

House Move Permit

Planning and Development Services Department

www.opkansas.org

If a building or structure is to be moved upon, across or over any highway, street, alley or sidewalk in the City of Overland Park, then a House Move Permit must be obtained. A House Move Permit is required even if the structure is simply passing through the City on its way to and from locations outside the city limits. The requirements for house moves are contained in Chapter 16.100.105 of the Overland Park Municipal Code (OPMC). If you have any further questions regarding House Move Permits or any other building code issues, feel free to contact the Building Safety Division at (913) 895-6225, the city's website at www.opkansas.org or send an e-mail to permitservices@opkansas.org.

OBTAINING THE HOUSE MOVE PERMIT

The House Move Permit fee is \$500 and must be paid at the time the permit is obtained. This does not include the cost of any additional permits that may need to be secured as a requirement for this permit, such as a new building permit, septic system permit, etc. Those fees are handled separately as part of those separate permit applications.

1. The company that will move the building or structure must complete the permit application, and a legal representative of the house moving company must obtain the House Move Permit in person.
2. Submit written notice of the proposed date and time of the move along with the estimated length of time that the move will take. **The move must be scheduled for a day at least two weeks after the permit is obtained** to allow time for the Building Safety Division to inform and coordinate activities with the Overland Park Police Department and Public Works Department. The House Move Permit is valid for a maximum time of two months. If the structure is not moved within that time period, then a new permit must be obtained.
3. Submit a map of the proposed route of the move.
4. If the proposed route passes through any unincorporated portions of Johnson County or any other municipalities adjoining Overland Park, provide written approval of the move from these government entities.
5. If the proposed route includes traveling on or over state highways, provide a state highway move permit.
6. Provide written approval of the route and the move from each utility company with overhead lines, i.e. electric, telephone, and cable TV.
7. Provide a written statement or bill of sale signed by the homeowner or other sufficient evidence that indicates that the applicant is legally entitled to move the building or structure.

8. Submit for review and approval a House Mover's Bond in compliance with Section 16.105.3.7.3 of the OPMC.
9. Submit for review and approval a Certificate of Insurance in compliance with Section 16.105.3.7.3 of the OPMC.
10. Submit a diagram illustrating the size of the house while loaded for moving. The information shall include the following items:
 - a. The height, width, and length of the house when loaded.
 - b. The estimated weight of the house when loaded.
 - c. A description of the vehicle that will be hauling the structure.
 - d. A wheel diagram of the equipment showing the placement of the tires under the house.
11. Submit a written description of the number and types of escort vehicles to be provided by the mover.

DEMOLITION

If the structure to be moved is currently located within Overland Park, then it must be moved off its existing foundation; the foundation must be demolished; the resulting holes must be filled; and the site must be re-graded and cleared of any debris. This demolition and site work may either be handled as part of the House Move Permit or as a separate permit. If it is to be handled separately, then complete and submit a building permit application and pay a separate permit fee in addition to fulfilling the following three requirements. The Demolition Permit fee is based on the cost of the demolition work only. Contact the Permit Services Office (913/895-6205) to calculate this fee. If the demolition is to be handled as part of the House Move Permit, then the following items are to be included in the House Move Permit submittal and no fee beyond the House Move Permit fee is required. **In any case, the Demolition Permit or the House Move Permit must be obtained prior to performing any work on the house.**

1. The gas company, electric company, water district and wastewater district shall notify the City in writing or by phone that their services have been disconnected from the house.
2. Submit evidence that the building or structure and lot are free of any legal or financial entanglements and that all taxes and City charges against the owner are paid in full.
3. Submit a letter indicating the time schedule for demolishing the existing foundation, filling in the excavation and re-grading the site within 30 days after the house move. The letter shall also indicate how surplus material will be disposed of and that any open holes will be enclosed with a minimum 48-inch high fence at all times that the excavation is left unattended.

Note: *An inspection to ensure foundation demolition and site cleanup is required within 30 days after the house move.*

THE FINAL DESTINATION

If the final destination of the moved structure is to be a location within Overland Park, a new foundation will be needed for the structure and the building will need to be renovated to bring it into compliance with the current building codes. When the moved structure is placed on the new

foundation, it is considered to be a new building and must meet all the building code requirements of a new home. A separate building permit for the new foundation and the remodel of the moved structure must be obtained prior to obtaining a Demolition Permit or House Move Permit. **This issue must be resolved before any consideration can be given to moving the house.** The following items are required for this permit:

1. Complete a residential building permit application for the new construction. The fee for this permit is handled separately from the House Move Permit fee and is based on the cost of the resulting new structure including all additions. Contact Permit Services (913) 895-6205 to calculate this fee.
2. Submit a plot plan for the property on which the house is to be placed. The survey shall include the legal description of the property, the lot and block number, the subdivision name and the location of the moved house setbacks with respect to the property lines.
3. Submit building plans for the new foundation, any structural modifications to be made to the house and any additions to be added on to the moved structure. Two copies of the house plans are to be submitted, and both sets are to be sealed and signed by a Kansas licensed architect or engineer.
4. One enclosed parking space is required for all single-family residences. If the moved house will not have an attached garage, obtain a separate building permit for a detached garage prior to obtaining the new house permit by doing the following.
 - a. Complete a residential building permit application for the detached garage construction.
 - b. Provide a plot plan indicating the location of the detached garage setbacks in relation to the house and the property lines.
 - c. Provide building plans for the detached garage structure.
5. Provide written approval from the Current Planning Division (913) 895-6217 that the house to be moved and any accessory structures to be built on the property are architecturally compatible with the adjacent houses in the area to which it is to be moved.
6. Provide a sewer permit from the Johnson County Wastewater District (913) 715-8500. If the property lacks access to a sewer system, obtain a permit for a septic system prior to obtaining the new house permit by doing the following:
 - a. Complete a residential building permit application for the septic system installation.
 - b. Submit a plot plan indicating the location of the septic system in relation to the house and the property lines.
 - c. Submit for review and approval the engineered design package including plans and manufacturer's cut sheets for the septic system meeting the requirements of the Building Safety Division (913) 895-6225. The design must be sealed and signed by a Kansas licensed engineer.
7. If the house is to be placed on unplatted property, the following additional requirements must be met:
 - a. Provide a water permit from Water District No. 1.

- b. Provide certification from the Overland Park Fire Department (913) 888-6066 that the property is adequately protected by fire hydrants.
- c. Contact the Engineering Services Division (913) 895-6223 to see what requirements if any regarding storm water drainage, floodplain compliance and sidewalk development must be fulfilled, and provide their written approval for the project in your building permit application submittal.