



Residential Building Relocation Information

To move a residential structure within the jurisdiction of the City of Minot you will need a moving permit. The following is a list of the requirements for final approval of the permit. This process may take up to **60 DAYS** or longer.

- ☐ There is a non-refundable fee of \$450.00; 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 and address of the property where the structure is being moved from.
 - The legal description and address of the property where the structure is to be moved to.
 - Signature of applicant and 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 new lot and distances from all lot lines (and other structures if applicable).
- ☐ 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.)
- ☐ If the proposed moving permit is for a commercial building- see Commercial Building Moving Permit. This type of application is submitted to the Building Official for his review and approval.

*All of the above must be submitted and approved before the application will be placed on the agenda for City Council.

Staff Review and Responsibilities:

- This paperwork shall 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 shall conduct an additional inspection of the proposed structure to determine if it meets current code and what is needed to bring it into compliance.
- Once both the inspection reports are received we can then schedule what date the public hearing will be held. The Permit Technician determines what days the Public Hearing will be published in the newspaper.
- The Public Hearing Notice is forwarded to the Minot Daily News prior to the meeting; this **MUST** be advertised 3 times.





- Certified letters **MUST** be sent to all property owners within 150 feet of the property notifying them that you are proposing to move a structure into the area.
- A letter will be sent to the applicant/agent with the dates for the Public Hearing (City of Minot City Council).

Before any work can begin and prior to permit issuance all of the following must be received:

- A 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.
- A building permit application must be submitted, reviewed and approved.
- Our office may require a letter on company letterhead by a certified/licensed installer stating that the structure will be installed/secured to a permanent foundation and shall meet the stated requirements of the moving application.

Relocation Agreement

Once the structure has been inspected and the 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 foundation that is in compliance with City of Minot building codes.
- 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.
- Egress windows shall be installed in the basement and each sleeping room.
- Smoke detectors shall be installed in the basement, in each sleeping room, and in areas adjacent to each sleeping room.
- 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 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.





Residential Setback Requirements

See zoning district for specific setback information. This information can be found by going to the City of Minot website (www.minotnd.gov). Hover your cursor over Government to have all the departments drop down. Click on Engineering, on the left-hand side choose “GIS.” Click on the appropriate map, [Minot Parcel Viewer](#). 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 Departments home page](#). On the left-hand side you will see “[Land Development Ordinance](#),” click on it. You will want to click on the Current Zoning Ordinance. Once you are in the zoning ordinance document, you can click on the appropriate chapter for your zoning district.

Detached accessory buildings (garages, sheds, etc.) must be a minimum of 3 feet from the property line (side of rear). If a garage is entered from an alley, it must be 18 feet from that property line. Overhands, eaves, etc. on accessory buildings must be no less than 2 feet from the property line. Minimum 6’ separation from existing buildings.

Eaves on the house itself may project 25% into the side yard and 5 feet into the front or rear yard setback. Unroofed porches, decks, landings, etc. may project 10 feet into a front or rear yard setback.

No residential building with all its accessory buildings can occupy more than 40% of a lot. Detached accessory buildings cannot exceed 1200 square feet or the square footage covered by the primary structure, whichever is less.

Property Lines

The homeowner 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.

If building a fence all fences must be onto the owner’s property. It is recommended that fences be set back 12” – 18” for maintenance.

Foundations must be four feet deep. For detached accessory buildings, other types of foundations may be considered.





SAMPLE PLOT PLAN
INTERNAL LOT (NOT CORNER) ZONED R1

