BUILDING RAZING OR MOVING PERMIT APPLICATION INSTRUCTIONS

A raze or move permit is needed when:

- a structure is being razed or torn down
- a structure is being moved off the property
- (if a structure is being moved onto a property from another location or from one part of the property to another, a building permit is issued)

Who can take out a raze or move permit:

- property owner
- contractor

Complete Wisconsin Uniform Building Permit application. [If project is being done in connection with a larger project, a separate application is not required.

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and certification number
- Current use of property/building
- Property address
- Submission of affidavit from WE Energies attesting to the termination and removal of gas services.
- Description of project
- *Cost of razing or moving project not required. Use N/A*

<u>Razing Buildings</u>:

- City of Waupaca water and sewer utilities to be consulted concerning termination of sewer and water laterals.
- All debris to be removed from the site in a timely manner.
- Any open excavations are to be protected and properly filled.
- Flat fee: $75.00

<u>Moving Buildings</u>:

- A Certificate of Insurance naming the City as an additional insured shall be presented to the Building Inspector at the time of application.
- Provide designated route to be taken to Building Inspector and Police Department.
- City of Waupaca water and sewer utilities to be consulted concerning termination of sewer and water laterals.
- Any open excavations are to be protected and properly filled.
- Flat fee: $100.00

Give permit application to Building Inspector for fee determination, permit approval and signature.