To assist homeowners and contractors wishing to relocate a home in Pasadena, this handout summarizes the steps in the permitting process. Please keep in mind that the sequence presented here is only a guide. To avoid delays in the issuance of permits, *early consultation with all of the City agencies listed here is recommended for anyone proposing to move a house.* You may also wish to review the information regarding house moving listed on the National Trust for Historic Preservation's website: http://www.nationaltrust.org/help/moving_historic_buildings.html.

STEP 1: PRELIMINARY ZONING CONSULTATION

CURRENT PLANNING SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #3
175 N. Garfield Avenue - 744-6777 / 744-4009

Consult with a planner at the counter to determine if:

- The **zoning** allows the house to be relocated to the proposed site;
- The receiver site is in a **hillside** overlay zoning district (HD);
- The receiver site needs to be **subdivided**; or
- The relocation project will require a **pre-application conference** (a preliminary meeting with representatives of City departments to identify issues that may arise during reviews of the project).

If the zoning allows the relocation,

- Review the off-street **parking** requirements with the planner;
- Request an application for a **minor conditional use permit**;
- Request a relocation investigation inspection; and
- Begin work on **site plan, floor plan and elevations.**

Suggested material to bring: Photographs of the house to be moved (all elevations, open space, views from the street); existing address of the house; information—if known—about the floor area of the house and the number of dwelling units. If the building is non-residential, include information about the existing and proposed uses of the building.

Fees: (none)

STEP 2: PRELIMINARY HISTORIC PRESERVATION CONSULTATION

DESIGN & HISTORIC PRESERVATION SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #4
175 N. Garfield Avenue - 744-4009

A preliminary review with a planner can usually determine if the structure to be moved has historic significance. This information is useful at the outset of a move because the City has more requirements for a historically significant building than it does for an insignificant one. A Certificate of Appropriateness (permit) is required for all relocations of buildings designated or eligible to be historic resources.

Suggested material to bring: Photograph of the house to be moved (all elevations, open space, views from the street); existing address of the house.

Fees: (none)

STEP 3: PREPARE & COMPILE MATERIALS FOR CITY REVIEWS

Prior to fling of requests for permits to relocate a house, you must hire a surveyor, architect, and/or civil engineer to prepare plans and elevations. Under California law, anyone—licensed or unlicensed—may prepare plans for a single-family dwelling and multifamily dwellings up to four units.

A fully dimensioned, complete **site plan** of the receiver site for the relocated house is required for City reviews. The site plan must clearly indicate the proposed location of the house and the location of on-site covered parking. It should also indicate the boundaries of the lot. Fully dimensioned **floor plans** and **elevations** of the house are also required. Good quality photographs of the house (showing all four elevations) and of the receiver lot must accompany the site plan drawings.

STEP 4: ASSIGNMENT OF NEW ADDRESS FOR RELOCATED BUILDING

BUILDING DIVISION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #8 (Address Coordinator)
175 N. Garfield Avenue - 744-4200

The Address Coordinator in the Building Division assigns a new street address to the relocated building. All reviews by the City will then refer to the relocated building by this address.

Required submittals: *A* completed "application for assignment of official address" form; an 8½ " x 11" site plan of the receiver site; photograph of the building to be moved; existing address of the house.

Fees: Base fee for each assignment of a new address (additional fee for each additional dwelling unit or address).

STEP 5: CERTIFICATE OF APPROPRIATENESS

DESIGN & HISTORIC PRESERVATION SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #4
175 N. Garfield Avenue - 744-4009

A Certificate of Appropriateness is required to relocate a building that is either a designated or eligible historic resource. If the building to be moved is a **designated** historic resource, the Historic Preservation Commission reviews the proposed relocation. If the Commission finds that the relocation will not adversely affect the historic character of the structure or district, it may approve the relocation, in which case the Commission also reviews any proposed rehabilitation of the exterior of the house. If, however, the Commission determines that the site proposed for the relocation will adversely affect the historic character of the structure, it may deny the relocation.

If the building to be moved is an **eligible**—but undesignated—historic resource, staff reviews the proposed relocation. The process is the same as above except that staff cannot deny relocations of eligible resources. If staff finds that the relocation will adversely affect the historic character of the structure or a grouping of historic properties, they may delay the relocation for a maximum of 180 days in order to discuss alternatives to relocation or to begin the process to designate the structure as a historic resource. Once designated, the Historic Preservation Commission reviews the relocation as indicated above.

If any existing building on the **receiver site** is a designated or eligible landmark and slated for demolition or relocation within Pasadena, the Historic Preservation Commission or staff will also review the demolition or relocation.

