



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203
(214) 948-4480

REQUIRED DOCUMENTS FOR MOVING PERMIT INSIDE CITY TO INSIDE CITY

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted document you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

- 1. Completed permit application for the moving permit and another permit application for the Building Permit.
- 2. Two (2) copies of route waiver form attached (if option taken)
- 3. Two (2) copies of route approval form and additional information form (attached)
- 4. Two (2) copies of pre-inspection structure waiver form attached (If option taken)
- 5. Two (2) copies of intent to clear lot form attached
- 6. Two (2) copies of site plan to include
 - Drawn to scale and dimensioned
 - North arrow
 - All property lines
 - Footprint (outline) of all structures including all projections beyond the foundation line, showing placement on property and front, side, and rear yard setbacks
 - Location of all easements, platted building lines
 - Location of gas, water, and sewer lines, and underground electrical (if applicable)
 - Location of proposed driveway, drive approach, city sidewalks and landscape
- 7. Two (2) copies of foundation plan
- 8. House/structure moving rehabilitation bond attached
- 9. Payment of water and sewer tap fee

ACKNOWLEDGEMENT

I, _____ have read the above information and acknowledge that all required
Please Print
documents have been provided.

Signature: _____ Date: _____

Staff cannot accept incomplete or illegible documents