



WEST PALM BEACH

DEVELOPMENT SERVICES DEPARTMENT
401 Clematis St.
West Palm Beach, FL 33401
Telephone: 561/805-6700
Fax: 561/805-6676

CHECKLIST FOR MOVING OR RELOCATING STRUCTURES

EFFECTIVE 10/24/2003

- 1. Licensed Contractor is required to submit TWO (2) SETS of plans and make application for permit to move structure.
2. Licensed Electrical, Plumbing and Mechanical (if needed) Contractor to approve condition of wiring and/or plumbing system, by letter, and to secure permits for all new work to be performed.
3. Letter of approval from Historic Preservation Planner, if the building is located within the City of West Palm Beach.
4. Signed and sealed letter from Structural Engineer on soundness of structure to be moved.
5. Soil Engineer to certify, by test report, that soil is capable of supporting structure at the new location.
6. Plans Required: Site plan, zoning setbacks, foundation and tie downs for building that is to be moved, plans indicating location of tie-ins for plumbing and electrical services. Zoning Requirements: contact Zoning Division at (561) 822-1435.
7. Permits are required for new or repair of sidewalks and driveways contact Engineering Department at (561) 494-1040.
8. Permits and/or releases needed from:
a) Department of Transportation and City Engineering Department for streets to be traveled.
b) CSX Railway 1-800-2320144 – West Palm Beach
c) Police Department (561) 653-3400
d) Traffic Signals (561)-233-3900
e) Cable Company (561) 627-3600
f) Telephone Company 1-888-757-6500
g) Florida Power & Light Company (561)-616-1601

All new construction (foundations, electrical, plumbing or mechanical systems) shall comply with the Florida Building Codes.

Robert Brown, CBO
Building Official

An Equal Opportunity Employer