

1267.1 SUBJECT: BUILDING MOVING PERMITS

- :1 OBJECTIVE:
Establish an operational procedure for processing and issuing building moving permits.
- :2 AUTHORITY:
This procedure amended by City Council September 15, 2003.
- :3 DIRECTION:
The Permitting and Code Enforcement Division Manager, with support from the Technical Advisory Committee serves at the pleasure of, and receives direction from the Mayor or the Mayor’s Designee through the Economic Development Department Director. In addition, the following Appointed Officials and departments are responsible for the administration of this procedure: Building Official; Fire Chief; Office of Legal Affairs; Parks Division; City Planning; Public Works Director; Planning Director.
- :4 METHOD OF OPERATION:
 - A. Definitions
For the purpose of this procedure, the following words shall mean:

Building - that which is built or constructed or combined of parts joined together in some distinct manner. A carport, garage or utility building moved at the same time shall be considered as a part of the building and shall not require a separate moving permit. A building moved in sections shall be considered as one building and require only one permit; however, charges for costs incurred shall be assessed for each move.

Height - as applied to a building to be moved, is the vertical distance from the grade upon which the moving equipment rests to the highest point of the building when placed upon such equipment.
 - B. Occupational License Requirements
All persons engaged in the moving of buildings in the City of Orlando must possess a current City occupational license issued by the Permitting and Code Enforcement Division. An annual fee and surety bond is required for such purpose in amounts set by City code Chapter 36.
 - C. Permit Required for Buildings in Transit through City
Persons engaged in the moving of buildings in transit through the City do not require an occupational license. The Building Official shall require a Building Moving Permit for each building in transit through the City and compliance with the public liability insurance and surety bond requirements for building moving. The Building Official shall require a deposit for services to be rendered in such amount determined necessary for expenses which may be incurred during the proposed move.
 - D. Types of Building Moves
Application for Building Moving Permits will be considered for the following moves:

1. Buildings relocated within City limits.
 2. Buildings moved outside City limits.
 3. Buildings in transit through City limits.
- E. Permit Fee, Bond, Deposit Required, Height of Building
1. A person licensed to move any building over any street or to occupy any portion of any street for the removal of any building in the City of Orlando first must obtain a Building Moving Permit issued by the Permitting and Code Enforcement Division. Each application shall be accompanied by a permit fee and a deposit for administrative costs in processing the application in amounts as approved by City Council. If the application results in a Permit being issued, the deposit shall be credited toward the cost of services rendered by the City relating to the move. An additional fee covering blocking of lateral by the Wastewater Division is required if the building to be moved is not on a sewer system.
 2. If no Permit is issued, the permit fee shall be refunded; but the deposit shall be retained to cover cost of processing the application.
 3. The applicant shall present evidence of public liability insurance (within the limits of coverage hereinafter provided) for possible damage to City property and deposit an additional sum sufficient to cover cost of services to be rendered by the City which may be exceed the deposit as provided in the foregoing.
 4. When a building to be moved exceeds 21' in height, the Building Moving Permit shall be presented to City Council for consideration in issuing same. The Permit shall be subject to such conditions which may be deemed in the public interest and which are not otherwise provided for. It shall set forth an estimate of the costs to be secured by the City pertaining to the issuance of the Permit, including investigating the application, supervising the moving of the building, and the fee to be paid by the applicant for the Permit.
 5. The building to be moved must conform with stated measurements of Permit (i.e., width, length, height).
- F. Application Form
- Application for a permit to move a building within the corporate limits of the City shall be made on the "Application for Building Moving Permit." Application forms may be obtained from the Permitting and Code Enforcement Division. Each building move shall require a separate application.
- G. Application Procedure
- Applicant shall obtain concurrence for the move from the following, where applicable, before submitting application to the City:
1. Bell South - 500 North Orange Avenue - Arrange for disconnecting and removing telephone lines.
 2. TECO - 600 West Robinson Street - Arrange for closing and removing gas lines.

3. Orlando Utilities Commission - 500 South Orange Avenue - Arrange for disconnecting and removing water and electrical lines.
4. Time Warner Cable - 4300 All American Boulevard - Arrange for disconnecting and removing television cables.

