

Building and Safety Permit Service Center

Building Move Permit Submittal Requirements:

- Site Plan
- Photographs of all sides of the structure to be demolished
- Map of proposed building move route showing potential obstructions

Authorization:

The applicant is responsible for acquiring all signatures and submitting all documents prior to review, approval, and issuance of the building move permit. Steps 1-2 must be submitted sequentially before acquiring signatures for steps 3-10.

Plans and supporting documents must be submitted in electronic format as unsecured, flattened PDF(s) with embedded fonts. Min 11"x17" sheet size.

Permit Service Center 1947 Center St. 3rd floor Berkeley, CA 94704 510-981-7500 TTY 6903 permits@ berkeleyca.gov

Company:

State Lic #:

Address:

Email:

BUILDING MOVE AUTHORIZATION

Project In	formation						_		
Existing Add	dress:								
Move to Add	dress:								
	Demolition	Permit Applic	cation #:						
1	Building Move	Permit Applic	cation #:						
	Enroachmen	t Permit Applic	cation #:						
Description of Move:									
	Construction Type	Occupancy Class	Square Footage	No. of Stories	No. of Residential Units	Zoning District			
Existing									
Proposed									
Residential F	Rental Units:	Yes No	o Is tenant	relocation r	required?	Yes No)		
Applicant	Information	O wner	Agent	Contract	or Desig	n Profession	18		
Name:		Phone #:							
Company:		Bus Lic #:							
State Lic #:		Lic Class:							
Address:		City, Zip:							
Email:									
Owner Info	ormation								
Name:				Phone:					
Address:		City/ST/zip:							
Email:									
Mover Info	rmation								
Name:			Pł	none #:					

Bus Lic #:

Lic Class:

City, Zip:

Last Revised 05/17/23

BUILDING MOVE AUTHORIZATION

DOILDING MOVE A	O I I I O I (IZ/						
TO BE COMPLETED BY THE CI	TY OF BERKELE	Y:					
Fee:							
Security bond by owner filed in the amo	on						
Cash bond by owner filed in the amour	it of		on				
Escrow account approved by City Attor	ney, established in th	e amount of					
	·		on				
LIABILITY INSURANCE							
Certificate Policy #	with		Dated				
ELECTRICAL/LANDSCAPING D	EPOSIT						
Public Works Electrical Division	1		Electrical Superintendent				
Estimated cost to the city of moving, re	moving or displacing	Name:					
poles, wires, cables or other city equipron map is approved:	ment. Routing snown	Signature:					
Cost:		Date:					
Parks and Waterfront Landscap estimated cost to the city of trimming, no replacing city trees, shrubs, plants, etc. map has been approved. Cost:	noving, removing,	Name: Signature: Date:	Parks Superintendent				
Deposit: paid for the cost of trimming, removing or changing any landscaping, poles, wires, cables, etc.		Deposit: Receipt #:					
APPLICANT ACKNOWLEDGEM	ENT OF AMOUN	TS NOTED	ABOVE				
Name	Signature		Date				
Office Use Only							
Demolition Permit ready to issue:	Yes 1	No					
Building Permit ready to issue:	Yes 1	No					
Encroachment Permit ready to issue:	Yes 1	No					
BUILDING MOVE AUTHORIZED	BY BUILDING C	FFICIAL					
Name	Signature		Date				

Building Move Authorization - Sign off Sheet

SIGNATURE APPROVAL REQUIREMENTS Steps Agency Description and Function **Contact Information Division Manager:** Land Use (Zoning) 1947 Center St. 2nd Floor Name: Step 1 Berkeley, CA 94704 Signature: Obtain Use Permit as required Date: Traffic Engineering and Approved Route Map Traffic engineer: 1947 Center St. 4th Floor Berkeley, CA 94704 Name: Reviews route. Assigns time of the building Step 2 move. Must be stamped and signed. Note: Traffic Engineering will review and edit customer's Signature: ROUTE MAP, which must be presented at each agency to acquire signatures. Date: **Engineering Inspector: Public Works/Engineering** 1947 Center St. 4th Floor Name: Berkeley, CA 94704 Step 3 Engineering will approve sewer capping at the Signature: original address. Obtain standards for sewer capping from Engineering Inspector. Date: **Public Works/Engineering Engineering Inspector:** 1947 Center St. 4th Floor Berkeley, CA 94704 Name: Step 4 Applicant must have written proof from PG&E that all gas and electric service has been disconnected. Signature: Engineering will verify that PG&E's documents were presented. Date: **Public Works/Engineering** 1947 Center St. 3rd Floor **Engineering Inspector:** Berkeley, CA 94704 Applicant must secure NO PARKING signs and Name: Step 5 STREET USE PERMITS to be placed along the entire route, wherever needed, so that parked Signature: cars will not impede the moving of the building. The number of signs required will be calculated by Date: engineering. Associate Civil Engineer: Public Works/Engineering 1947 Center St. 4th Floor Berkeley, CA 94704 Name: Step 6 Administrative sign-off: The responsible administrator will review all of the engineering Signature: requirements and verify that steps 2-4 are accurate and complete. Date:

Building Move Authorization - Sign off Sheet

SIGNATURE APPROVAL REQUIREMENTS (Continued)

Contact Information Steps Agency Description and Function Berkeley Fire Department Fire Marshall: Fire Department 2100 Martin Luther King Jr. Way Name: Berkeley CA 94704 Step 7 Safety review: Applicant must present approved Signature: traffic route prior to Berkeley Fire Department approval. Date: **Berkeley Police Department/Traffic Division: Police Department** 841 Folger St. Name: Berkeley, CA 94704 Step 8 Safety review: Applicant must present approved Signature: traffic route prior to Berkeley Police Department approval. Date: **Electrical Supervisor: Public Works/Electrical DIV** 1326 Allston Way (Corp Yard) Name: Berkeley, CA 94704 Step 9 Electrical estimate for work required in the City of Signature: Berkeley right-of-way. Date: **Forestry Supervisor:** Parks/Marina Field Office 1325 Bancroft Way (Corp Yard) Name: Step 10 Berkeley, CA 94704 Signature: Landscaping estimate if needed to raise trees for proper clearance. Date: **Building and Safety Division Building Official:** 1947 Center St. 3rd Floor Berkeley, CA 94704 Step 11 Name: Verifies all appropriate permits required to a) **Final** remove the structure from the City of Berkeley Signature: Step and/or b) to relocate the structure to the City of Berkeley have been obtained prior to issuance of a Date: building move permit.