



## BUILDING RELOCATION SUBMITTAL REQUIREMENTS

### A. ITEMS REQUIRED FOR FILING:

- \_\_\_ 1. Complete Application Form.
- \_\_\_ 2. Processing Fee of \$2,560.00. (Historic Residential Structures – 50% of full cost) – (\$1,280)
- \_\_\_ 3. Scanning Fee of \$45.00. (Historic Residential Structures – 50% of full cost) – (\$23)
- \_\_\_ 4. Ten (10) copies of folded site plan of the new location drawn to scale with vicinity map and legal description, all existing and proposed structures and their square footage, and lot area.
- \_\_\_ 5. The present street number of the structure to be moved.
- \_\_\_ 6. Photographs of all elevations of the structure proposed to be moved.
- \_\_\_ 7. Accurate description of the type of construction and the condition of the building and plumbing and wiring system. Applicant to schedule special inspection with the Building Division.
- \_\_\_ 8. Photographs of proposed site and surrounding sites and structures, labeled.
- \_\_\_ 9. Preliminary plans for proposed changes, repairs, improvements including:
  - a. Construction type and materials of building to be relocated.
  - b. Cost estimates for improvements.
  - c. Reasons for building code exemption requests, if any.
- \_\_\_ 10. Certificate of Inspection by termite control operator.
- \_\_\_ 11. A map identifying the street route the move will take; the width of the truck; the width, length, and height of the house; and an estimate of the total weight of the move.
- \_\_\_ 12. Proof of ownership of building to be moved or letter of authorization from the property owner if different than the applicant.
- \_\_\_ 13. Proof of ownership of the relocation site or letter of authorization from the property owner if different than the applicant.
- \_\_\_ 14. Noticing package which includes:
  - a. Separate lists of property owners' names, addresses and assessor's parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
  - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
  - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500-foot radius.
  - d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).

### B. NOTICE TO APPLICANTS:

1. This application is acted on by the Board of Zoning Adjustment (BZA) per Corona Municipal Code Chapter 17.98. Property owners within 500 feet of the relocation site will be notified of the proposed move and given an opportunity to respond prior to the BZA meeting.

## Building Relocation Submittal Requirements

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2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

#### **C. ATTACHMENT:**

CMC Chapter 15.40 Moving Buildings.

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Revised 11/16/15

**BUILDING DEPARTMENT  
(951) 736-2432**

**CHECKLIST FOR BUILDING RELOCATION**

**BUILDINGS INTO OR WITHIN THE CITY**

- \_\_\_\_\_ 1. Pay special inspection fee of \$68.46 (two hours minimum) to the Building Department. Schedule a structural inspection with the Building Department at (951) 736-2250. The Special Inspection must be completed prior to the scheduled Board of Zoning Adjustment meeting and included in the submittal package for such meeting.
  
- \_\_\_\_\_ 2. Make an application with the Community Development for matter to be heard before the Board of Zoning Adjustments (BZA). See above for applicable application fees.
  
- \_\_\_\_\_ 3. BZA hearing occurs. The application is either approved or denied.
  
- \_\_\_\_\_ 4. After BZA approval – Prepare and submit 5 sets of architectural plans and documents for the new location. Refer to the submittal requirements for New Residential Dwellings available at the Building Department counter. Include the Termite Report with the submittal package.  
  
Submit the architectural plans to the Building Department for Plan Check Review and pay the associated fees. Fees are base on valuation of proposed work. Plans will be reviewed and approved by all departments.
  
- \_\_\_\_\_ 5. Execute and submit to the Building Department:
  - a) Promise to complete work shown on the plans.
  - b) Faithful performance bond or cash deposit equal to 125% of the cost of the project obtained by the applicant thru an outside source.
  
- \_\_\_\_\_ 6. Secure an “overload permit” from the Public Works Department and arrange with the Police Department for traffic control.
  
- \_\_\_\_\_ 7. Arrange with the Parks Department for the protection of utilities and other installations in the street.
  
- \_\_\_\_\_ 8. Arrange with utility companies for the protection of utilities and other installations in the street.
  
- \_\_\_\_\_ 9. Post a \$2,500.00 Bond with Public Works Department to insure that no damage to the public right-of-way is sustained.
  
- \_\_\_\_\_ 10. Submit application for building permits to the Building Department for the relocation of subject structure within 60 days after the Board of Zoning Adjustment’s approval. Contact the Community Development Department directly should your approval expire.

**BUILDINGS FROM OR THROUGH THE CITY**

Comply with items 1, 6, 7, 8, and above.