

**City of Spirit Lake
Public Works Department**

MOVING REQUIREMENTS

Pre-Planning – To obtain a building permit for moving a wide load on city streets, you must be licensed and meet the requirements of the permit issuance procedures. The stipulations of the general requirements and permit issuance are listed below.

General Requirements:

1. The contractor or permit applicant shall post with the Zoning Administrator a penal bond in the sum of five thousand dollars (\$5,000). The bond shall guarantee the licensee's payment for any damage done to the City or to public property in the course of moving the building or similar structure over public property.
2. The contractor or permit applicant and all agents and employees shall be insured for the following minimum amounts:
 - Bodily Injury - \$100,000 per person; \$300,000 per accident
 - Property Damage - \$100,000 per accident
3. Obtain a license at the Spirit Lake City Hall from the Public Works Dept. License to move structure on City property is valid for twelve (12) hours.

Steps to Obtain Permit – Complete the following steps with approvals from the local representatives. Provide route of travel with date, time, and expected height of moving structure.

1. Submit a route map to the Spirit Lake Chief of Police for approval. Retain one signed copy for permit issuance.
2. Submit a route map to the Distribution Planner of the Electric Utility for approval. Retain one signed copy for permit issuance. Anticipated costs associated with the moving shall be determined and paid prior to actual work.
3. It shall be the permit applicant's responsibility to identify all providers of services that the intended moving may affect.
4. Submit your documentation and application with the appropriate fee at the Public Works Department.

Inspections/Questions – As a licensed moving contractor, it shall be your responsibility for flagging at all intersections and maintaining adequate warning to all sides of traffic. Permits (if applicable) for disconnection of services such as capping of building sewer and/or disconnection of city water shall also be issued at the time of the issuance of the Permit for Moving. Any structural removal such as basement walls requires a building permit for demolition activities. Inspections are required prior to any backfilling over utility service disconnection(s) or structural foundations or floors.

For further information, you may stop in or call the Public Works Department at **(712)-336-1871**.