or her employ or due to any other cause in doing any work under the license or permit.

Sec. 102-1000. House mover's license fee and term.

The fee for a license as a house mover shall be a fee in the amount set in the schedule of fees adopted by the city council by resolution, and the license shall expire on April 1 of each year.

Sec. 102-1001. Insurance.

(a) Before any license required by section 102-997 of this article is issued, the applicant shall obtain insurance as described in this section and provide a certificate of insurance disclosing such compliance. Such insurance shall include coverage for workers' compensation, automobile liability and general liability. Workers' compensation insurance shall be provided if required of the licensee under I.C. ch. 85. If workers' compensation insurance is required, employer's liability insurance shall be included with limits of not less than \$100,000.00 each accident for bodily injury by accident, \$100,000.00 each accident for bodily injury by disease, and a policy limit of \$500,000.00 for bodily injury by disease.

Automobile liability insurance shall be in an amount of not less than \$1,000,000.00 combined single limit. General liability insurance shall be comprehensive or commercial general liability insurance coverage in an amount of not less than \$1,000,000.00 for each occurrence and/or general aggregate combined single limit. Both the automobile liability and general liability insurance policies shall include contractual liability coverage. The general liability insurance policy shall also include in its definition of an insured contract the indemnification of a municipality when required either by ordinance or contract or otherwise. All insurance policies under this section shall provide that they may not be cancelled without 30 days' written notice to the city.

(b) Indemnification. Licensee shall defend, pay on behalf of, indemnify and hold harmless the city, its elected and appointed officials, employees and volunteers and others working on behalf of the city, against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, by reason of bodily injury, death, damage to property or loss of use thereof, which arises out of the activities of the licensee, or others affiliated with licensee, while operating under permissions granted by this license.

(c) Waiver of subrogation. Licensee shall release the city, its elected and appointed officials, employees and volunteers and others working on behalf of the city, from liability or responsibility for any injury, damage, liability, loss or expense incurred by the licensee or others affiliated with the licensee, by way of subrogation or otherwise, for any loss or damage to property caused by fire or any other casualty while arising out of the activities of the licensee, or other affiliated with licensee, while operating under permissions granted by this license.

Sec. 102-1002. Issuance of house mover's license.

Upon payment of the proper fee and the filing of the bond and insurance policy as required in this article and after obtaining the approval of the city engineer, the city engineer shall issue to the applicant a house mover's license.

Sec. 102-1003. Revocation of house mover's license.

Any person who shall, in any application for a house mover's license or house moving permit, make any false or untrue statement or who shall violate this article or who shall fail to pay any costs or expense incurred by the city as a result of his or her operations or whose bond or insurance as required in this article has been cancelled or otherwise terminated shall, upon such finding, have his or her license revoked.

Sec. 102-1004. Transferability of house mover's license/permit.

No license or permit issued pursuant to this article shall be transferable.

Permit and Development Center



602 Robert D. Ray Drive
Des Moines, IA 50309
Phone 515-283-4200
Fax: 515-283-4270

CITY OF DES MOINES

Moving a Structure/House

This handout is designed to aid anyone interested in moving a house within the City of Des Moines. It will describe the process, provide information on who to contact and the time it takes to accomplish such a task.



Moving a structure from one location to another requires several reviews and permits issued by the City of Des Moines. They are required to confirm that the proposed activity will comply with applicable codes and ordinances.

IMPORTANT: A "House Moving Permit" is required for all structures that are 15' or more wide and 12' or more high.

The required permits are as follows:

- House Moving Permit (Traffic and Transportation)
- Demolition Permit (Existing location, unless if structure is located outside the City limits)
- Plumbing Permit (Existing location, unless if structure is located outside the City limits)
- Building Permit (New Location)
- Plumbing/Mechanical/Electrical Permit (New Location)
- Sidewalk and Drive Approach Permits (New Location)
- Site Plan Review Required (New Location) (Done in conjunction with the Building Permit review.)

All of these permits with the exception of the "House Moving Permit" may be obtained from:

Permit and Development Center
602 Robert D. Ray Drive.

