

## **MOVING PERMIT - REQUIREMENTS/PROCEDURE**

Buildings moved from county into city limits will require the following prior to moving structure:

- Moving permit with bond for proposed site.
- Building permit for moved structure.

Buildings moved from city limits to county will require the following prior to moving structure:

- Moving permit (no bond).
- Demolition permits with bond for existing site.

Buildings moved within city limits will require the following prior to moving structure:

- Moving permit with bond for proposed site.
- Demolition permits for existing site with bond.
- Building permit for moved structure.

Up to seven (7) permits may be required to move a structure:

1. Demolition permits with applicable fee plus \$10,000.00 bond filed with City Clerk (to insure existing site cleanup in City - no bond in County). One permit per structure. One bond per site.
2. Moving permit utility sign off plus \$10,000.00 bond filed with City Clerk (to ensure building is placed on proper foundation at proposed site in City (no bond in County). One permit per structure, one bond per site.
3. Building permit Application with fully dimensional site and structural plans for review (to meet building code requirements and zoning regulations). Engineering permit may be required for sidewalk, drive approach, and curb and gutter.
4. Engineering permit for street opening for water piping cut off to main (if required).
5. Electrical permit
6. Plumbing permit
7. Mechanical permit

**PROCEDURE** -- The following procedure is for residential only. Commercial procedures may require additional items. Please inquire at 406-657-8270 or the front counter.

- Bond and insurance required.
- The city shall not issue a permit required by this division until the applicant has furnished to the city a surety bond and vehicle and general liability policy or policies in the amount of \$750,000 per claim and \$1.5 million dollars per occurrence. The city

shall be named as an additional coinsured on the vehicle and general liability insurance. The city shall be notified within ten (10) days prior to any of the policies being canceled or of nonrenewable. This notice of cancellation or nonrenewable must be mailed to the city building department.

- Owner or representative must post \$10,000.00 site bond with the City Clerk's office for the site where building is being moved from in city limits (no bond required for site outside of city limits).
- Owner or representative must post \$10,000.00 site bond with the City Clerk's office for the site where building is being moved to in city limits (no bond required for site outside of city limits).
- Moving contractor must file the certificate of insurance along with the moving permit with the city building department.
- Contractor must be licensed by the City of Billings.
- Submit completed moving application with approvals completed.
- Owner or representative must secure Demolition Permit prior to moving structure.
- Owner or representative must secure a Building Permit prior to moving the structure to a new site within the city.
  - Submit a completed building permit application along with building plans including plans for footing and foundation, via our online portal [GoPost: City of Billings](#).
  - Refer to our website [Billingsmt.gov/building](http://Billingsmt.gov/building) for currently adopted building codes.

PERMIT# \_\_\_\_\_

Res \_\_\_\_\_ Comm. \_\_\_\_\_

## CITY OF BILLINGS MOVING PERMIT

MOVING CONTRACTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ LICENSE \_\_\_\_\_ BOND# \_\_\_\_\_

BOND EXPIRES \_\_\_\_\_ INSURANCE# \_\_\_\_\_

TYPE OF BLDG. CONSTRUCTION \_\_\_\_\_ LOAD DISTRIBUTION (WEIGHT) \_\_\_\_\_

MOVED FROM \_\_\_\_\_ TO \_\_\_\_\_

BUILDING LOAD SIZE \_\_\_\_\_ HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

DATE OF PROPOSED MOVE \_\_\_\_\_ TIME OF PROPOSED MOVE \_\_\_\_\_ TIME NEEDED \_\_\_\_\_

PROPOSED ROUTE \_\_\_\_\_

\_\_\_\_\_

### APPROVED BY:

WATER & SEWER UTILITIES \_\_\_\_\_ DATE \_\_\_\_\_

GAS UTILITY \_\_\_\_\_ DATE \_\_\_\_\_

ELECTRICAL UTILITY \_\_\_\_\_ DATE \_\_\_\_\_

FIRE CHIEF \_\_\_\_\_ DATE \_\_\_\_\_

POLICE CHIEF \_\_\_\_\_ DATE \_\_\_\_\_

TRAFFIC ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

ENVIRONMENTAL AFFAIRS \_\_\_\_\_ DATE \_\_\_\_\_

The undersigned hereby agrees that he or she has adequate machinery, appliances and equipment for the proposed move. The proposed move shall be done in accordance with all applicable city ordinances and state laws.

