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City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



Dear Applicant:

**Subject: Application for Building Move Permit**

Enclosed is an Application for a House Moving Permit which must be completed in its entirety in order to conduct a move of any building upon any street, alley or other public space. Please familiarize yourself with the enclosed “*Special Provisions Governing the Movement of Buildings*” and adhere to the Traverse City Code of Ordinances Chapter 1468 *Moving of Buildings* which can be viewed in its entirety at:

[https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances?nodeId=PTFOURTEE\\_NBUHOCO\\_TITSIXMIBURE\\_CH1468MOBU](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTFOURTEE_NBUHOCO_TITSIXMIBURE_CH1468MOBU).

When submitting your application, please include the following:

- 1). \$100 Application Fee
- 2). Certificate of Insurance Vehicle and Comprehensive General Liability or Commercial General Liability in the amount of \$1 Million per occurrence, naming the City of Traverse City as additional insured.

Once your application and required documents have been received, the City Clerk’s Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk’s Office will issue you a formal ***Building Move Permit***.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk’s Office at (231) 922-4480 or contact the Licensing and Elections Specialist at tcclerk@traversecitymi.gov.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, CMC  
City Clerk



**CITY OF TRAVERSE CITY**  
**APPLICATION FOR BUILDING MOVE PERMIT**  
(City Ordinance 1468)

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Driver's license No. \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ Phone No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Business Name: \_\_\_\_\_

\_\_\_\_ Proprietorship    \_\_\_\_ Partnership    \_\_\_\_ Corporation

Business Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Date(s) of Move: \_\_\_\_\_ Time(s): \_\_\_\_\_

As owner, I (we) hereby request permission to transport the following building on the roads under the jurisdiction of the City of Traverse City and attest that this building does not exceed the maximum allowed as listed below:

Brief Description of Building being moved: \_\_\_\_\_

\_\_\_\_\_

Object Estimated Weight: \_\_\_\_\_ Application No. \_\_\_\_\_

Does the item being moved meet the Michigan Legal load limit per axle? \_\_\_\_\_

Building Moved From (Include movement of empty vehicle if over legal Limits): \_\_\_\_\_

\_\_\_\_\_

Moved to (Locate by distance and direction): \_\_\_\_\_

\_\_\_\_\_

Route (Give Route Numbers and Direction i.e. North/South/East West): \_\_\_\_\_

\_\_\_\_\_

OBJECT WIDTH \_\_\_\_\_ OBJECT HEIGHT \_\_\_\_\_ OBJECT LENGTH \_\_\_\_\_

VEHICLE LENGTH \_\_\_\_\_ VEHICLE GAUGE \_\_\_\_\_

OVERALL WIDTH \_\_\_\_\_ OVERALL HEIGHT \_\_\_\_\_ OVERALL LENGTH \_\_\_\_\_

VEHICLE TO BE USED     Truck             Truck/Tractor             Semi-Trailer  Trailer  
 Pole Trailer             Dollies             Other: \_\_\_\_\_

**WEIGHT • AXLE SPACING • TIRES**

AXLE NO. -	1	2	3	4	5	6	7	8	9	10	11	12	13	14
•>														
°AXLE WEIGHT														
"TIRE WIDTH IN INCFIFS														
*NO. OF TIRES														

FIRM NAME	PHONE	FEDERAL I.D. NO. or SOC. SEC. NO.
STREET ADDRESS	BY (Signature of authorized representative)	DATE
CITY	ZIP	TITLE

CERTIFICATE OF INSURANCE VEHICLE AND COMPREHENSIVE GENERAL LIABILITY PROVIDED AND ATTACHED in the amount of \$1million per occurrence naming the City of Traverse City as additional insured.

**The undersigned, being duly sworn, deposes and says he wishes to be permitted to perform the operation, service, or act stated hereon and that the statements made above are true and correct to the best of his knowledge and belief. Deponent further says that he will comply with all provisions of the ordinances of the City of Traverse City and the laws of the State of Michigan relative to the operation, service, or act for which this permit is required during the period the permit is in effect.**

**Deponent further agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for any legal liability that may be adjusted against it and to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service, or act for which the permit was issued. Deponent further says that he has contacted all utility companies (e.g. electric, phone, cable).**

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**CITY OF TRAVERSE CITY BUILDING MOVING PERMIT**

Permit effective from \_\_\_\_\_ to \_\_\_\_\_.

\$80.00 Fee paid: \_\_\_\_\_ Above conditions approved: \_\_\_\_\_

Proof of vehicle and comprehensive general liability insurance approved: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Benjamin C. Marentette, CMC, City Clerk

## SPECIAL PROVISIONS GOVERNING THE MOVEMENT OF BUILDINGS

Permit valid only if favorable driving and traffic conditions prevail. (Daylight hours only beginning one half hour before sunrise and ending one half hour after sunset.)

