
Instructions for Structure Moving Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

Use the following examples for naming your application documents. Please note the difference between initial submission and subsequent submissions.

Initial Application Submittal Naming: Document Type, YYYY.MM.DD

Example: Building Plans 2024.08.30

Subsequent submittals: Submittal Number, Permit Number, Document Type, YYYY.MM.DD

Examples: 1S BLD-R24-00000 Building Plans 2024.12.17

2S BLD-R24-00000 Building Plans 2025.02.17 and so on...

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

NOTES FOR APPLICANTS:

- You may also require a [Demolition Permit](#) if you are not removing the old structure from the site in one piece.
- If you ARE removing the old structure in one piece, you will need to apply for a second Structure Moving Permit to reflect that.
- If you are altering or changing the foundation where the structure is going to be moved to, that will require a Modular Foundation Permit. If applying for this kind of permit, you can fold in electrical and plumbing permits.
- If you are not altering the foundation of the structure prior to installation at the site, you will need to apply for separate electrical and plumbing for the disconnect and reconnect of utilities at the site.

Structure Moving Permit Submittal Required Attachments:

☐ CERTIFICATE OF INSURANCE

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Certificate of Insurance 2024.10.17

Must Include:

- As described in the [Engineering Development Manual, Chapter 4.14 - Insurance](#), it can be from any reputable insurance company as long as:
 - The City of Mountlake Terrace is named as the certificate holder
 - The amount is two million dollars

☐ ROUTE MAP AND TRAFFIC CONTROL PLAN

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Traffic Control Plan and Route Map 2024.10.17

Must Include:

- A complete route map from the pick-up spot to the drop off spot that will outline the paths for bringing the equipment and structure in, as well as moving the equipment—and the structure, if applicable—out.
- Provide the type, width, height, and weight of the structure (if known).
- List the specific loading trucks, transport vehicles, and support escorts
- Provide the exact origin and destination addresses
- Identify if intersection management is required and detail the coordination plan.
- Propose the exact dates and times for both equipment delivery and the structure transport
- Provisions for emergency vehicles

☐ AFFIDAVIT OF APPLICANT STATUS AND ACCEPTANCE OF FINANCIAL RESPONSIBILITY

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Affidavit of Applicant Status and Acceptance of Financial Responsibility 2024.10.17

Must Include:

- [Affidavit](#); filled out, signed, dated and notarized.

☐ SITE PLAN

Minimum Scale: 1" = 20'

File Name Example: S1 BLD-R24-00000 Site Plan 2024.10.17

Must Include:

- Property dimensions and legal description.
- Location and size of the proposed modular home and any other existing or proposed structures.
- Distances from property lines (setbacks), other structures, well, and sewer/septic systems.
- Utility connections and access driveway.
- Any critical areas or flood zones on the property.