NOTE: After obtaining written concurrence from non-City officials listed in 1 through 4, applicants shall deliver the application form to the Building Official for processing as follows:

5. Building Official, or designee, shall process the application as follows:
 - a) Determine that the applicant has a valid occupational license, if required.
 - b) Verify that the applicant has filed an insurance policy or certificate of insurance and form of policy for public liability insurance naming the City as additional insured (such policy to be in the amounts of at least \$100,000 for injury to one person, at least \$300,000 for personal injuries from one accident and at least \$50,000 for property damages, and contain a provision that the policy shall not be cancelable during the term of the Permit).
 - c) Determine that there are no delinquent City Taxes or encumbrances on the property.
 - d) Verify with the Orange County Tax Collector and the Orange County Circuit Court Clerk that there are no taxes, liens or other encumbrances filed against the property.

Should the Building Official determine that the requirements have been complied with, a Transmittal Slip shall be completed and affixed to the Application and expeditiously forwarded to the City Planning Division (No. 6) if the building is to be relocated in the City. The application shall be sent to the Parks and Special Facilities Division (No. 7) if the move is outside the City limits.

6. Planning Division (for buildings to be relocated within the City) - shall review applicable building moving permit applications for compliance with the Land Development Code and, after satisfactory review, shall indicate concurrence by signing the application form and transmittal slip to be forwarded expeditiously to the Parks and Special Facilities Division (No. 7).
7. Parks Division - shall review the application form to determine route feasibility for moving the building and possible damage to trees. Should tree trimming be required, the estimated cost thereof shall be noted on the application, as well as the time such trimming will be required, when the proposed route is being prepared. The concurrence of the Division Chief shall then be indicated by signature. The transmittal slip shall be signed and the forms sent expeditiously to the Engineering Division (No. 8).
8. Engineering Division
 - a) The Engineering Division shall promptly review the application to determine the capability of public thoroughfares to support the building

over the proposed route; alert its staff to the proposed move; inspect whether the blocking of sanitary sewer house lateral is required to protect sewer lines and, if in such cases, sewer fees are owed; determine Division requirements for handling overhead lines and feasibility of the route concerning traffic flow. Once the move starts, the mover shall not deviate from the approved route without the approval of the City Engineer or Orlando Police Department escorts; determine the number of personnel required for each building moved and advise the Police Department of the proposed move; secure the information pertinent to the number of Police escorts required and insert cost thereof on the application form.

- b) Engineering Division employees shall not be permitted to handle power lines along the route, except when supervised by OUC personnel. Each Engineering Division employee assigned as an escort shall be paid at a rate determined by the highest hourly rate for the individual's position, times 1.5 (time and a half), for a minimum of five (5) hours per move.
- c) All traffic signs and poles removed and/or damaged during a move will be the responsibility of the mover. All costs for restoration of these traffic signs (including labor, employee benefits and equipment) will be charged to the mover.
- d) The estimated cost of the Engineering Division to assist the move shall be noted on the application form. Such costs shall include employee benefit costs as described in Section 412.4, Attachment A, Labor.

Equipment costs shall be as approved by the City Council.

Should additional vehicles be required, the user Division or Department shall assess the rate for the vehicle as provided in Section 412.4, "Equipment Rental Rate (Minimum Charge - 4 hours)." The estimated total cost of the Engineering Division (including personnel and equipment) to assist the move shall be noted on pages 1 and 2 of the form and signed by the City Engineer. The form shall then be expeditiously sent to the Building Official (No. 10).

- 9. Police Chief - shall be advised verbally and in writing by the Permitting and Code Enforcement Division of the proposed move and make tentative arrangements for a motorcycle escort. The mover shall not enter City streets with building unless Orlando Police Department or Engineering personnel are present. Police officers assigned to escort the building move shall be paid \$80 per officer for a minimum of four hours and \$20 per hour or part of thereafter. Employee benefit costs will be added to hourly labor charges as described in Section 412.4, Attachment A, Labor.

Equipment costs will be charged as approved by the City Council.

A total cost for Police services shall be stated on Page 2 of the form.