1. Route to be checked for vertical clearance and overhead obstructions prior to movement, All wires, cables, signs, signals, etc., to be raised or lowered prior to movement. Continuous movement of vehicle with load required. The granting of a permit shall not be considered as a guarantee of the sufficiency of a highway; highway width or vertical clearance; or highway structure for transporting on the route.
2. Movement to be made during periods of reduced traffic. Vehicles traveling under this permit shall maintain a distance of not less than 2,000 feet apart,
3. To be towed by at least a 112 ton truck with dual wheels, Applicant shall insure vehicle have adequate HP and braking to pull the load. Auxiliary power unit required on move.
4. The movement of a Building requires the display of 6 clean, plain red or orange flags at least 18 Inches square. One flag shall be displayed on each end of the front bumper of the towing vehicle and shall be supported on a short staff at an angle so as to wave freely. One flag shall be displayed on each corner of the Building and placed so as to be clearly seen by approaching traffic. At least 2 flashing or rotating amber lights to be placed on the extreme rear of the load, All flashing or rotating amber lights to be visible for a distance of 500 feet.
5. To be equipped with 2 OVERSIZE LOAD signs of black, block lettering on Interstate yellow Background. One 6'x16" sign with 12" lettering on front bumper of towing vehicle. One 8'x18" sign with 16" lettering on rear of load, bottom of sign not less than 7' above highway. Towing vehicle headlights to be turned on low beam.
6. To be preceded by one escort vehicle (passenger car or pickup truck) with at least one flashing or rotating amber light on the roof of the escort vehicle. In addition, there will be displayed on the roof of the escort vehicle, one OVERSIZE LOAD sign 5' long by 12" high with 8" high black letters on yellow background. If height of the vehicle or load exceeds 14'6", the escort vehicle will be required to have a fixed measuring device set at a height to assure clearance of the load. All flashing or rotating amber lights to be visible for a distance of 500 feet
7. The City of Traverse City may temporarily suspend or revoke a Building Permit, either in its entirety or in respect to certain of its provisions, due to seasonal conditions, other special conditions or if it is in the interest of the public's safety.
8. Police supervision of traffic required on move. Permit not valid for movement when wind velocity exceeds 25 MPH, Permit valid only if favorable driving and traffic conditions prevail, Movement must minimize the obstruction of normal flow of traffic. Continuous two-way communication is required between escort vehicles and the towing vehicle. The transporting of a Building is allowed only when the surface condition of the highway is not slippery.
9. If the movement of a Building requires a highway sign, structure, or railing to be moved, the applicant shall secure City of Traverse City approval prior to the move and shall be responsible for the cost of removal and replacement.
10. A vehicle shall not be loaded or unloaded within the highway right-of-way unless permitted by a police officer or agent of the department.
11. The permit shall be carried in the vehicle to which it applies and must be available for inspection.

12. Permits are not valid if Insurance expires; the permittee shall be responsible for damages to the streets, to persons, and to property caused by or arising from operations covered by this permit. The permittee shall indemnify and save harmless the City of Traverse City, the department and all of their employees from any and all suits, claims, and damages of every kind arising out of, under, or by reason of this permit, or from operations covered by this permit. Applicant to present evidence that at least the following insurance coverage is in full force and effect on each vehicle while operating on the public highways under special permit:

Bodily Injury liability - each person .....	\$500,000.00
Bodily Injury liability - each accident .....	\$1,000,000.00
Property Damage liability - each accident .....	\$1,000,000.00
Single Limit policy .....	\$1,000,000.00
Worker's Compensation .....	Statutory Coverage

13. The permittee or contractor shall name the City of Traverse City as additional Insured and certificate holder, by name, on any general comprehensive liability insurance or commercial general liability insurance carried by the permittee or contractor

14. In the event of a breakdown or unavoidable delay, an attempt shall be made to remove the building from the street. If the building cannot be removed it shall be clearly marked with warning lights and shall be attended by personnel to assist in directing traffic.

15. A building may be moved between the side rails of bridges if the horizontal clearance between such rails exceeds the width of the building by at least 12 Inches. If the width of the building is greater than the horizontal clearance of any bridge, the building must be loaded on the moving equipment in such manner that the underside of supporting cross members will clear the rails by at least 12 inches at all times.

**SPECIAL PROVISIONS, CONDITIONS, AND RESTRICTIONS FOR OVERSIZE LOADS**

These provisions shall be carried at all times in the vehicle for which the permit is issued, together with the permit. The original is to be carried in the vehicle and is to be made available for inspection, together with the permit, by any police officer or agent of the City of Traverse City. Failure to comply with all of these provisions listed in the permit or failure to comply with the conditions and restrictions herein listed, shall be just cause for immediate suspension or revocation of any and all permits issued to any equipment owner.