

**PROCEDURE NO. 03-02**      Eff. Date: 01-01-03    Rev. Date: 04-01-10

**SUBJECT: MOVING PERMIT**

---

1. The client must obtain clearance from the San Joaquin Valley Unified Air Pollution Control District.
2. The client applies for a Moving Permit at the City of Hanford, Building Division and pays the permit fee.
3. The Building Division provides the “Application for Moving Permit” and “City of Hanford, Transportation Permit” forms to the client. These forms are to be completed by the client or his moving contractor and returned to the City.
4. The Building Official must conduct an on-site inspection of the proposed building, at the current site. The Building Official will provide the client with a copy of this Relocation Report. This report will outline the work required, on the building, before and after the move.
5. The client shall provide the City of Hanford a Performance Bond, in the amount determined by the Building Official. This Bond shall cover all work as indicated in the Relocation Report.
6. The client must return the forms, given to him under Item 3 to City of Hanford, Public Works Department and obtain the Transportation Permit. A permit fee will be charged for this permit and is payable at the Public Works Department.
7. The client obtains a Building Permit from the City of Hanford, Building Division, for foundation and all other work as required by the Relocation Report.
8. The move may be conducted once Items 1 thru 7 are completed.
9. The client/contractor is responsible to contact the Building Division for all required inspections. All work shall be completed within 6 months of the issuance of the Building Permit (Item 7) as per HMC Section 15.02.040.1.4.
10. Final inspection and approval by the City of Hanford, Building Division, must be obtained prior to occupancy of the building.