Separate permits are required for electrical, plumbing, and mechanical permits to comply with the City Building codes.

\_\_\_\_\_ DATE \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_ DATE \_\_\_\_\_

Signature of Building Official or their Representative

### PRIOR TO BACKFILL:

CHECK# \_\_\_\_\_

WATER LINES CAPPED AND INSPECTED.

RECEIPT# \_\_\_\_\_

CITY SEWER LINES MUST BE PLUGGED AT PROPERTY LINE AND INSPECTED.

FOOTINGS AND FOUNDATIONS MUST BE REMOVED AND INSPECTED.

SEPTIC TANKS PER HEALTH DEPARTMENT.

FINALED \_\_\_\_\_ DATE \_\_\_\_\_

## SPECIAL CONDITIONS:

- MOVER TO BE RESPONSIBLE FOR CHECKING HIS PROPOSED ROUTE TO ENSURE THAT ALL OVERHEAD CABLES, SIGN BRIDGES, SIGNALS, AND OTHER OBSTACLES WILL BE TAKEN CARE OF DURING TRANSPORT.
- IF TRAFFIC EQUIPMENT NEEDS TO BE MOVED, PLEASE SPECIFY LICENSED ELECTRICIANS.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

- MOVER TO PROVIDE OWN ESCORT VEHICLES.
- MOVER TO CONFIRM TO CITY OF BILLINGS' COMMUNICATIONS CENTER AND TRAFFIC ENGINEERS' DIVISION OF ROUTE, DATE, AND TIME OF MOVE 657-8411 AND 657-8234
- TRANSPORT IS TO TAKE PLACE DURING OFF PEAK HOURS (PREFERABLE 8:30 AM TO 11:00 AM).
- TRANSPORT IS NOT ALLOWED ON ICY OR SNOWY ROUTES.
- OVERWEIGHT TRANSPORT IS NOT ALLOWED ON SOFT PAVEMENT, OVERWEIGHT TRANSPORT IS TO CHECK ALL STRUCTURES ALONG THE ROUTE FOR ALLOWABLE LOADING.
- ON STATE ROUTES, A PERMIT IS REQUIRED FROM THE MONTANA DEPARTMENT OF HIGHWAYS, GROSS VEHICLE WEIGHT DIVISION.
- IF POWER LINES HAVE TO BE SHUT OFF, EFFECTED BUSINESSES AND RESIDENCES HAVE TO BE NOTIFIED.

**PERMIT FEE IS \$50.00 FOR GARAGES & ACCESSORY BUILDINGS (SMALL).**

**PERMIT FEE IS \$100.00 FOR HOUSES & LARGE STRUCTURES.**

## DIMENSION LIMITS:

IF THE LIMITS BELOW ARE EXCEEDED, AN ADDITIONAL STATE PERMIT MAY BE REQUIRED IN ADDITION TO THE CITY MOVING PERMIT. FOR MORE INFORMATION, CONTACT MOTOR CARRIER SERVICES AT 406-444-6130.

MAXIMUM LEGAL WIDTH IS 8.5 FT.

MAXIMUM LEGAL HEIGHT IS 14'.

MAXIMUM LEGAL LENGTH IS 55' (SINGLE TRUCK) & 75' (COMBINATION).

MAXIMUM AXLE LOAD IS 20,000 LBS... CHECK CODES FOR LEGAL AXLE LOAD DISTRIBUTION.

IF THE FOUNDATION OR OTHER STRUCTURES ARE BEING DEMOLISHED, A SEPARATE DEMOLITION PERMIT MUST BE OBTAINED.

## **CONTACT LIST FOR DEMOLITION AND MOVING PERMIT SIGN-OFFS**

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Montana Dakota Utilities  
5181 Southgate Dr  
Billings MT 59101  
Phone: (406) 896-4250

Northwestern Energy  
1944 Monad Rd  
Billings, MT 59102  
Phone: (800) 467-2669

Public Works Engineering  
316 N. 26<sup>th</sup> St, 5<sup>th</sup> Floor  
Billings, MT 59101  
Phone: (406) 657-8231

Environmental Affairs  
2251 Belknap Ave  
Billings, MT 59101  
Phone: (406) 247-8633 or (406) 247-8663  
Email: [environmentalaffairs@billingsmt.gov](mailto:environmentalaffairs@billingsmt.gov)