



CITY OF ASTORIA

# Building Move Permit Application

City of Astoria – Engineering Division  
1095 Duane Street, Astoria, OR 97103  
Phone: 503-338-5173 | Fax: 503-338-6538  
Web: [www.astoria.or.us](http://www.astoria.or.us)

Permit Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Permit Expiration: 90 Days from Issue

Application Fee: \$10.00

Permission is hereby granted to \_\_\_\_\_ (“Permittee”)  
and \_\_\_\_\_ (“Building Owner”) to move a building within the  
City limits of Astoria, according to the following conditions:

Beginning Location \_\_\_\_\_

Ending Location \_\_\_\_\_

Time of Move \_\_\_\_\_

Building Owner \_\_\_\_\_

Address \_\_\_\_\_

Dimensions \_\_\_\_\_

    Width \_\_\_\_\_

    Length \_\_\_\_\_

    Loaded Height \_\_\_\_\_

    Weight \_\_\_\_\_

Route Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Permittee Signature

Print Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Building Owner Signature

Print Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Approved by:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date



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## GENERAL PROVISIONS

Permittee shall notify the following 48 hours in advance of the move:

- 1. Public Works Shops – Jim Hatcher, Superintendent 503-325-3524
- 2. Police – Geoff Spalding, Police Chief 503-325-4411
- 3. Fire – Dan Crutchfield, Fire Chief 503-325-2345
- 4. ODOT District 1 – Mark Buffington, District Manager 503-325-7222

Permittee shall notify Police Dispatch 15 minutes before entering the public right of way, and again when moving operations are halted

- 1. Police Dispatch: 503-325-4411

Permittee shall obtain written evidence of property owner approval for any private property to be crossed during the move.

Permittee shall obtain any required permits from the Oregon Department of Transportation.

Permittee shall provide a certificate of insurance satisfactory to the City, in the minimum amount of \$2,000,000, specifically identifying coverage for this building move and naming both the City and the Building Owner as additional insured.

Permittee shall coordinate with adjacent property owners regarding tree limbs needing removal over the right of way.

Permittee shall be responsible for all utility coordination required to effect the move.

Unless otherwise specified, all moves shall be made between 10 PM and 7 AM.

No moved buildings may be stored at any time upon a bridge or through street. If the approved moving operation necessitates halting moving operations temporarily on any other street, access to private properties and fire hydrants shall not be obstructed.

No move shall start and all moves shall cease when visibility is limited to or less than 500 feet, or until the pavement is free from all snow, ice and frost, and the temperature is 40 degrees F or above.

The Permittee shall provide adequate traffic control for protection of the public during the move. Traffic control signs and devices shall conform to the current MUTCD.

Any private property or public infrastructure damaged during the move shall be repaired at Permittee’s expense.

The Permittee and Building Owner agree to hold the City harmless from any claim or liability by or because of issuance of this permit.

## SPECIAL CONDITIONS

- 1. Flaggers and pilot cars are required front and rear.
- 2. Building Owner shall submit grading, building, water and sewer permit applications for permanent placement of the structure at the new site within 15 days of the approval/issue date of this permit.
- 3. Building Owner shall complete permanent placement of the structure within 90 days of the approval/issue date of this permit.

- 4. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_