

**Moving a House to a New Site**  
**Check List & Information Sheet**

Date \_\_\_\_\_ Owner \_\_\_\_\_

Site Address \_\_\_\_\_

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Subdivision \_\_\_\_\_

Moving Contractor \_\_\_\_\_

Construction Contractor \_\_\_\_\_

Tentative Moving Date \_\_\_\_\_

Confirmed Moving Date \_\_\_\_\_

**PLEASE COMPLETE - This information is required before your application can be accepted. Please attach this completed form to the building permit application.**

- Two identical sets of plans
- Two identical plot plans – including drainage of lot/structures
- Valuation
- Contractor's name, contractor's board #, property tax ID #
- St. Helens Business License for the contractor(s)
- Map indicating the most efficient route
- Application for a Building Permit completed

**Preparations to the house to make it movable.**

- Windows are boarded up.
- Utilities and sewer hookups are disconnected.
- Fireplaces and other masonry fixtures are disconnected from the foundation. Brick buildings may require wall supports.
- Sections of the foundation are broken out to make way for steel I-beams to be inserted under the house, perpendicular to the floor joists. The entire foundation is cut loose, and the house is jacked up with hydraulic equipment and put on giant rolling dollies.

**Notify the following for correct permits and approved moving date/time.**

Initial the space provided to indicate that contact was made and confirmed.

- \_\_\_\_\_ DOT - State Highway Dept. - 503.397.3515
- \_\_\_\_\_ City - Public Works Dept. - 503.397.3532
- \_\_\_\_\_ Columbia River PUD - 503.397.1844
- \_\_\_\_\_ City - Building & Engineering Depts. - 503.397.6272
- \_\_\_\_\_ Columbia Cnty Emergency Services - 503.397.3905
- \_\_\_\_\_ COLCO Transportation - 503.366.1582

**Moving a House to a New Site** - continued

- \_\_\_\_\_ U.S. Postal Service - Toll Free - 1.800.275.8777
- \_\_\_\_\_ Public Notification (Newspapers)
- \_\_\_\_\_ AT&T Cable Services - 503.543.3177
- \_\_\_\_\_ Qwest - Denise Scriber - 503.309.0198 or 503.242.8849
- \_\_\_\_\_ St. Helens School District - Bus Schedule - 503.397.3085

**Will flaggers direct traffic?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Permit costs/System Development Charges:**

Plan Check Fee	_____
Foundation Plan - Show Point Loads	
Electrical Permit	(obtain through County Planning Dept.)
Plumbing Permit	_____
Water Service	
Building Sewer	
Storm Sewer	
SDC - Water hookup	\$2,530.00 + \$725.00 connection
SDC - Sewer hookup	\$3,738.00 + \$135.00 connection
SDC - Storm Sewer	\$ 260.00/per 1,000 sq. ft. of impervious surface (home, driveway, garage, etc.)
Street SDC	\$ 3,847.14
Park SDC	\$ 1,362.00

A 12% surcharge is added to foundation, electrical and plumbing permits.

**St. Helens School District Construction Excise Tax:** Per Oregon Senate Bill 1036 (2007), effective Dec. 15, 2007, also City Agreement with St. Helens School District/IGA. **SFD - \$1.00/per sq. foot of living space**

**PLEASE NOTE THAT THE ABOVE INFORMATION IS REQUIRED, AND YOUR PLANS WILL BE RETURNED TO YOU, IF THIS INFORMATION IS NOT PROVIDED.** This check sheet is provided to you so that you will know all the information that is required in order for your plans to flow through the system without delay.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Inspections Required**

- Site Review
- Setbacks
- Footing
- Foundation
- Insulation - Under Floor & Attic
- Water/Sewer Hook up
- Set Up (Open trench prior to covering the water, sewer, & storm drains.
- Electrical (Columbia County) Final
- Engineering Dept. Final
- Building - Plumbing - Mechanical Final (okay to occupy)