- 10. Building Official
 - a) All Moves

- (1) The Building Official or designee shall review the application for necessary clearances and approvals, then contact the applicant to advise whether the application is approved or disapproved. If approved, the applicant shall be requested to call for the Permit which will be issued upon payment of the deposit for services to be rendered and satisfaction of surety bond requirements. The Building Official shall direct applicant to Revenue Collection which, after collecting all fees, shall direct applicant to the Permitting and Code Enforcement Division. Upon receipt of the application with general receipt, the Building Official or designee shall issue the Permit and prepare a work order for the move, attaching copies of the Permit and of the work order and forward to the units responsible for the work to be performed. No work connected with the move shall proceed until the work order is received by the unit rendering the service.
 - (2) The City Engineer must approve the scheduling of moves when more than two building moves are requested during the same twenty-four hour period. A building move postponed at the request of the mover because of inclement weather may be rescheduled on the following workday. Subsequent scheduled moves shall be rescheduled to accommodate postponed moves.
 - (3) Mover shall notify the Orlando Police Department and Engineering Division 72 hours before a move and prior to 7:00 P.M. on date of move or cancellation.
 - (4) House moves shall not be permitted on Friday or Saturday nights. House moves shall not be permitted on City holidays or any night (P.M. or A.M.) connected with City holidays.
- b) Relocation within the City. Should the building be relocated within the City, the Building Official, in addition to the foregoing, shall require the applicant to submit: a site, foundation and floor plan of the structure; a front and rear view picture of the building; and a statement of intended occupancy. Buildings to be relocated in the City shall require new foundations inspected and approved by the Code Enforcement Section. An electrician and a plumber, duly licensed by the City, shall secure the required permits for their services and comply with City Code requirements for new construction pertaining to sidewalk, driveway and curbing placement. The Building Official, upon issuing the Permit, shall deposit with the City Cashier the fees collected and list on the Daily Collection Report. The Building Official also shall send a copy of the approved Permit to all City units involved in the move.

H. Assessment of Cost for Services Furnished by City in Moving Buildings

1. A mover transporting a building(s) within the City shall be assessed for all services, equipment and material furnished by the City. As stated in Paragraph E, the applicant shall deposit with the Permitting and Code Enforcement Division an additional sum sufficient for costs that may be incurred by the City for services, equipment and material furnished for the move and such other sums required for moving, tree trimming, repairing or replacement of City

property, which may be in excess of the deposit and which is necessary to assure compliance with City Ordinances.

2. The Administrative Services Department, upon receipt of the Permit fee and the deposit for cost of processing the application, shall acknowledge the sum collected by validating the application form and provide a receipt to the payee.
3. The Permitting and Code Enforcement Division, upon receipt of a sum (in excess of the deposit paid to the Finance Department for costs of processing the application) sufficient to cover the cost of services to be rendered by the City, shall acknowledge the sum collected by validating the application form. The form, signed by the Building Official and designated by a permit number, shall serve as a permit to initiate the move. A receipt for the deposit shall be provided to the payee.

I. Work Order Procedure

1. The Work Order for a Building Moving Permit shall originate in the Building Official's Office when the permit application has been reviewed and determined to be in order.
2. Copies of the work order shall be sent to the Accounting Division and to the other units responsible for the work to be performed. No work connected with the move shall proceed until the work order has been issued.
3. When the work has been completed, the unit performing the service shall return a copy of the work order providing the cost to the Building Official for closing. Should the permit holder fail to complete repairs within three days after the move, the Building Official shall cause such work to be performed, costs of which shall be assessed to and collected from the permittee. An amount per day as approved by the City Council also shall be charged for each and every day's delay in completing such removal or in repairing any damage to property or public improvement or in clearing all public streets, alleys, or highways of all debris occasioned thereby. The Code Enforcement Section will prepare the invoice showing a credit to the work order, in quadruplicate for distribution to:

Mover – Original
Accounting - 1st Copy
Revenue Collection - 2nd Copy
Engineering - 3rd Copy

J. Personnel Time and Cost Reporting (OPD and Engineering Division)

1. Personnel costs for moving buildings shall be reported by the Police Department and Transportation Operations Division as follows:
2. Bi-weekly Time sheet Report indicates:
 - a) Code No. 1000051.33 (Off-Duty Employment).
 - b) Names of personnel performing services.
 - c) Date services were performed
 - d) Name of mover, number of permits issued.

