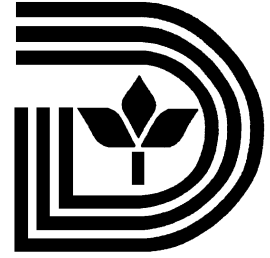# MOVING PERMIT
APPLICATION CHECKLIST

CITY OF DALLAS

REQUIRED DOCUMENTS FOR
MOVING PERMIT
(OUTSIDE CITY TO INSIDE CITY)

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

1. ☐ Completed permit application for the moving permit and another permit application for the Building Permit.

2. ☐ Two (2) copies of route waiver form attached (if option taken)

3. ☐ Two (2) copies of route approval form and additional information form (attached)

4. ☐ Two (2) copies of pre-inspection structure waiver form attached (If option taken)

5. ☐ Two (2) copies of site plan to include:
   - ☐ Drawn to scale and dimensioned
   - ☐ North arrow
   - ☐ All property lines
   - ☐ Footprint (outline) of all structures including all projections beyond the foundation line, showing placement on property and front, side and rear yard setbacks
   - ☐ Location of all easements, platted building lines
   - ☐ Location of gas, water and sewer lines, and underground electrical (if applicable)
   - ☐ Location of proposed driveway, drive approach, city sidewalks and landscape

6. ☐ Two (2) copies of foundation plans

7. ☐ House/structure moving rehabilitation bond attached

8. ☐ Payment of water and sewer tap fee

I, _____ *have read the above information and acknowledge that all required documents have been provided.*

Please Print

*Signature*_____ *Date* _____

Building Inspection Division   320 E. Jefferson Blvd.   Dallas, TX 75203   Telephone 214-948-4480

Staff cannot accept incomplete or illegible documents   Revised: 7/2000