



**City of Long Beach**  
**Department of Development Services**  
 333 West Ocean Blvd., 4<sup>th</sup> Floor  
 Long Beach, CA 90802  
 Phone: (562) 570-5237 Fax: (562) 570-6753  
 Website: www.lbds.info

## Building Moving Permit

PLEASE COMPLETE THOROUGHLY AND PRINT CLEARLY		FOR DEPARTMENT USE ONLY	
<b>PROJECT ADDRESSES</b> FROM:		PROJECT NO.: <b>BMSC</b>	DATE:
		REVIEWED BY:	
TO:		CITY-STATE:	ZIP:
APPLICANT LAST NAME-FIRST NAME:		PLEASE CHECK: <input type="checkbox"/> OWNER/AGENT <input type="checkbox"/> CONTRACTOR	
APPLICANT MAILING ADDRESS:		E-MAIL ADDRESS:	
CITY-STATE:	ZIP:	PHONE:	FAX:
CONTRACTOR LAST NAME-FIRST NAME:		STATE LICENSE NO. & TYPE:	
CONTRACTOR MAILING ADDRESS:		E-MAIL ADDRESS:	
CITY-STATE:	ZIP:	PHONE:	FAX:
ROUTE AND TIME (attach additional sheet if more room is required): START TIME:        :        AM PM        MONTH        DAY        YEAR		<b>FOR CITY USE ONLY</b> (Signature/Documentation Required)	
STARTING POINT:	TO:	PLANNING	DATE
ALONG:	TO:	BUILDING & SAFETY	DATE
ALONG:	TO:	POSTED DATE/INITIAL	DATE
ALONG:	TO:	NOTIFICATION DATE/INITIALS	DATE
ALONG:	TO:	LA CTY PW – TRANSPORTATION PERMIT (Attached approved Transportation Permit.)	
ALONG:	TO:	GAS & OIL	DATE
ALONG:	TO:	PARKS, RECREATION & MARINE	DATE
OCCUPANCY GROUP:	TYPE OF CONSTRUCTION:	POLICE	DATE
TOTAL SQ FT OF BUILDING:	NO OF STORIES:	WATER	DATE
I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND THAT PLACING THE BUILDING OR STRUCTURE IN ITS NEW LOCATION SHALL NOT BE IN VIOLATION OF ANY PROVISIONS OF TITLE 18 AND/OR TITLE 21 OF THE LONG BEACH MUNICIPAL CODE OR OTHER LAW OR ORDINANCE APPLICABLE TO SUCH BUILDING OR STRUCTURE.			
SIGNATURE:		DATE:	
This information is available in an alternative format by request to Meg Rau at (562) 570-7744. For an electronic version of this document, visit our website at <a href="http://www.lbds.info">www.lbds.info</a> .			

**DIRECTIONS TO APPLY FOR A STRUCTURE MOVING PERMIT**

1. Provide a completed Plot Plan of the existing and proposed locations.
2. Meet with Planning Bureau staff to determine if the new location will require any entitlements or environmental impact reviews.
3. Meet with Building and Safety staff to determine if the new location will impact any fire and/or life safety requirements.
4. Pay the Posting and Permit Fees.

Please note that any property owner and/or tenant within a radius of 300 (three hundred) feet may file a written protest with the Building Official within seven (7) days after the posting of the moving notice. In the event of such protest, the Board of Examiners, Appeals, and Condemnation will set a date to approve the move or sustain the protest. (LBMC §18.60.050)

5. You will be contacted should the Building Moving Permit be approved in concept. At that time, please provide the Long Beach Development Permit Center with pictures of the building and contact information so that the building can be accessed and inspected. The Building Official shall then notify the applicant whether the permit is granted under certain specified terms and conditions or has been denied.
6. After notification from the Building Official, please contact the following agencies for their approval and/or appropriate documentation (LBMC §18.60.210):
  - a. County of Los Angeles, Department of Public Works, at <http://dpw.ladcounty.gov/SPATS>. Apply on-line for a Transportation Permit and attach the approved Permit to this application.

Los Angeles County Department of Public Works (LA DPW)  
900 South Fremont Avenue  
Alhambra, CA 91803  
(626) 458-3126

b. City of Long Beach Agencies:

- Gas & Oil, Engineering & Construction Bureau, 2400 East Spring Street, Long Beach, CA, (562) 570-2085
- Parks, Recreation & Marine, Maintenance Operations Bureau, 2760 Studebaker Road, Long Beach, CA, (562) 570-4899.
- Police Department, Chief of Staff, 400 West Broadway, Long Beach, CA, (562) 570-6424.
- Water, Engineering Bureau, 1800 East Wardlow Road, Long Beach, CA, (562) 570-2322

7. Return completed Building Moving Permit, Transportation Permit, and
8. Building Moving Permits shall expire and become null and void at the expiration of ninety (90) days from the date of filing the application and sixty (60) days from the date of permit issuance. (LBMC §18.60.190)

**NOTE – SEPARATE PERMITS ARE REQUIRED TO REMOVE EXISTING FOUNDATION, CAP THE SEWER AT THE ORIGINAL LOCATION, ETC. ALSO, SEPARATE PERMITS WILL BE REQUIRED FOR FOUNDATION AND REPAIRS AT THE NEW LOCATION.**