



Sedgwick County...
working for you

County Clerk's Office

Kelly Arnold, County Clerk

100 N. Broadway Ave. Suite 620, Wichita, KS 67203

TEL: 316-660-9223 - www.sedgwickcounty.org - FAX: 316-660-9217
sgclerk@sedgwick.gov

Application for Structure Moving Permit (K.S.A 17-1914 , et seq. and Sedgwick County Code Sec. 6-500, et seq.)

Applicant/Company Name Telephone number(s)

Mailing address City State Zip

Location and Route Description

Real Property originating situs :

Route:

Real Property destination situs:

The requested application is for permission to move over and across certain public roads herein described as (structure type)

on (moving date) of the height and/or width when ready for moving, of sixteen feet or two hundred square feet over.

Structure Dimensions: Height (when loaded): Width: Length:

Required completion prior to permit: (Please check all completed, attach copies)

- Building Permit Public Works Approval Utilities Approval Contractor's License Certificate of Insurance

Will it be necessary to cut and move, raise, or in any way interfere with any wires, cable, or other aerial equipment of any public or municipally owned utility? Yes No

Declaration

The undersigned declares that I understand before any conventionally built structure is moved upon, across or over any highway, street, avenue, alley or sidewalk into or within the unincorporated areas of Sedgwick County, a structure moving permit shall first be obtained from the Office of the Sedgwick County Clerk's Office. Any contractor engaged in the business of moving conventionally built structures shall obtain a structure moving license as set forth in the Sedgwick County Building Code. The structure moving contractor shall verify with the office of the Sedgwick County Clerk if a structure moving permit is required. The requirements for moving conventionally built structures are contained herein. Inquiries regarding structure moving permits or licenses should be addressed to the Metropolitan Area Building and Construction Department or the Sedgwick County Clerk's Office.

Signature of Applicant Date

DATE RECEIVED:

Instructions

In order to allow sufficient time for processing, applicants are encouraged to submit applications at least 30 days before move date.

File your completed application with the
Sedgwick County Clerk's Office
100 N. Broadway Ave., Suite 620 Wichita, KS 67202
fax to 316-660-9217 or email to sgclerk@sedgwick.gov

Other Department Contact Information:

- Building Permit and Contractors License contact **Metropolitan Area Building and Construction Department** at 316-660-1840
- Public Works and Utilities approval contact **Sedgwick County Public Works** at 316-660-1777

Definitions and Eligibility

Conventionally built structure - any structure in excess of two hundred (200) square feet (18.58 m²), regardless of the type of material used in construction of the structure, and shall include houses, residences, one-, two- and larger family dwellings, commercial buildings, pole barns, garages, detached accessory structures, outbuildings, and similarly built structures; provided however, it does not include manufactured homes, modular homes, or any new pre-manufactured structure designed to be moved to its final destination; nor shall it pertain to any job or construction trailer, portable office, portable classroom, or registered historic structure.

Structure Moving - the transportation or the passing of a conventionally built structure from one place or position to another upon, across or over highways, streets, avenues, alleys or sidewalks into or within Sedgwick County, Kansas.

Real Property destination situs - the final location of the conventionally built structure upon real property and the foundation and site wherein the conventionally built structure is to be set, placed, affixed and or/attached.

Real Property originating situs - the original location of the conventionally built structure upon real property and the foundation and site wherein the conventionally built structure is to be set, placed, affixed and or/attached.

Definitions and Eligibility

To be eligible for Structure Moving Permit:

- Complete all prior requirements including a *pre-moving inspection*, verification with the *Sedgwick County Floodplain Manager* regarding FEMA area, obtain any *wastewater and/or water well permits*, obtain *building permit*, approval from *Sedgwick County Public Works* and all affected utility companies, obtain a *contractor's license* and *proof of insurance*.
- Conventionally built structure must not exceed two hundred (200) square feet.
- Must submit your application prior to 30 days before move date.
- Sedgwick County Clerk's Office must obtain a \$75 fee, application and copies of all required documentation.
- All permits once issued are valid for seven business days from the start of moving date.