

**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.**

INSTRUCTIONS FOR MOVING PERMIT

Effective 01/09/2016

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	\$ 262.00 per move
Garage, Sheds & Miscellaneous buildings larger than 12 feet high, 14 feet wide and 25 feet long	\$ 87.00 per move
Buildings or structures smaller than the size indicated above.	\$ 72.00 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.

Visit our Web Site at www.stpaul.gov/dsi