Required submittals: A completed application for a Certificate of Appropriateness, photographs of the house and of the proposed receiver site, plans and elevations of the relocated house on the receiver site, and, if alterations are proposed to the exterior of the house, material samples of any new materials to be used.

Fees: For designated resources, there is no fee. For eligible resources, a standard fee applies as well as a fee for public notice. Contact Design & Historic Preservation for the current amount.

STEP 6: MINOR CONDITIONAL USE PERMIT

CURRENT PLANNING SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #3
175 N. Garfield Avenue - 744-6777

A **minor conditional use permit** is required for relocation of a single-family residence or duplex to a site within the city. The Zoning hearing officer reviews the application for the minor conditional use permit. Public notification (to owners of properties within 500' of the receiver site) is sent before the review.
Three standard conditions of a minor conditional use permit for relocations are:

- payment of a cash deposit;
- placement of a building on its new foundation within 30 days of its relocation; and
- substantial completion of exterior work on the building & any required landscaping to the relocated house within 360 days.

Relocation of a building with **three or more dwelling units** is exempt from the requirement for a minor conditional use permit, but Current Planning staff still conducts a full plan check for compliance with "City of Gardens" zoning standards.

Required submittals: A complete "application for a conditional use permit" with photographs of the house and of the proposed receiver site; site plan, floor plan, elevation plans, floor area calculations, public notification materials.
Fees: Standard fee for minor conditional use permit; exempt from fee for environmental review.

STEP 7: DESIGN REVIEW

DESIGN & HISTORIC PRESERVATION SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #4
175 N. Garfield Avenue - 744-4009

If the new site onto which the structure will be relocated has three or more dwelling units after the relocation, the zoning code requires design review under the "City of Gardens" (RM) standards. If the new site will have nine or fewer units, the staff conducts design review. For projects with ten or more units, the Design Commission conducts the design review. If the Historic Preservation Commission reviews the exterior rehabilitation, design review is waived (to avoid a duplicative review).

Required submittals: A complete Design Review application form with photographs of the house and of the proposed receiver site, building elevations, site plan, landscaping and irrigation plans, materials samples.
Fees: Standard fee for City of Gardens (multi-unit) projects. Contact Design & Historic Preservation for the current amount.

STEP 8: CASH DEPOSIT

CURRENT PLANNING SECTION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #3
175 N. Garfield Avenue - 744-6777

After receiving all zoning approvals for a relocation, an applicant is required to pay a cash deposit to the City, equal to $10.00 per square foot of gross building area or the estimated cost of relocation, whichever is greater. The cash deposit acts as a completion bond to ensure that the relocated building will be properly secured and rehabilitated on its new site. Upon completion of the project, the deposit is returned (less any money spent by the City to complete the work).

Required submittals: A cashier's check payable to the City of Pasadena or an assignment of funds.
Fees: Varies according to gross floor area of the building & estimated relocation cost.

STEP 9: PUBLIC WORKS REVIEW

PUBLIC WORKS DEPARTMENT
Modular Complex
280 Ramona Street
744-4195

[NOTE: On average, it takes about two months to complete this review. To avoid delays, applicants should consult with Public Works staff at an early stage of planning for a relocation.]

The permit from Public Works Department is a key step in the relocation process. The permit covers all issues involved with moving a building through the public right-of-way. Public Works sends the application for the permit to several City departments and divisions (e.g., Power Division, Police, Code Enforcement) and public utilities (e.g., telephone, cable). Once Public Works receives comments on the application from City departments and public utilities, it sends this information to the moving company contracted to relocate the building. It also identifies the cost of any work (e.g., temporary removal of overhead utility lines) that may be required to accomplish the relocation.

In addition, if there are any street trees affected by the move (at either the original or destination locations, please contact the Parks and Natural Resources Division of Public Works at (626) 744-7195 and request an arborist to evaluate the pruning or possible removal of a street tree. Every effort should be made to minimize any damage to public trees (e.g., street trees) or any protected native or specimen trees on private property.

The Public Works Department does not issue a permit for a relocation until it:

- receives all required taxes, fees, and deposits (e.g., for temporary removal of street lights);
- completes all work to street trees affected by the move;
- confirms that all electrical and gas meters have been removed and that the sewer line has been capped; and
- confirms that the Building Division has issued a building permit to authorize the relocation.

Some issues frequently reviewed for relocations through the public right-of-way are:

- the route of the move
- temporary street closings
- re-routing of traffic
- trimming (or removal) of street trees
- temporary removal of street lighting poles
- temporary removal of overhead utility lines
- temporary ramps over public sidewalks

Contractors hired to move a building through the right-of-way must have proof of a State of California license.

Required submittals: A complete "moving application."