- e) Work Order Number.
 - f) Amount(s) to be paid to personnel as reported on each work order.
3. The Police Department's Semi-Monthly Overtime Report and the Engineering Division's Off-Duty Roster used to report personnel hours on building moving jobs will note the work order number and the same information as requested for the bi-weekly time sheet report. (The bi-weekly time sheet is required by Data Processing; the Overtime Report and Off-Duty Roster are required for accounting reconciliation purposes for all off-duty reporting.) The Police Department and Engineering Division shall advise the Code Enforcement Section, by completion of the work order form, of the costs (labor and equipment) they incurred in making the move.
- K. Refund Due Applicant
1. Refunding an applicant's deposit or any part to which the applicant may be entitled shall be initiated by the Building Official upon receipt of a disapproval of a building application by a City unit.
 2. The Building Official shall be responsible for initiating a request for refund when services rendered by City units are less than the deposit received by the City.
 3. A refund shall not be made until final inspection of move route has been completed by the Engineering Division and the Work Order summary for the building move has been reconciled and approved by the Finance Director.
- L. Reporting Damages Resulting From Business Moves
1. The Engineering Division employee(s) accompanying a building move shall complete a Building Move Report Form for each move. This form shall be delivered by 8:30 a.m. on the workday following the move, to the Chief, Inspection Section, Engineering Division.
 2. A Building Code Inspector shall inspect the site from which the building has been moved immediately upon completion of the move, if possible, but no later than the next workday following the move.
 3. A member of the Engineering Division Inspection Section shall inspect the route of the move the next workday following the move. Upon completion of the inspection, the Chief, Inspection Section, will have the following data attached to the Work Order Summary Form:
 - a) Miscellaneous Construction Work Order.
 - b) Building Move Report Form.
 - c) Photographs of damages resulting from the move, if any.
- M. Accounting Control
1. The funds collected by the Finance Department and the Code Enforcement Section, plus the cost for services rendered by the City in connection with or as a result of the move, shall be controlled and accounted for as follows:
 - a) Finance Department - Permit fee and deposit for processing cost is received, application accepted and form validated by cashier's stamp.

Bank
Building Moving Permit
Code Enforcement Fees

- b) Code Enforcement Section - When permit is granted, deposit for services to be rendered is made to the Section.

Bank
Building Moving Deposit

- c) Code Enforcement Section - Indicate on work order form the deposits required by the Parks and Special Facilities Division, Engineering Division, and Police Department.

Building Moving Deposit
Work Order Control

- d) Police Department and Engineering Division - The payroll check is issued upon receipt of a time sheet by Data Processing for amount due each employee.

Off-Duty Employment
Payroll Account

- e) Accounting Division - Shall analyze the off-duty employment account and prepare journal entry.

Work Order Control
Revenue Control
Off-Duty Employment

Explanation - Work order control is debited for the full cost of services provided by the Police and Transportation Operations personnel. Revenue control is credited for the 25% charge for personnel benefits. Off-duty control is credited for the amount paid the employee.

The Accounting Division shall record costs paid to outside entities by:

Work Order Control
Bank

Costs determined by City units other than off-duty costs:

Work Order Control
Revenue Control

- 2. On completion of work required by the Building Permit and stated on the Work Order, the Code Enforcement Section shall secure from each unit and shall post all cost data on the Work Order which shall be signed by the Building Official.

3. The information thereon shall be posted and an invoice initiated, using an invoice number designated by the Accounting Division. The Code Enforcement Section after closing out the Work Order and mailing the original invoice shall send the following documents to the Accounting Division:
 - a) Closeout copy of Work Order
 - b) Two copies of invoice
 - c) Copy of Building Move Report submitted by City Engineering Inspector, if applicable
 - d) Request for check if refund is due permittee
 4. The Accounting Division will prepare the necessary entry from the Work Order (debit or credit). If a credit balance is indicated, the check shall be made payable to the order of the permittee and sent with a copy of the invoice. If a debit balance remains, the invoice will indicate the amount due from the permittee payable to the City of Orlando.
- N. Issuing of Certificate of Occupancy for Building Moved to a Site Within the City
Upon completion of the relocation of buildings within the City's corporate limits, including any required changes thereto, each regulatory office shall complete its own field inspection and will inform the Code Enforcement Section in writing of its final approval and acceptance, including the collection of any charges involved. After each unit has informed the Code Enforcement Section that the completed building is in accordance with its plan approval, the Code Enforcement Section will issue a Certificate of Occupancy.
- :5 FORMS:
Application - Building Moving Permit Form
Transmittal Slip Form
On-Site - Building Move Report Form
- :6 COMMITTEE RESPONSIBILITIES:
None.
- :7 REFERENCE:
City Code, Chapter 13. Standard Building Code, Sections on Fee and Moving of Buildings. City Code Section 36.35, No. 112 - License Fee. City Council minutes of February 11, 1959, Item 44. Blanket approval October 1, 1958, Item 35; September 3, 1958, Item 33; September 28, 1955, Item 67; April 21, 1960, Item 25; November 24, 1970, Item 5; July 12, 1971, Item 4. This procedure adopted by City Council March 20, 1972, Item 42; pages 1, 5, and 6 further amended July 8, 1974, Item 54; reviewed and found current August 25, 1975, Item 7; amended November 14, 1977, Item 6; amended June 23, 1980, Item 22; amended August 23, 1982, Item 19A; amended October 20, 1986, Item 14A-14; amended April 24, 1989, Item 22A-2; amended June 14, 1993; amended March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.
- :8 EFFECTIVE DATE:
This procedure effective September 15, 2003.