



**CITY OF ST. PAUL**  
 DEPARTMENT OF SAFETY AND INSPECTIONS  
 375 JACKSON STREET, SUITE 220  
 ST. PAUL, MINNESOTA 55101-1086

**MOVING PERMIT APPLICATION**

Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

<input type="checkbox"/> Into St. Paul	Enter <b>MOVE TO</b> address in Box 1 Enter <b>MOVE FROM</b> address in Box 2	Number	Street Name	St., Ave., Blvd., Etc.	N.S.E.W.
<input type="checkbox"/> Out of St. Paul	Enter <b>MOVE FROM</b> address in Box 1 Enter <b>MOVE TO</b> address in Box 2	St. Paul Address	BOX 1		
<input type="checkbox"/> Within St. Paul	Enter <b>MOVE TO</b> address in Box 1 Enter <b>MOVE FROM</b> address in Box 2	Number	Street Name	St., Ave., Blvd., Etc.	N.S.E.W. City, State, Zip
			BOX 2		

<b>Owner</b>	Address City State, Zip+4	Phone
<b>Contractor</b>	Address City State, Zip+4	Phone

**Contractor's Email:** \_\_\_\_\_

Estimated Start Date	Estimated Completion Date	<b>Estimated Value of Work</b>
		\$

Description of Structure being Moved	<b>Identify the type of Structure to be Moved</b>				\$
	<b>CHECK ONE BOX</b>				
	Enter the number of Dwelling Units:	Residential <input type="checkbox"/>	Garage <input type="checkbox"/>	Commercial <input type="checkbox"/>	Portable School <input type="checkbox"/>

Number of Stories	<b>Structure Dimensions:</b> Length	Width	Height	<b>SUMMARY OF FEES</b>

**Please indicate the Contract Standard in the check boxes below**

If moving Residential Dwellings or Commercial Structures within or outside the City of St. Paul what is the contract standard for removal?

**Total Removal**     **Two Feet**     **One Foot Below Grade**     **Other** (explain in comment area)

Comment: \_\_\_\_\_

Applicant certifies all information is correct and all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>			<b>Permit Number</b>
Occupancy Group	PIN	Reviewed By	Date
Legal Description / Comments		SAC Credit	SAC Credit # _____
		<b>Applied To:</b> <input type="checkbox"/> Box 1 <input type="checkbox"/> Box 2	

*A 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement.\**

**Signature of Cardholder (required for all charges):** \_\_\_\_\_

<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Security Code ▶	Expiration Date: Month /Year →
<b>BILLING ZIP CODE:</b> _____					
Enter Account Number →					

**If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.**

**The credit card information section must be filled in and signed.**

**Our FAX number is 651-266-9124. If paying by check, please mail application and check to us.**

\*Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the service fees. If paying online, applicants will also have the option to pay by e-check. There is no service fee for this payment type.

## **INSTRUCTIONS FOR MOVING PERMIT**

Effective 02/25/2023

A moving permit is required to move any structure into, out of, or within the City of St. Paul. A moving permit cannot be issued until all required approvals and notifications have been completed. See Requirements and Fee Schedule below.

### **MOVING PERMIT REQUIREMENTS**

- 1. A Structure Inspection and report must be completed prior to issuance of Moving Permits.**  
Structure Inspections are required on any structure intended to be moved into the city or on structures moved between different locations within the city limits. Structures moved to locations outside St. Paul city limits do not require a structure inspection. (Portable schools are exempt from structure inspections)
- 2. Foundation Permits are required** prior to setting the structure at the proposed new location for all habitable structures (i.e. houses and apartment buildings) and commercial buildings moved within the city. Garages intended to be moved may not require a Foundation Permit. Contact a Plan Examiner for verification.
- 3. Structures shall be moved only by licensed moving contractors.** Contact the State of Minnesota at 651-366-3680 to obtain the names of those contractors. Exceptions to this requirement are as follows: Manufactured or Modular Homes, farmers moving their own buildings, and buildings measuring less than 16 feet by 20 feet.
- 4. Appropriate utilities and government agencies must be notified** and written permission granted prior to the issuance of the permit. Requirements may vary according to size and type of the moved structure.

### **FEE SCHEDULE**

Commercial or Residential buildings larger than 12 feet high, 14 feet wide , and 25 feet long..... \$307.00 per move  
Garage, Sheds & Miscellaneous buildings larger than 12 feet high, 14 feet wide and 25 feet long..... \$102.00 per move  
Buildings or structures smaller than the size indicated above. .... \$85.00 per move

Building Inspectors are in the office for inspection requests between 7:30 AM - 9:00 AM, Monday - Friday.  
Phone number is 651-266-9002.

Plan Examiners' office hours are 7:30 AM to 4:30 PM, Monday - Friday, call 651-266-9007.

Permit Fee Information can be obtained by calling 651-266-8989, Monday - Friday, 7:30 AM - 4:30 PM.