

Commercial Building Relocation Information

To move a commercial structure within the jurisdiction of the City of Minot you will need a moving permit. These lists of the requirements are for final approval of the permit. This process may take up to **30 DAYS** or longer.

- There is a non-refundable fee of \$250.00; once the fee is paid the process begins immediately*. The application contains the following information and must be completely filled out.
 - Name of the applicant.
 - The type of structure to be moved.
 - The legal description/ address of the property where the structure is moved from.
 - The legal description/ address of the property where the structure is to be moved to.
 - Signature of applicant with valid mailing address and phone number.
- Pictures of the structure to be moved: what the front of the structure will look like facing the street.
- Plot plan showing the exact location of where the structure will be positioned on the lot and distance from all lot lines.
- A map showing the route the building will take through town. (It should show the actual streets or alleys over which the building is to be moved.)
- This type of application is submitted to the City Engineer for his review and approval.

*If the proposed moving permit is for a residential building- see Residential Building Moving Permit.

Staff Review and Responsibility:

- This paperwork must be forwarded to the City Assessor's office in order to conduct an inspection of the structure and make their recommendation.
- The Building Inspection office will conduct an additional inspection of the proposed structure to determine if it meets current building codes and what may be required for compliance.
- The City Engineer then reviews this information to determine final approval.

Once all approvals have been made, but before any work can begin, all of the following must be received:

- Ten thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work. (Contact an insurance company, bank, etc.)
- A signed relocation agreement.
- Buildings permit application that has been reviewed and approved.

Relocation Agreement

This structure has been inspected. If this relocation request is approved, it is recommended that it be subject to the following conditions:

- A ten thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
- A storm water management plan may be required.
- A foundation that is in compliance with City of Minot building codes must be furnished at the new location.
- The plumbing, mechanical, and electrical systems must be in compliance with current code requirements of the City of Minot.
- All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
- Smoke detectors must be installed in required areas.
- Paint and repair siding as necessary.
- Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
- The property must be provided with proper drainage, and must be landscaped in a manner similar to surrounding properties.
- All work must be completed within ten months of start date and generally in accordance with the following schedule:
 1. Foundation complete within two months.
 2. Structure relocated within four months.
 3. Work required for code compliance complete within six months.
 4. All proposed work and site restoration completed within ten months.
 5. Foundations must be minimum four feet depth.

Setback Requirements

See zoning district for specific setback information. This information can be found by going to the City of Minot website (www.minotnd.org). Click on the Region, City Maps, Minot Property Map. Once at the map you can input your address and find out your zoning district. Once you have your zoning district information, go to the Planning home page. On the City of Minot home page click on Government, Departments, Planning, Zoning Ordinance. Once you are in the zoning ordinance document, you can click on the appropriate chapter for your zoning district.

Property Lines

The property owner is responsible for finding the property lines. The property corners must be marked for the building inspector prior to inspection. In many cases there are metal rods in the corners. These are usually six inches to one foot deep.

SAMPLE PLOT PLAN
INTERNAL LOT (NOT CORNER) ZONED R1

