

CITY OF MCMINNVILLE
BUILDING DIVISION
231 NE 5th Street, McMinnville, OR 97128
Office: 503) 434-7314 FAX: 503) 474-4955
24-Hour Inspection Request Line: 503) 434-7542

BUILDING MOVE PROCEDURES

Various permits and fees are required by the City of McMinnville to move a building on or across public streets and reset the building in a new location.

Generally this procedure requires two separate permits--one to move the building and cap the sewers, and the other to reset the building at the new location.

Permits/fees to move the building:

A move permit is required whenever a building is moved over streets within the City limits (even if the building is being moved from outside of the City limits). The fee for this permit is based on the cost of moving the structure (plus current State surcharge).

Deposits required:

\$1,000 - this deposit is required prior to issuance of a move permit and is refundable if no damage is done to any public utility, street, or other property.

\$1,000 - this deposit is required as per Ordinance 4335 and is refundable after the proper and prompt capping of sewer lines, where applicable, is accomplished.

Prior to the structure being moved, please inform the Division of the proposed route. When the move is completed, we will go over the route to check for damages. The \$1,000 deposit will be refunded, minus any amount required to repair damage caused by the move, upon approval from this office.

Proper sewer capping must be completed and inspected prior to cover within 30 days of the move. Failure to cap the line within the time frame noted, and call for inspection prior to cover, may result in the City having the line capped and retaining the deposit to cover expenses. For sewer cap inspections or questions, please contact our Building Department at 503) 434-7314. Please make arrangements for inspections 24 hours in advance.

Permits/fees to reset the building:

Building, plumbing, and mechanical permits, and plan review fees are charged to reset the building. Total permit fees depend on the work being performed and will be figured during the plan review process. Please have the value of construction to reset the building available at the time of application (separate from the cost to move the building). Sewer connection fees and park assessment fees may be due as well. Please contact our office to obtain current fees.

Plans Required:

Please submit four copies of a site plan showing the lot's dimension, existing buildings, adjoining streets, sanitary sewer line available, elevations, proposed location of the building, and distance from the building to adjacent property lines.

Submit two copies of construction drawings, which include information pertaining to resetting the building, e.g., foundations/footings, steps/decks, any plumbing that may be replaced, and information on heat system changes that may be made.

Electrical Permits Required:

Electrical permits are required and must be obtained from Yamhill County. If you have any questions regarding this matter, please contact the Yamhill County Electrical Inspector at 503) 434-7516.

Plumbing Code Requirements:

Existing plumbing systems and fixtures which do not constitute a cross-connection or back-siphonage hazard may continue to be used if the use was legal at the time of installation. Use must be discontinued if it is in conflict with regulations of any federal, state, or local government agency. Plumbing systems and fixtures serving buildings moved within the state shall be made to substantially comply as specified in ORS 455.410.

Tests On Existing Plumbing:

All parts of the plumbing systems of any building (or portion) that is moved from one foundation or location to another shall be tested (walls or floors need not be removed during test). The water system may be tested with city water pressure or 100 psi hydrostatic test. New plumbing shall be installed in accordance with current code and shall be tested as prescribed by the code in force at the time of installation.

Other utilities/agencies to notify before the move:

McMinnville Police Department - advise them of the approved route and the date/time of move:

503) 434-7307

McMinnville Planning Department
Zoning, setback, and historical information:

503) 434-7311

If you're moving on or across State highways:

In accordance with the State of Oregon Dept. of Transportation, your move contractor must handle these permits

Disconnecting power and/or water prior to move (in city), reconnecting power and/or water after reset, travel route, and applicable fees:

McMinnville Water & Light
503) 472-6158

Disconnecting power and/or water prior to move (out of city) reconnecting power after reset, travel route, and applicable fees:

The utility company for that jurisdiction

Comcast:

(888) 632-2253

Northwest Natural Gas, if applicable:

503) 585-6611

Verizon

(800) 483-4100