



**To:** Community and Development Stakeholders

**Subject:** **Information Bulletin – Building Move Permits**

**Date:** March 16, 2021

**Created By:** Building Safety Division

**Purpose:**

This bulletin is to provide information on **Building Move Permits** for existing buildings, it is not applicable to manufactured homes as defined by the *International Residential Code (IRC)*, or pre-manufactured buildings that are certified by the State of Texas, Industrialized Housing and Buildings Program. Moving permits for state certified buildings must be obtained through the state, links to access information on that process is provided below. The permit requirements outlined here are applicable to the relocation of existing buildings either into or out of the city limits of New Braunfels. A permit is also required to move a building from one location within the city to another location within the city even if on the same property. This process is in accordance with **City Code, Chapter 14, Section 14-5**, which states that "...no building or structure shall be moved, removed, converted, or demolished without first obtaining any necessary permits therefore from the building official and complying with all applicable requirements of the city."

The City of New Braunfels Building Safety Division in collaboration with the New Braunfels Police Department, New Braunfels Utilities (NBU), Guadalupe Valley Electric Cooperative (GVEC), and the City's Historic Preservation Office have developed this bulletin to better inform our customers with regard to the process and the applicable requirements.

**Scope:**

This document is applicable only in the municipal jurisdiction of the City of New Braunfels and does not override or negate any state or federal regulations. Applicants should understand that for any building move that will cross or utilize TXDOT right-of-way for any portion of the proposed route, a separate TXDOT permit is required. For information on state permits applicants may utilize the following link or telephone number;

<http://www.txdmv.gov/motor-carriers/oversize-overweight-permits>

TXDOT Permit Coordinator (New Braunfels Area): (210) 615-5866



## **Process Steps**

The following process steps outline how the **Building Move Permit** application will be submitted, reviewed and issued by the City of New Braunfels.

- 1) For buildings to be placed within the city limits, the applicant must obtain at minimum a foundation permit before the move permit will be processed. Application for a foundation permit may be made on-line thru the link below.  
<https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>  
The owner and contractor certifications on the application must be signed and dated and the contractor of record must be registered with the Building Safety Division prior to issuance of the permit.
- 2) Applicant submits the completed Building Move Permit Application (attached) with all required submittal documents either in paper format at the Building Permit desk at City Hall or thru the online portal at the following link;  
<https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>  
The owner and contractor certifications on the application must be signed and dated and the contractor of record must be registered with the Building Safety Division prior to issuance of the permit.
- 3) Upon verification by Building Safety Division staff that the submittal is complete, the submittal package will be routed to designated staff with applicable agencies from the Police Department, New Braunfels Utilities, Guadalupe Valley Electric Coop, and the City's Historic Preservation Office for review. The review by applicable utility agencies will be based upon the proposed route for the move and the service area for electrical connection. The applicant may receive requests for additional information directly from staff with the reviewing agency concerning the application. Any revisions required or changes made to the submittal package shall be included in the response back from the reviewing agency to the Building Safety Division with the signed and dated signature form within 10 business days. If the reviewing agency cannot approve the application the agency will notify the Building Safety Division of the reason(s) for denial within 10 business days.
- 4) When all applicable reviewing agencies have signed and dated the application and notified the Building Safety Division of approval, the assigned reviewer will approve the Building review and assess the fees for the permit.
- 5) Upon payment of applicable fees, the permit is issued by the Building Safety Division and the applicant will receive an email with an attached PDF file of the permit card for reference.
- 6) Applicant or contractor must ensure that any applicable permits from TXDOT have been obtained and that any coordination with local utility providers that is necessary is scheduled in advance of the move.
- 7) Applicant or contractor must notify the New Braunfels Police Department on the day of the scheduled move at least one hour in advance by calling Dispatch at (830) 221-4100



Attachments:

1. Building Move Permit Application

**Summary:**

This bulletin is informational in nature and is provided as a customer service initiative. The approval of the building move permit should not be construed as a final approval of the building location, use, or proposed occupancy. It is highly recommended that a full building permit for the proposed structure be obtained by the owner prior to submittal of the building move permit. For proposed building locations within the city limits, a full building permit submittal must be initiated by the owner within (30) days of the placement of the building. Only upon completion of all improvements required under the full building permit scope and approved inspections of all work performed will the certificate of occupancy for the building be issued. Failure to submit an application or failure to complete the requirements of the full building permit within a reasonable time may result in penalties against the property owner as prescribed by law.

