



CITY OF ORLANDO

Moving Permit Application

Date: _____ Job/Project Name: _____

Present Address of building to be moved: _____

Building Relocation Address: _____

Owner Name, Address, Phone: _____

Contractor Name¹: _____ Lic #: _____

Contractor Address: _____ Phone #: _____

Contractor Company Name¹, Address: _____

¹Current license and insurance information must be registered with Permitting Services or provided with this application.

Digital Plans Applicant Name: _____ Company: _____

Email: _____ Phone #: _____

For Contractor and Primary Contact, do we have current FAX # and email address? _____

Work Description: _____

GENERAL

Subtype Type—select one box:

- City to County County to City In Transit Within City

Construction Type—select one box:

- Brick Concrete Block Other—describe above Tilt Wall Wood Frame

Loaded Length: _____ Ft Loaded Width: _____ Ft Loaded Height: _____ Ft

Related to Code Enforcement Action? (Y/N) _____ Estimated Move Date: _____

ROUTE DESCRIPTION

(Include all turns and streets from starting location. Attach additional sheet if needed.)

NOTICE TO APPLICANT

Destruction or removal of trees is NOT authorized by this application. Removal or destruction of trees requires a separate Tree Removal Permit from the Parks Bureau at 407.246.2283.

The firms and offices listed on the next page(s) shall certify this application to signify concurrence of the proposed move and to attest that their respective service connections, etc., have been removed or sealed and plugged in a safe manner and that all proper clearances have been obtained before moving is initiated. Upon completion of move a Site Inspection is required.

There may be additional concurrences required by other governmental agencies and utility companies. The applicant is responsible for obtaining all necessary permits and approvals where applicable; i.e. Florida Department of Transportation, P.O. Box 47, Deland, FL or other companies not listed below.

City employees are not authorized to handle other than City property during a move.

The cost of services is an estimate. Should actual cost for the move exceed your deposit, you will be billed for the balance. A refund will be made if actual cost is less than your deposit.



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Application Address: _____



The *Reliable One*®

Orlando Utilities Commission (OUC) Service Disconnect Request for Moving

If you are moving a house or building within the OUC service territory, please provide the information requested below.

OUC engineers will determine if there is any OUC equipment along the proposed route that may have to be temporarily relocated in order to accomplish this move. OUC Development Services will notify you in writing of any charges for relocating equipment and/or providing an OUC escort during the move. OUC will not sign off any moving permit until these charges have been paid. After payment is received, OUC requires a minimum of 48 hours advance notice prior to the actual move.

Approximate time of move: _____ am pm Horizontal Clearance Needed: _____ Ft

Please ensure that all utilities have been turned off prior to sending your move information to OUC. If you need to turn off OUC water and electric services, contact OUC Commercial Services at 407.236.9625.

In order to process your move request, OUC must remove all meters and sever all connections to the building, including disconnect at the transformer. Complete the section below to request the appropriate services be disconnected by OUC and forward it, along with the rest of this Moving Permit Application, to OUC Development Services.

Please check the appropriate utilities servicing this site and the actions needed:

Overhead Electric

Remove electric meters Disconnect at transformer

Underground Electric

Remove electric meters Disconnect at transformer Remove pad mount transformer

Water

Remove water meters Leave water meters (customer must sever water lines)

Water Fire Protection

Shut off at OUC valve and leave line intact Shut off, sever, cap and plug line

Private Street Lights

Turn off

Meter numbers are required in order for OUC to process your request:

Electric Meter Numbers: _____

Water Meter Numbers: _____

Your request may take 20 working days or longer for OUC to complete.

**OUC – The *Reliable One*, Development Services, 500 S Orange Av, P.O. Box 3193, Orlando, FL 32801
PHONE 407.236.9651 FAX 407.236.9628 e-mail developmentservices@ouc.com**



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Application Address: _____

I hereby agree to deposit with the City, as a precedent to the issuance of a moving permit, a surety bond to be executed by me, with corporate surety to the satisfaction of the Building Official. Such bond shall be made payable to the City of Orlando and for the amount prescribed by the Building Official. It shall indemnify the City against any damage caused by the moving of such building to streets, curbs, sidewalks, shade trees, highways and any other property which may be affected by the moving of a building. Such surety terms of said permit, as to route to be taken and the limit of time in which to effect such removal and to repair or compensate for the repair and to pay the City as liquidated damages an amount not exceeding \$200.00 for each and every days delay in completing such removal of damaged materials or in repairing any alleys or highways of all debris.

I agree to pay a processing fee of \$100. It is understood that this fee shall be charged by the City to cover the cost of processing this application and no portion of it shall be refunded. I further agree to increase this amount at the time the permit is issued by any additional charges estimated by the Building Official to be required for services and equipment that may be furnished by the City in completion of the move. In the event that such repair or services required of me are not completed within 3 days after the move, the City (in addition to the assessment of the \$200 per day delay charge) is authorized to perform such work at my expense and charge me for such work and any cost in excess of my deposit for services, equipment or material furnished by the City. I further agree to reimburse the City, within 15 days after notification for any sum which may be due the City and which may exceed the amount of my deposit.

In the event the move is performed without a permit, the City is authorized to assess me a \$500 penalty fee.

I hereby acknowledge that I have read and understand the foregoing and state that the above information is correct. I also agree to conform to all City Ordinances regulating moving, and that I am the owner or authorized to act as the owner's agent for the herein described work.

Owner
Contractor/Agent _____

Date _____

Print Name _____



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Moving Permit Application—Page 4

Application Address: _____

The witnessed and notarized Owner signature is required.

OWNER:

Sign: _____

Print Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Phone: _____

State of _____

County of _____

WITNESSES:

Sign: _____

Print Name: _____

Sign: _____

Print Name: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.
He/she is personally known to me or has produced _____ as identification.

Notary Public

Commission Expires: _____

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