

CITY OF ALEXANDRIA - MOVING / PLACEMENT PERMIT APPLICATION

625 Murray St., Ste 8 Alexandria, La 71301 Permits@cityofalex.com Office (318) 473-1372 Fax (318) 619-3403

A. Project Location Information IMPORTANT: Applicant must complete Sections A - J

Structure Location: Current	
Structure Location: Proposed	(In-Office Only) MPN Project #

A. Permit Type and Utilities Requested

Moving Only (physical relocation of building from one site to another)
 Placement Only (placing the building on a specific site location)
 Moving & Placement Combo

Utilities to be connected after placement:
 Gas
 Water
 Sewer
 Electricity

B. Permit Type and Proposed Use

<input type="checkbox"/> Single Wide Residential Trailer (Residential) <input type="checkbox"/> Double Wide Residential Trailer (Residential) <input type="checkbox"/> Number of bedrooms = _____ <input type="checkbox"/> Number of bathrooms = _____ <input type="checkbox"/> Prefab Storage Building (Residential) <input type="checkbox"/> Industrialized Portable Building (Commercial)	If Commercial: Designed Occupancy Classification per IBC: _____ <input type="checkbox"/> Assembly (A1 - A5) <input type="checkbox"/> Institutional (I1-I4) <input type="checkbox"/> Business (B) <input type="checkbox"/> Mercantile (M) <input type="checkbox"/> Education (E) <input type="checkbox"/> Residential (R1-R4) <input type="checkbox"/> Factory / Industry (F1, F2) <input type="checkbox"/> Storage (S1, S2) <input type="checkbox"/> High Hazard (H1-H5) <input type="checkbox"/> Utility and Misc. (U)
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C. Use Description (Example: Residence, Office, Restaurant, Snow Cone Stand, Service Station, etc.)

Private Ownership
 Public Ownership

D. Description of Work to be Performed

Proposed Moving Date = _____
 Number of Hauls = _____
 Amount of Bond Secured = _____

E. Building Information (If no Construction Cost is given, the ICC Building Valuation calculation method will be used).

Total Sq. Ft. = _____ (Required)
 Overall Height = _____ (Required)
 Overall Cost = _____ (Required)

F. Describe Travel Route AND attach a street map highlighting the exact route of travel for review

G. Building Information & Characteristics for Portable Manufactured Buildings & Trailer Houses

<input type="checkbox"/> Serial Number _____ <input type="checkbox"/> Year Built _____ (Required) <input type="checkbox"/> Model _____ <input type="checkbox"/> Make _____	<input type="checkbox"/> Size (Length x Width) _____ <input type="checkbox"/> Color _____ <input type="checkbox"/> SFM Sticker # (Commercial) _____ <input type="checkbox"/> HUD Sticker # (Residential) _____
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H. Identification - Owner, Contractor, Designer (all correspondence sent through email)

Property Owner	Entity Name	Email Address	Phone
			Contact
Building Mover	Entity Name	Email Address	Phone
			Contact
Electrician	Entity Name	Email Address	Phone
			Contact
Plumber	Entity Name	Email Address	Phone
			Contact

COA - MOVING NOTIFICATION TO DEPARTMENTS

625 Murray St., Ste 8 Alexandria, La 71301 Permits@cityofalex.com Office (318) 473-1372 Fax (318) 619-3403

A. Project Location Information (Repeated) IMPORTANT: Applicant must complete Sections A & B

Structure Location: Current	
Structure Location: Proposed	(In-Office Only) MPN Project #
<input type="checkbox"/> Proposed Moving Date and Time = _____ <small>(Allow minimum of 10 days after application submittal)</small>	

J. Departmental Signature Required

1. Before a Moving Permit can be issued, the Applicant is responsible to get signatures from all Departments listed below. This is to ensure that they have been notified of the proposed moving date and time and are prepared to make the necessary provisions to allow this move with regards to City functions. Failure to secure the appropriate signatures shall result in the non-issuance of a permit. Allow a minimum of 10 business days after submittal for a permit to be issued. Plan accordingly.
2. A COA Moving Permit is NOT required if the structure (loaded on a vehicle) has overall dimensions less than 13'-6" high from ground to top of load x 8'-6" wide from side to side x 65' long from front bumper to rear of load. If overall dimensions are greater, the applicant must also secure a DOTD permit separately.

Electrical Distribution Department 318-473-1301	Superintendent Signature	Date
Traffic Signal Department 318-441-6126	Superintendent Signature	Date
Police Department 318-441-6408	Traffic Police Signature	Date
Fire Department 318-441-6600	Chief of Fire Signature	Date
Bellsouth Telephone Company 318-449-1984	Authorized Signature	Date

I. Signature of Applicant for Terms of Permit Issuance

1. I acknowledge that this permit becomes null and void if work or construction authorized is not commenced within 180 days at any time after work is commenced. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. The proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable laws of this jurisdiction.
2. I acknowledge that no moving or placement can be done until a Permit is issued. Minimum review time for permitting is 7 business days. I also acknowledge that if this is a moving permit application and if the structure will be relocated within the Alexandria City Limits, a Placement Permit shall also be required for an additional fee.
3. I acknowledge that any fill material brought onto this site cannot be placed in such a manner to adversely affect the adjoining properties with drainage from this subject property. All drainage discharge from this site shall be by an approved method by the City of Alexandria's Engineering Department. Call 318-473-1170 for information.
4. I acknowledge that Stormwater Pollution Prevention methods and Best Management practices will be required to be in place for any soil disturbances at either side location until it has achieved final, permanent stabilization. A separate SWPPP application may also be required to be completed. Call 318-473-1184 for information.
 - a. I specifically acknowledge that no one leaving this site shall be allowed to track dirt, mud or other debris onto the public street. Fines and penalties may apply if such is not immediately removed. Best Management practices shall be practiced on-site to minimize tracking debris onto the public street.
5. I acknowledge that minimum skirting and anchoring, tie-downs that secure the stability of the structure with a minimum of one device per each corner.
6. I acknowledge that if this structure is to be placed in a Flood Zone, the bottom of the supporting beam shall be above the Base Flood Elevation and all services (water, sewer, gas & mechanical) which run under the structure shall be located between the bottom of the supporting beam and the floor or shall be waterproofed.

Signature _____ Date _____

↓ INTER-CITY OFFICE USE ONLY COA - UTILITY DISCONNECTION CONFIRMATION ↓

Gas Utility Department	Authorized Signature	Date
Electrical Distribution Department	Authorized Signature	Date
Water Utility Department	Authorized Signature	Date
Sewer Utility Department	Authorized Signature	Date
Utility Customer Service Department	Authorized Signature	Date