The "House Moving Permit" must be obtained from:

Traffic and Transportation
600 E. Court Ave. Suite 200

This "House Moving Permit" form is required to be completed and returned **NO LATER than 30 days prior to the move of the structure.** Please plan accordingly. Traffic and Transportation is the lead department for all structure moves. All questions should be directed to Mike Berry at 515-283-4973.

House Moving Permit:

Required if a structure is 15' or more wide and 12' or more high. Prior to moving a structure, a house moving permit is required to be obtained by a licensed house moving contractor (see opposite side of this handout for additional information on House Movers) that is bonded and licensed by the City of Des Moines' Traffic and Transportation Department. This permit is required to be reviewed and approved by Traffic & Transportation and the Permit and Development Center. If the structure is over 15' high, the City Forestry Department and all local utility companies must be notified and approve of the route and application.



Allow adequate time to obtain all necessary permits.

The applicant is required to distribute this application to these agencies to gain approval. The applicant shall have a specific plan of the intended moving route and the dates and times the move is intended to occur. All agencies will review this information for adherence to all applicable standards and code requirements.

Demolition Permit (Exist. Location):

A demolition permit is required to be obtained to move a structure from an existing location. To obtain this permit, the outside dimensions, the areas, the number of stories and contact information for the owner must be submitted. If the structure is intended to be moved to a location within the City of Des Moines, a building permit will be required to be obtained for the new location at the same time the demolition permit is issued. This permit may be obtained at the Permit and Development Center.

Plumbing Permit (Exist. Location):

Prior to obtaining a demolition permit to remove the structure from its existing location, a plumbing permit must be obtained by a licensed and bonded plumbing contractor to cut the water and sewer services to the structure. These cuts

are typically required to be made at the tap (Street) location. An inspection and approval is required before a demolition permit may be issued for the structure. This permit may be obtained at the Permit and Development Center.

Building Permit (New Location):

A building permit is required to install a moved structure at the new location. Generally, moved structures are required to be retrofitted to comply with the minimum requirements of the current edition of the building code. Plans must be developed by the applicant and submitted to the Building Department for review. Recognizing that this is sometimes difficult to accomplish with an existing structure, modifications to the code requirements may be applicable. City staff will conduct a review of the project and submitted plans and identify any issues that need addressed.

The structure is also required to comply with all applicable zoning and site related codes and ordinances such as setbacks, drainage requirements, sidewalks and driveway requirements, etc. In addition, applicable City ordinances such as Historic Districts and conditional zonings may require a review and approval to confirm a certain structure will be compatible with a specific area.

To obtain this permit the information listed below must be submitted to the Permit and Development Center for review and approval:

Site Plan: This plan shall be to scale and clearly indicate the following information:

- Sanitary and storm Sewer locations and elevations.
- Curb cut location and construction description.
- Intended utility locations and connections.
- Building dimensions and setbacks.
- Lot elevations at all corners.
- Elevations at the top of footings and main floor.
- Driveway and sidewalk locations.
- Identify any easements locations.

Floor Plans: This plan shall be to scale and clearly indicate the following information:

- Identify the rooms use, dimensions and locations of all rooms within the structure.
- Locations and sizes of all windows and doors.
- Specific information regarding the stair risers, treads, handrails and guard rails within the building.

- Identify the locations, species, sizes and spacing of beams, columns, floor joists and rafters.

Foundation Plans: When a structure is moved, it is required to be placed on a foundation that is designed and constructed in accordance with the current building code requirements. Care should be taken to confirm that the proposed footing and foundation system is compatible with the moved structure and the soils that exist at the new site. In some cases, this may necessitate a soils test be conducted and a foundation system designed and prepared by an Iowa licensed engineer.

This plan shall be to scale and clearly indicate the following information:



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Save structures!

- Dimensions, locations, depth and reinforcement of the footings.
- Dimensions, height, reinforcement and intended drainage system for the foundation walls.
- A section of the stair servicing the basement along with all associated handrails and guard rails.

Plumbing, Mechanical & Electrical Permits:

These permits are required to be obtained to construct and connect new services to the moved structure, in addition to any modifications that may be necessary to bring the building into compliance with minimum requirements of all applicable codes. These permits may be obtained at the Permit and Development Center by licensed contractors.

Sidewalk and Drive Approach Permits:

If a public sidewalk and/or drive approach is intended or required, a permit is required to be obtained.

Permit and Development Center



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