

## **Permit Application Packet for Obtaining a Moving Permit**

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The following items must be completed and submitted as a packet:

1. Moving Permit Application and Department Sign-Off Form. (If building is being moved out of the City items 4, 5, 6 or 7 do not apply.)
2. The application for a moving a dwelling or nonresidential structure shall be made at least 30 days prior to the proposed moving date. Application for moving for a residential garage and other residential accessory buildings shall be made at least two weeks prior to the proposed moving date. Changes in the proposed moving date must be cleared with all utilities, Police and Fire Departments and City Engineering at least 48 hours prior to the new moving date.
3. Mover must provide proof of liability insurance and have the certificate of insurance showing the City of Marshfield as certificate holder. Minimum limits are \$100,000/\$300,000 injury and death and \$50,000 property damage.
4. A dimensioned plot plan showing the location of the structure on the parcel of land to which it is proposed to be moved.
5. Common Council approval is required to move any building into the City or any building from one location to another location in the City. The Common Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. A public hearing is also required for a house move. Common Council approval is not required to move a building out of the City.
6. No public hearing or Common Council permission shall be required for any residential accessory building which is used for storage of not more than two motor vehicles; however, all other requirements of Section 15-05 through Section 15-09 shall apply.
7. A cash bond is required. The cash bond shall be \$2,000 for a house or commercial building and \$500 for a residential garage or storage building. This money will be returned to the applicant after the building is at the new location and any necessary improvements are completed. This cash bond is not required to move a building out of the City.
8. A map showing the proposed moving route.
9. It shall be the applicant's responsibility to clear out-of-City moving routes with all necessary townships, county or state authorities.

**This permit and associated fees are for the physical moving of a structure from one property to another. Additional building permits and fees are required for any work done to the structure in the new location.**



**Development Services Department**  
 City of Marshfield  
 207 West 6th Street  
 Marshfield, WI 54449  
 Ph: 715-486-2016 Fax: 715-384-7831

## Movement of Structure Permit Application

### Office Use Only

Date Received:	Permit Number:	Zoning District:	Parcel #:
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### Property Information

Current Site Address:	Lot #:	Block #:	Subdivision:
Proposed Site Address:	Lot #:	Block #:	Subdivision:
Owner Address, City, State, Zip:			
Owner Name:	Owner Phone #:	Owner Email Address:	

### Contractor Information

Name:	Address, City, State, Zip:		
Phone #:	Fax #:	Email Address:	

### Special Notes (If the building has sewer and water utilities the City of Marshfield requires the following)

**Water Service:** Water service must be shut-off at the curb stop or if water service does not have curb stop, one can be installed along with a curb box and rod. The water service can also be discontinued by turning off the Corporation Cock at the water main. Water service shall be shut-off and water meter removed before any work is started.

**Sanitary Sewer Lateral:** Sanitary sewer lateral can be capped off inside property line if it is made out of cast iron with gaskets or plastic. If the sanitary sewer lateral is not made out of cast iron with gaskets or plastic, it MUST BE replaced or abandoned at the sanitary sewer main (Municipal Code Chapter 16). Before any demolition has started all floor drains and cleanouts shall be sealed to prevent clearwater from entering sewer system. Sanitary sewer lateral shall be capped or replaced within 30 days after demolition.

\*Note: A Plumbing Permit is required.

### Project Information

Building Size	Type of Building(s) to be Moved	Other Project Information
Size: _____ (Exterior Dimensions)	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Garages <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Nonresidential and/or Multifamily	Proposed Moving Date
Loaded Height: _____ (From Road Grade to Highest Point)		

### Project Description

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### FEE

Description	Fee \$	Total
<b>Cash Bond</b>		
House or Commercial Building	\$2,000.00	
Accessory Structure	\$500.00	
<b>Permit Fee</b>		
Residential Accessory Structures over 8' wide	\$40.00	
House or Other Structures over 8' wide	\$200.00	
<b>Total Fee:</b>		

I hereby apply for a moving permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Department Sign-Off for Securing a Moving Permit

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The following Departments must sign off before a moving permit can be issued:

1. The first signature should be from the Engineer Division to get the route.
2. The last signature will be the Police Department.
3. After all signatures are on form, bring into the Building Services Division to purchase your moving permit.

**1. Marshfield Engineer Division**

207 West 6th Street  
Marshfield, WI 54449

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Marshfield Street Division**

407 West 2nd Street  
Marshfield, WI 54449

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**3. Marshfield Fire Department**

514 East 4th Street  
Marshfield, WI 54449

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**4. Marshfield Utility**

2000 South Central Avenue  
Marshfield, WI 54449

*\*Note - <16' height = no signature*

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**5. Frontier**

Ph: 715-847-1550

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**6. Charter Communications**

508 North Central Avenue  
Suite 103  
Marshfield, WI 54449

Ph: 715-384-5279

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**7. Marshfield Police Department**

110 West 1st Street  
Marshfield, WI 54449

Additional Staff Necessary Yes No

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Date of Move: \_\_\_\_\_

*Police Chief or Deputy Chief*

Authorized Time of Move: \_\_\_\_\_