



Application Received: _____
Fee Received: _____
Staff Initials: _____

HOUSE MOVING PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name(s): _____

Moving Contractor: _____

License: _____

Mailing Address: _____

Phone: _____

E-mail Address: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____

Phone: _____

E-mail Address: _____

PROPERTY INFORMATION

Reason for Request: _____

House Moving Type: _____ Out of Mhd _____ Into Mhd _____ Within Mhd

Current House Address: _____

Current House Parcel Number: _____

Proposed House Destination Address: _____

Proposed House Destination Parcel Number: _____

Type of House (ex: stick-built, modular, manufactured home, etc.): _____

Dimensions of House Footprint: _____

Height of House (once loaded): _____ (from proposed grade to height of roof peak): _____

Architectural Style: _____

Year Built: _____

Proposed Move Date: _____

Route (describe in detail and provide map - attach additional pages): _____

****If you are unable to provide a PDF Digital ID, please print application to provide original wet signature(s).**

Applicant Signature(s)_____Print Name_____Date_____

Property Owner Signature(s)_____Print Name_____Date_____

Property Owner Signature(s)_____Print Name_____Date_____

Application for House Moving Hearing and Approval Process

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 403 Center Avenue, PO Box 779, Moorhead, MN 56561-0779

APPLICATION DEADLINE: Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____Proof of Title to the proposed house destination or written authorization from owner(s), if applicant is not the property owner

_____ **\$150.00 Application Fee payable to the City of Moorhead**

_____Destination Site Plan (e.g., to scale [site plan](#) showing setbacks and lot coverage)

_____Route (attach a separate sheet outlining the proposed house moving route)

_____Photos (Include a photo of each elevation of the house to be moved)

_____Proof of House Moving Contractor License

_____Clay County Environmental Health – Disposal Permit for Foundation (contact 218.299.5004), if applicable

_____City of Moorhead Building Codes – [Application](#) for Foundation Demolition Permit, if applicable

_____City of Moorhead Building Codes – [Application](#) for Foundation Building Permit (if destination is in Mhd)

_____Agency Approval (County, Township, City) – Proof of approval for house moving route

_____Proof of Building Office statement that House can be moved (if destination is in Mhd)

_____Additional Information (e.g., applicable building inspection records, assessing records, etc.)

CRITERIA FOR CONSIDERATION: Section 9-3 of the Moorhead City Code describes procedures and rules for moving structures within the city, available online at <https://www.moorheadmn.gov/>.

CHECKLIST – OFFICE USE

MOVING HOUSE OUT OF MOORHEAD

1. Confirm Submission Details

- ☐ Clay County Disposal Permit (foundation)
- ☐ Moorhead Demolition Permit (foundation)
- ☐ Proof of Destination Approval (County, Township, Other City)

2. Route Review

- ☐ City Departments (10 minimum business days for review): _____
- ☐ MN State Patrol Certified Escort: _____

Department	Approval Date
Planning & Zoning	
Engineering	
Public Works	
Police Department	
Public Service and/or Rural Electric	
Fire Department	

MOVING HOUSE INTO OR WITHIN MOORHEAD

1. Confirm Submission Details

- ☐ Clay County Disposal Permit (foundation)
- ☐ Moorhead Demolition Permit (foundation)
- ☐ Moorhead Building Permit (new foundation)
- ☐ Zoning Approval (e.g., covenants, setbacks, impervious, building materials)
- ☐ Proof of Destination Approval (County, Township, Other City)
- ☐ Bond filed with City Clerk (if approved by City Council)

2. Route & Site Review

- ☐ City Departments (10 minimum business days for review): _____
- ☐ MN State Patrol Escort: _____

Department	Approval Date
Planning & Zoning	
Engineering	
Public Works	
Police Department	
Public Service and/or Rural Electric	
Fire Department	
MN State Patrol Certified Escort	

☐ Public Hearing & Planning Commission approval: _____

☐ City Council approval: _____

Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or planning@moorheadmn.gov