



## Moving Permit Requirements

**Pre-Planning** – To obtain a building permit for moving a wide load on city streets, you must be licensed and meet the requirements of the permit issuance. Additional moving permits are required for use of State and County Roads. Other permits and costs may also be applicable for disconnection of services from local utilities (water, sewer, electric) and franchise servers (gas, phone, cable, fiber optics). For further information, you may stop in or call the Zoning Department at 352-9208.

### General Requirements Check List:

- The contractor shall post with the City Clerk a penal bond in the sum of twenty thousand (\$20,000). The bond shall guarantee the licensee’s payment for any damage done to the City or to public property in the course of moving the building or similar structure.
- The contractor shall also be insured in the amount of ten thousand dollars (\$10,000) against liability for the moving operation that results in personal injury, property damage, or both. A bond for the same sum of money may be used in lieu of the insurance policy.
- Obtain a Permit from the Zoning Department at Waverly City Hall. **Permit is valid for three days.**

### Steps to Obtain Permit (must submit all to receive permit):

- Submit a route map to the **Waverly Public Works** Engineer (319-352-9065) for approval.  
*First:* Submit one copy signed by the Public Works Department for permit issuance to the Zoning Department.
- Submit a route map to the **Waverly Chief of Police** for approval (319-352-5400).  
*Second:* Submit one copy signed by the Police Department for permit issuance to the Zoning Department.
- Submit a route map to the Distribution Planner of **Waverly Utilities** (319-559-2000) for approval.  
*Third:* Submit one copy signed by Waverly Utilities for permit issuance to the Zoning Department. Anticipated costs associated with the moving of infrastructure shall be determined and paid prior to actual work.
- If required, Copies of Permits for State and County roads are required to be submitted before a permit can be approved.
- It shall be the contractor’s responsibility to identify all providers of services that the intended moving may affect.
- Submit your route on signed (by 3 required departments) map, State and County permits (if applicable), documentation and Moving Permit Application with the appropriate fee to the Zoning Department.  
\$20 for Each Structure
- Documentation of Service Shut-off and/or capping is required to be submitted to the Zoning Department before permit can be granted. Documentation can be obtained through the Public Works Department.
- A moving permit will be issued by the Zoning Department prior to the move.

Inspections/Questions: As a licensed contractor you shall be responsible for flagging at all intersections and maintaining adequate warning to all sides of traffic. Permits (if applicable) for disconnection of services such as capping of building sewer and disconnection of city water shall also be issued at the time of issuance of the Permit for Moving. Any structural removal such as basement walls requires a Demolition Permit. See Demolition Requirements (which may be obtained from the Zoning Department) for more information. Inspections are required prior to concealment.

For further information, you may stop in or call the Zoning Department at 352-9208.

### **Important Phone Numbers**

#### **City Departments:**

Zoning	319-352-9208
Engineering/Public Works	319-352-9065
Water	319-352-6261
Sewer	319-352-6247
Police Department	319-352-5400
Iowa DOT	515-237-3264
County Engineer	319-352-4302

#### **Other Local and Franchise Providers:**

Electric: Waverly Utilities	319-559-2000
Natural Gas: Mid American Energy	319-291-4634
Cable TV: Mediacom	800-392-6688
Telephone: Qwest	319-291-9435
Fiber Optics: McLeod	319-790-7114
Iowa One Call	800-292-8989



Waverly Zoning Department  
 200 1<sup>st</sup> St. NE PO Box 616  
 Waverly, IA 50677  
[zoning@ci.waverly.ia.us](mailto:zoning@ci.waverly.ia.us)  
 (319) 352-9208

## Moving Permit Application

Job Address:				
Legal Description:	Lot Number:	Block:	Addition:	
Owner:	Address:		Phone #:	
	City & State:		Cell #:	
Contractor:	Address:		Phone #:	
	City & State:		Cell #:	
Building Type:		Date of Move:		
Describe Work:	Loaded Width:		Loaded Height:	
	Loaded Weight:		Number of Axles:	
From Location:		To Location:		
Special Conditions:				
<p><b>Notice:</b>          Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. As well as use of State and County roads.</p> <p>This permit becomes null and void if move authorized is not commenced within three days, or if move is suspended or abandoned for a period of three days at any time after the work is commenced.</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p>	<b>Office Use Only</b>			
	Permit Fee:		Permit Number:	
	Date Paid:		Cash or Check #:	
	Application Accepted by:	Plans Checked By:	Approved for Issuance by:	
	Date Approved:			
	<p>Proposed route may be sketched on the attached map. The Route must be approved and signed by Waverly Public Works, Waverly Police Department, and Waverly Utilities before approval by the Zoning Department. The Final route must be displayed clearly on the map. If an additional map is needed, please contact the Zoning Department. For further information or instruction, contact the Zoning Department.</p>			
	Signature of Contractor of Authorized Agent		Date	
Signature of Owner (If owner is the builder)		Date		

Return Copy to: City of Waverly, Zoning Department, 200 1<sup>st</sup> St. NE, PO Box 616, Waverly, IA 50677  
 Questions? Call 319-352-9208  
 ☐ Public Services ☐ GIS