



MIKE COOPER
Mayor

CITY OF COVINGTON

BUILDING PERMITS OFFICE

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MOVING A HOUSE BUILDING PERMIT CHECKLIST

- Completely filled out and signed application
- Cash sale document showing ownership
- Plot plan showing the size of house, building and other structure and how it will be located on the moved-to lot, the size of the moved-to lot, and the location of the lot within city limits.
- A stamped engineering plan for the foundation
- Applicant must state in writing which streets will be used to move the building and get approval from the Building Permit Office and Police Department with regard to the route.
- A police escort is required at the applicant's expense and must be arranged a minimum of 48 hours prior to the move.
- Furnish the City with pictures of the house, building or structure in its present setting, and indicate the kind of material of which it is constructed.
- If plumbing and electrical wiring are present that do not meet code, applicant must use new plumbing and wiring which met our current codes.
- Mover must furnish proof of insurance for moving a structure in the amount of \$500,000 property damage and \$500,000 personal liability.
- The permit must be secure at least 72 hours prior to the move.
- Tree plot plan with trees marked that need to be removed
- Verify flood zone, zoning and setbacks.
- Fill out permit - \$100 fee.
- After the house is moved, a renovation permit must be secured from the City following the Residential Renovation Checklist.