

INFORMATION ON MOVING A HOUSE TO PORT TOWNSEND OR WITHIN THE CITY LIMITS OF PORT TOWNSEND

Please provide the following:

A. For the Site Receiving the House:

- 1) Submit a Residential Building Permit Application together with:
 - a) Two sets of the foundation plans. This should include any necessary framing or other structural work.
 - b) A site plan showing foundation sizes and roofprint dimensions to allow calculation of lot coverage and impervious surface areas. The site plan must also show how the building will meet all other applicable zoning code requirements (e.g. setbacks, modulation, daylight plane, etc.).
 - c) The foundation contractor's name, address, contact information and license information (L&I and City license).
- 2) A Street and Utility Development Permit (SDP) Application will be required. Engineered plans may be required and System Development Charges (SDCs) will apply.

B. For Transporting the House into and/or within the City:

- 1) Submit a separate Minor Improvement Permit (MIP) that includes:
 - a. A moving route plan;
 - b. A narrative on indicating the day, time, size of hauling vehicle, width and height of the building, and any other pertinent information. If the building is arriving via barge, coincide moving times with tide charts;
 - c. A site plan of the lot where you propose the house to be placed.
- 2) If the home arrives via water, no permitting for Shorelines and/or Critical Areas is required so long as none of the barge will rest on beach face (including the use of spud type anchors). If the beach face will be disturbed during any house barging operation, additional permits from the City and/or other agencies may be required. Please plan accordingly.

As part of the MIP submission, City public works staff will coordinate with the following entities:

- a. **City Police Department.** Give them moving route, moving time (beginning and ending) and date in advance so if any roads need to be closed, traffic rerouted they can prepare for that. Often structures are moved at night so there is as

little traffic as possible. Fees for Police staff time will apply and will be billed to the Applicant. Also, if any damage occurs to the “No Parking” signs during the moving the Applicant will be responsible for replacement fees. The damage fee is \$25.00 for each damaged sign.

- b. **East Jefferson Fire & Rescue (EJFR)** also needs to be apprised so they know if any of their emergency service routes are changed.
- c. **Franchise utility companies** (Century Link and Wave) to make sure there aren't any height and wire issues.
- d. **Public Utility District (PUD)** to make sure there aren't any height and wire issues.
- e. **City Utilities and Street Departments**

Public works staff will provide the application to all the entities above for comments. Public works staff will provide the Applicant with a list of comprehensive comments.

It is advisable to the applicant that the neighborhood also be told of the plans, especially if any roads are going to be blocked for any amount of time.

