

MOVING PERMIT PROCEDURES

1. Obtain a moving permit data sheet from Neighborhood Preservation & Inspection Division. **Fill it out completely** and return it to the Neighborhood Preservation & Inspection Division so that it can be entered into the system. Once it is in the system, it can be tracked on the Internet at <http://citypermits.cityofmadison.com/buildmove/projects/>.
2. Contact each department to obtain a list of requirements for approval.
 - a. Engineering Department – Christy Bachmann 266-4095
 - b. Traffic Engineering – Mark Winter 266-6543
 - c. Forestry – Dean Kahl 266-4816
 - d. Streets – Chris Kelley 266-4680
 - e. Police – 255-2345
 - f. Water Utility – Dennis Cawley 261-9243
 - g. Zoning – Jenny Kirchgatter 266-4429
3. Provide a dolly layout to the Engineering Department.
4. Provide a Certificate of Insurance to the Neighborhood Preservation & Inspection Division showing general liability and property damage limits of at least \$1,000,000 per occurrence.
5. Provide an indemnification agreement to the Neighborhood Preservation & Inspection Division stating the City of Madison will not be held responsible for any damage that may occur during the move.
6. Provide a bond not to exceed \$50,000 to the Neighborhood Preservation & Inspection Division guaranteeing that the applicant will remove the building from the City street, property or right-of-way upon receiving notice to do so. The Director of the Neighborhood Preservation & Inspection Division will make the determination as to the exact amount of the bond.
7. The mover shall be pre-qualified as a public works contractor by the Engineering Department.
8. Buildings that will end up on a lot in the City of Madison will require approval from Zoning. Provide a site plan to scale showing how the building will be placed on the lot.
9. Buildings being placed on lots in the City of Madison will require a surety bond not to exceed \$50,000 to assure the exterior of the building will be finished in a workmanlike manner, including painting and final grading. The Director of the Neighborhood Preservation & Inspection Division will determine the exact amount of the bond.
10. The owner/mover shall be responsible for contacting all other utilities that may need to move obstructions along the route. For example, gas and electric, telephone, cable TV, railroad signal and wires, etc. **It is very important for the owner/mover to drive the route and contact everyone that needs to remove obstacles.**
11. Place any “no parking” signs that you receive 48-hours prior to the move.