



**Building Permits & Inspection Division**

General Information: (916) 875-5296  
[www.building.saccounty.net](http://www.building.saccounty.net)

<b>Full Service Center</b> 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i>	<b>East Area Service Center</b> 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i>
<b>Bradshaw Center</b> 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i>	<b>North Area Service Center</b> 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i>

## Sacramento County Code 16.40 Moved Building Permit Procedure

Apply for a Moved Building Permit. Submit 2 sets of plans for the building including site plans that includes all properties within 500' of the property line of the (new) proposed property. A site plan and floor plan are also required for the Assessor.

Pay the plan check and zone check fee based on the size of the building being moved. Pay the fees enforced at the time of permit issuance.

The Permit Application to Move a Building includes a request for inspection of the building to be moved to the (new) proposed location. Prior to Building Inspection proceeding with posting and inspection, the permittee must perform the following items:

1. Owner to provide adequate backing for a minimum of two signs on both properties meeting the following requirements:
  - a. 13 inches wide by 19 inches high, attached to a 2 x 4 stake driven into the ground that will project 4 feet in height. These signs are to be within the front and rear of the proposed new location
  - b. Corner lots require additional signs.
2. Owner to provide street address numbers on the front sign for identification. The numbers must match those assigned on the permit application.
3. Make arraignments for entry and inspection of the building to be moved and both properties during normal working hours.

When the above items have been completed, notify Building Inspection that you are ready for posting and inspection.

Failure to respond to these items, which are required by Sacramento County Code Section 16.40, will cancel our ten day inspection requirement. The permit application will then be held in a pending file for 60 days after which it will be voided.

Properties will be posted for 10 days allowing for public comment and appeal prior to approval of the plan for permit issuance. Appeals are to be forwarded to the Clerk of the Board of Supervisors for payment after which a hearing will be scheduled. This hearing request will delay the issuance of the permit to move the building.

Inspection of the building will result in a check list of conditions that will be required to be met prior to the completion of the project. The applicant will be notified of these conditions.

The applicant will be responsible to have permit (conditions) holds from other departments cleared prior to the issuance of the permit. These will consist of Planning, Fire District, School District and sewer and other similar departments. Additional departmental fees may be assessed by them.

Technical Resources will also require evidence of the moving companies transportation permit. Evidence of a sealed sewer or demolition of the septic system will be required prior to the issuance of the permit.

A surety bond, a bank CD bond or a cash deposit of \$10,000 will be collected at the issuance of the permit in addition to all other unpaid fees. Checks for cash deposits will be cashed and retained until a successful final inspection.

A bond statement will be collected similar to the following:

"I, \_\_\_\_\_, the applicant and property owner, hereby promise to comply with the conditions imposed on the building permit No. \_\_\_\_\_. By way of guarantee that this work will be done, I/we herewith deposit with the County a (certificate of deposit, or surety bond) in the sum of \$10,000 and agree that in the event these conditions are not fulfilled within one hundred eighty (180) days hereafter, the County may use said certificate of deposit, or forfeit the surety bond and apply the proceeds either to cause said conditions to be fulfilled or to demolish the building which was under the authority of said building permit."

Additional permits will be required for any additions to the moved building and/or other structures built on the new property. Demolition permits will be required for structures required to be removed from the prior property, if located within Sacramento County.

Street frontage and site improvements may be required as a condition of completing the project. After the Moved Building Permit is issued, progress inspections will be required. Since it is impossible to foresee all problems or conditions, additional requirements may be imposed by the field inspector, and will be considered as part of the conditions imposed for our approval.

This permit is valid for 180 days. A separate temporary utility pole, panel and circuit may be allowed with a separate permit. The temporary pole shall be removed upon final approval and tagging of permanent utilities. Permanent utility connection to the building will not be allowed until the building is set on its permanent foundation. A utility deposit will be required for permanent connection if desired prior to final inspection.

At the successful final inspection and approval to occupy, the \$10000 bond will be returned or the cash deposit will be processed for reimbursement.

If there are any questions concerning the procedure or requirements regarding Moved Buildings, Please call the Building Inspection permit section at 875-5296.