



**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@cityofberkeley.info

BUILDING MOVE AUTHORIZATION

Project Information

Existing Address:

Move to Address:

Demolition Permit Application #:

Building Move Permit Application #:

Enroachment Permit Application #:

Description of Move:

	Construction Type	Occupancy Class	Square Footage	No. of Stories	No. of Residential Units	Zoning District
Existing						
Proposed						
Residential Rental Units:	Yes	No	Is tenant relocation required?	Yes	No	

Applicant Information

	Owner	Agent	Contractor	Design Professional
Name:			Phone #:	
Company:			Bus Lic #:	
State Lic #:			Lic Class:	
Address:			City, Zip:	
Email:				

Owner Information

Name: _____ Phone: _____
Address: _____ City/ST/zip: _____
Email: _____

Mover Information

Name: _____ Phone #: _____
Company: _____ Bus Lic #: _____
State Lic #: _____ Lic Class: _____
Address: _____ City, Zip: _____
Email: _____

TO BE COMPLETED BY THE CITY OF BERKELEY:

Fee:

Security bond by owner filed in the amount of _____ on _____

Cash bond by owner filed in the amount of _____ on _____

Escrow account approved by City Attorney, established in the amount of _____
_____ on _____

LIABILITY INSURANCE

Certificate Policy # _____ with _____ Dated _____

ELECTRICAL/LANDSCAPING DEPOSIT

Public Works Electrical Division

Electrical Superintendent

Estimated cost to the city of moving, removing or displacing poles, wires, cables or other city equipment. Routing shown on map is approved:

Name:

Signature:

Cost:

Date:

Parks and Waterfront Landscape Division:

Parks Superintendent

estimated cost to the city of trimming, moving, removing, replacing city trees, shrubs, plants, etc. Routing shown on map has been approved.

Name:

Signature:

Cost:

Date:

Deposit: paid for the cost of trimming, removing or changing any landscaping, poles, wires, cables, etc.

Deposit:

Receipt #:

APPLICANT ACKNOWLEDGEMENT OF AMOUNTS NOTED ABOVE

Name _____ Signature _____ Date _____

Office Use Only

Demolition Permit ready to issue: Yes No

Building Permit ready to issue: Yes No

Encroachment Permit ready to issue: Yes No

BUILDING MOVE AUTHORIZED BY BUILDING OFFICIAL

Name _____ Signature _____ Date _____

SIGNATURE APPROVAL REQUIREMENTS

Steps	Agency Description and Function	Contact Information
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Step 1	Land Use (Zoning) 1947 Center St. 2nd Floor Berkeley, CA 94704	Division Manager: Name: Signature: Date:
	Obtain Use Permit as required	

Step 2	Traffic Engineering and Approved Route Map 1947 Center St. 4th Floor Berkeley, CA 94704	Traffic engineer: Name: Signature: Date:
	Reviews route. Assigns time of the building move. Must be stamped and signed. <u>Note:</u> Traffic Engineering will review and edit customer's ROUTE MAP, which must be presented at each agency to acquire signatures.	

Step 3	Public Works/Engineering 1947 Center St. 4th Floor Berkeley, CA 94704	Engineering Inspector: Name: Signature: Date:
	Engineering will approve sewer capping at the original address. Obtain standards for sewer capping from Engineering Inspector.	

Step 4	Public Works/Engineering 1947 Center St. 4th Floor Berkeley, CA 94704	Engineering Inspector: Name: Signature: Date:
	Applicant must have written proof from PG&E that all gas and electric service has been disconnected. Engineering will verify that PG&E's documents were presented.	

Step 5	Public Works/Engineering 1947 Center St. 3rd Floor Berkeley, CA 94704	Engineering Inspector: Name: Signature: Date:
	Applicant must secure NO PARKING signs and STREET USE PERMITS to be placed along the entire route, wherever needed, so that parked cars will not impede the moving of the building. The number of signs required will be calculated by engineering.	

Step 6	Public Works/Engineering 1947 Center St. 4th Floor Berkeley, CA 94704	Associate Civil Engineer: Name: Signature: Date:
	Administrative sign-off: The responsible administrator will review all of the engineering requirements and verify that steps 2-4 are accurate and complete.	

SIGNATURE APPROVAL REQUIREMENTS (Continued)

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