



**Newton County
Department of Development Services**

CHECKLIST FOR MOVING A STRUCTURE

(Revised 11-03-2014)

APPLICABLE STANDARDS

The Moving, Placement and Removal of Buildings Ordinance of Newton County, Georgia.

Depending on your situation, you may need one or more of the following permits. Please read the description of each to determine which are applicable. *Please note that these permits must be applied for at least thirty (30) days prior to the date of the proposed move.*

Permit to Remove Structure (Division 4)

If the structure you wish to move is currently within unincorporated Newton County, you must apply for a permit to remove the structure from the original property. This is to ensure utilities are properly disconnected, the premises are returned to safe and sanitary conditions, etc.

Permit to Move Structure (Division 2)

If the route you will be using to move the structure includes any county roads, you must apply for a permit. This is to ensure the vehicle and load are within required standards, the route is acceptable, etc. Per Division 2 of the Moving, Placement and Removal of Buildings Ordinance of Newton County, Georgia, "no person shall move a house, dwelling apartment building or other oversize load on any county road, street or bridge within the unincorporated area of the County without a permit to do so issued by the planning department."

Requirements for Submittal

- (1) A statement, as referenced in section 2-110 (b)(7), that the person making the application on behalf of the mover has lawful authority to execute such application and that all requirements under this ordinance have been met.
- (2) A statement, as referenced in section 2-110 (b)(9), that the mover/applicant agrees to indemnify the county and hold the county harmless from any damages which the county may suffer and from any and all liability claims.
- (3) A statement certifying that the applicant will comply with all criteria listed in 2-120 and 2-130.
- (4) Proof of liability coverage in the amount of at least \$500,000 combined single limit.
- (5) A statement that the proposed route has been reviewed and approved by the Public Works and Public Safety Departments. * This is done by office once application is received for review.

Permit to Place Structure (Division 3)

If the structure will be located within unincorporated Newton County, a permit must be obtained to place the structure at the destination property. This is to ensure the structure is structurally sound for relocation, zoning standards are met, etc.

Building Permit

A building permit must be obtained in addition to the Permit to Place Structure listed above.

FEES (Subject to change)

Permit to Remove Structure on County Parcel	\$100.00
Permit to Move Structure on County Roads	\$250.00
Permit to Place Structure onto Vacant Land	\$250.00
Building Permit	Varies



APPLICATION FOR PERMIT TO MOVE STRUCTURE ON COUNTY ROADS

Newton County Department of Development Services
1113 Usher Street, Suite 204, Covington, GA 30014
678-625-1650 Phone * 770-784-2118 Fax

Owner(s) Information:

Name

Street Address

Phone

Name

City, State, Zip

Cell

Email

Present Location of Structure:

Street Address

Map & Parcel #

City, State, Zip

Destination Location of Structure:

Street Address

Map & Parcel #

City, State, Zip

Mover Information:

Company Name

Business Address

Phone

Contact Name

City, State, Zip

Cell

Email

Insurance Company Information:

Company Name

Insurance Company Address

City, State, Zip

Contact Name

Phone

Liability Coverage Amount:

\$ _____

Structure Information:

Vehicle & Load

Total Height

Outside Length

Outside Width

Proposed Move Information:

Date of Move

Time of Move

Applicant's Certification and Signature:

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.

Name

Date

Name

Date



APPLICATION FOR PERMIT TO PLACE A STRUCTURE ON VACANT RESIDENTIAL LAND

Newton County Department of Development Services
1113 Usher Street, Suite 204, Covington, GA 30014
678-625-1650 Phone * 770-784-2118 Fax

Applicant(s) Information:

Name _____

Street Address _____

Phone _____

Name _____

City, State, Zip _____

Cell _____

Email _____

Present Location of Structure:

Street Address _____ City _____ State _____ Zip _____

Destination Location of Structure:

Street Address _____ City _____ State _____ Zip _____

Map & Parcel # _____

Current Owner Information:

Company Name (if applicable) _____

Address _____

Phone _____

Name _____

City, State, Zip _____

Cell _____

Email _____

Current Zoning: _____
Required Minimum Heated Square Feet
for zoning district: _____

Total Square Footage
of Structure: _____
Number of Rooms: _____

Total Heated SF: _____
Total Unheated SF: _____

Applicant's Certification and Signature:

- _____ I understand I must have a permit from the Department of Development Services in order to place a structure on vacant residential land.
- _____ I understand there are applicable fees for my request.
- _____ I have provided a site plan indicating the proposed placement of the structure on the property.
- _____ I have provided photograph(s) of the property showing the proposed location according to my site plan.
- _____ I certify the structure is or will be brought into compliance with all the applicable building codes.
- _____ I have provided photograph(s) of the structure depicting the condition of the interior & exterior of the structure to be moved.
- _____ I have provided a floor plan of the structure which includes all rooms indicating heated & unheated areas.
- _____ I have provided an inspection report, prepared by an IRC or IBC certified home inspector or structural engineer, detailing the structural condition of the structure to be moved.
- _____ I have provided the names and addresses (including tax parcel number) of all abutting property owners.
- _____ I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.
- _____ I have received a copy of "The Moving, Placement, & Removal of Buildings Ordinance of Newton County, GA"

Name _____

Date _____

Name _____

Date _____

Office Use Only

Application # _____ Permit # _____ Date Submitted _____

() Approved () Denied

Reviewer's Signature: _____ Date: ___/___/_____