Fees: Fees, deposits, and a relocation tax are all charged for services such as removing a street light or trimming a street tree. After a move, unused portions of deposits are refunded. Contact Public Works for the current amount.

STEP 10: IDENTIFY LOCATIONS FOR NEW UTILITY HOOK-UPS

WATER & POWER DEPARTMENT
Water Division/ Power Division
150 S. Los Robles Avenue, Pasadena
744-4409

Before issuing any permits for a relocation, the Building Division requires approvals from the Water & Power Department for the locations of new utility hook-ups, including a sewer system (and, if necessary, an easement for the new sewer connection).

STEP 11: PAY SEWER SYSTEM CONNECTION FEE

SANITATION DISTRICT
Los Angeles County
Room 130,1955 Workman Mill Road, Whittier, CA 90607
(562) 699-7411
http://www.lacsd.org/WWServices/Map_SanDists.htm (to download connection fee application)

The County Sanitation District requires payment of a fee for the connection of the sewer on the receiver site. The application and payment of the fee may be handled through the mail. (The office is near the juncture of the 605 and 60 freeways.)

Required submittals: A complete "Connection Fee Application."
Fees: Yes, payable to Los Angeles County. Contact the Sanitation District for the current amount.

STEP 12: SEWER CAP PERMIT

BUILDING DIVISION
Planning & Development Department
Hale Building. PERMIT CENTER COUNTER #8
175 N. Garfield Avenue - 744-4200

A plumbing permit is issued to cap the sewer on the site of the house to be moved. A building permit for the move is withheld until this permit has been issued (and an inspector confirms that the sewer has been capped).

Required submittals: Application for a plumbing permit.
Fees: Yes. Contact the Building Division for the current amount.

STEP 13: PREPARE FOUNDATION PLANS AND GRADING PLANS; FINALIZE SITE PLAN AND ELEVATIONS

The Building Division requires approved foundation plans for a moving permit. Prior to filing for plan check, the applicant should prepare foundation plans for the relocated building, grading plans for any grading that may be required, and final site plans and elevations (incorporating any changes resulting from earlier reviews). Plans for any new construction (such as a garage and driveway) must also be included.

STEP 14: BUILDING PERMIT PLAN CHECK

BUILDING DIVISION
Planning & Development Department
Hale Building, PERMIT CENTER COUNTER #8
175 N. Garfield Avenue - 744-4200

A permit for the foundation work may be issued separately, or it may be combined with a permit covering the full rehabilitation of the structure on its new site. A permit for the foundation may be issued over-the-counter if the Water & Power Department has approved the locations of new utility line hook-ups. Once a permit has been issued, work on the foundation may begin, even before the relocation of the structure. A house may not be relocated, however, with only a permit for a foundation.

A comprehensive permit for both the foundation and the rehabilitation of the relocated structure is usually sent through plan check, where it is routed to several City departments for review and approval. Often the plan check process leads to requests for corrections. Because the process of correcting plans may take 30 days or more, anyone applying to the City for permits to relocate a structure should allow sufficient time for corrections of plans and re-submittals to the City. Preliminary consultation with City staff in the Permit Center is recommended to identify any problems at an early date.

Required submittals: A minimum of five full-size sets of plans certified by a licensed architect or engineer.
Fees: Yes, including construction tax.

STEP 15: ARRANGE FOR DISCONNECTION OF UTILITIES.

WATER & POWER DEPARTMENT/ FINANCE DEPARTMENT
Municipal Services Division
Modular Complex
280 Ramona Street - 744-4005

Arrangements to shut-off water and electrical utility connections and to remove meters for these utilities are made through the Municipal Services Division. An inspector from the Code Enforcement Division will confirm that the utilities have been shut-off.

Required submittals: Account numbers; copy of a past bill.
Fees: Yes. Contact Water & Power for the current amount.

STEP 16: FINAL CLEARANCE FOR ROUTE OF THE MOVE.

A continuation of "step 10", this review completes the approvals from three City departments for a house move. The moving contractor confirms that the following three City departments have approved and scheduled removal of overhead utility lines, trimming of street trees, removing street lights, and controlling traffic:

a) WATER & POWER DEPARTMENT
Water Division/ Power Division (744-4413)
150 S. Los Robles Avenue, Pasadena

b) PUBLIC WORKS DEPARTMENT
Street Lighting Division (744-4158)-at City Yards
Street Trees/ Parks & Forestry (744-4321)—at City Yards
Modular Complex-Permits from Engineering Division
280 Ramona Street, Pasadena

c) POLICE DEPARTMENT
Traffic Section (744-4590)
207 N. Garfield Avenue, Pasadena