



# Relocation Permit Application

☐ \$150.00 Application Fee

☐ \$500.00 Security Deposit

**BUILDING LOCATED AT:**

LEGAL DESCRIPTION:

TYPE OF BUILDING:

PID:

DATE:

**BUILDING RELOCATING TO:**

LEGAL DESCRIPTION:

TYPE OF BUILDING:

PID:

DATE OF MOVE:

(Application processing time is minimum 3 weeks)

PROPERTY OWNER	APPLICANT	CONTRACTOR
Name:	Name:	Name:
Address:	Address:	Address:
Postal Code:	Postal Code:	Postal Code:
Phone:	Phone:	Phone:
Email:	Email:	Business Licence No:
Signature:	Signature:	Signature:

**APPLICATION MUST INCLUDE**

☐ Temporary Road, Sidewalk, or Parking Stall Closure application including the following:

- detailed map of proposed travel route
- overall dimensions of structure including transport vehicle (length, width, height)

☐ Proof of Liability Insurance

☐ Letter of Authorization from property owner showing proof of ownership

☐ Hazardous Assessment & Clearance Letter for any on site construction for building constructed prior to 1992

☐ Final Accounts form to turn off water service

☐ Electrical Utility Service Request form to remove electrical service

**REQUIRED IF STRUCTURE IS A MOBILE HOME (must be submitted prior to permit issue/work)**

☐ Transport Permit obtained from the Manufactured Home Registry

☐ "Status of Real Property Taxes on a Manufactured Home" obtained from Finance Department, District of Summerland

**The Contractor / Applicant is fully aware that they must notify all relevant organizations by giving sufficient advance notice including but not limited to the following:**

☐ Telus at [HousemovesBC@telus.com](mailto:HousemovesBC@telus.com)

☐ Shaw at [planttechnicianspenticton@sjrb.ca](mailto:planttechnicianspenticton@sjrb.ca)

☐ Fortis BC 1-888-224-2710 for Gas Disconnect – Construction Services

☐ Ministry of Transportation, CVSE1052 District Authorization & Notifications for Very Large Loads  
<https://www.th.gov.bc.ca/forms/search.aspx>