**Prepared By:** Kevin Collins, PE, Building Official

**Reviewed By:** Tim Brinkkoeter, Police Department  
Caleb Gasparek, Historic Preservation Officer  
Justin Burkhardt, New Braunfels Utilities  
Richard McKinney, Guadalupe Valley Electric

**Authorized By:** Christopher Looney, Director- Planning & Development Services



### BUILDING Safety Division

## APPLICATION FOR BUILDING MOVE PERMIT

**CONTRACTOR OF RECORD:** \_\_\_\_\_

**BUILDING TO BE MOVED INFORMATION:** Existing Location:

Where Is the Building being moved?

Into the City Limits: Yes  No  (if yes, complete remainder of form)

Proposed New Address: \_\_\_\_\_

Outside of the City Limits: Yes  No  (if yes stop, fee & approvals required)

Present Use: Residential  Commercial  Intended Use: Residential  Commercial

Square Footage: \_\_\_\_\_

Extreme Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Additions and improvements to be made after placements: \_\_\_\_\_

### ATTACH THE FOLLOWING:

- Site plan/survey of the lot or parcel where the building is to be moved, showing all property lines, streets, setbacks, easements, and improvements that will remain or be added, including such improvements as fences, driveways, detached garages, other buildings, etc.
- Current colored photos of all sides of the structure / building to be moved. **Google-earth/map images are not accepted**
- Map or description of route to be taken over City streets, from the beginning point to the ending point, with estimated time of departure and arrival. Note: Upon approval of permit, Police Department must be notified on date of approved move at minimum 1-hour prior to move by calling Dispatch at 830 221-4100
- Foundation permit number and date of final inspection approval along with a site plan that delineates the foundation location

### FOR OFFICE USE ONLY

#### APPROVALS:

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Preservation Officer: \_\_\_\_\_ Date: \_\_\_\_\_

New Braunfels Utilities: \_\_\_\_\_ Date: \_\_\_\_\_

Guadalupe Valley Electric: \_\_\_\_\_ Date: \_\_\_\_\_



**(Continued on Back)**

**OWNER CERTIFICATION:**

I (we), the undersigned affirm, under penalty of perjury, that I (we) have read the application and hereby certify that:

- All information contained herein is true and correct.
- I am (we are) the owner(s) of the building or structure to be moved.
- I am (we are) the owner(s) of the lot, tract, or property on which said building or structure is to be placed. (If the individual is not the owner of the lot, tract, or property, a letter of authorization must be furnished by the owner attesting to their knowledge for the purpose of the request; that they are in favor and agree to such placement; and that said request is not contrary to any and all deed restrictions associated with the property under consideration.)
- The building or structure will be used for the purposes permitted within the zoning district associated with said lot, tract, or property
- Said building or structure will conform to all health, building and fire codes, and deed or deed restrictions in force at time of application; and
- A building permit will be obtained within thirty (30) days of placement of building or structure on the lot, tract, or parcel of land, described herein, for any modifications, repairs, and additions to comply with city code.

Owner(s) Signature

Date

**CONTRACTOR CERTIFICATION:**

I, the undersigned affirm, as a condition of this permit and under penalty of perjury, that I have read the application and hereby certify that:

- All information on cover or front sheet is correct
- Adequate insurance to cover any damage to public or private property caused to me or my agents or representatives, and cover any injuries to any persons as a result of my actions or the actions of my agents or representatives
- A vehicular escort with flashing yellow caution lights at the front and rear of the building, and provide traffic control personnel at intersections
- All power, telephone and cable TV lines, as well as any structures along my route will be protected and clearance provided
- No building will be on public property, public way, right-of-way, or alley, either parked or moving, between the hours of 7:00am to 9:00am and 4:00pm to 6:00pm, Monday through Friday
- No escort service will be provided by the New Braunfels Police Department; and
- This application is not complete until coordinated through the approval of agencies shown on the cover or front sheet, approval by applicable utility company is required if route or final location is within service area.

Contractor's Signature

Date

**Application fee: \$100.00 Received on \_\_\_\_\_ By: \_\_\_\_\_**