



PLANNING

CITY OF LUBBOCK

House Moving Procedures

The following steps must be taken prior to moving a house into or within the City Limits of Lubbock, TX:

- Step 1** **Provide engineer's certification on structure.** If the structure to be moved is older than ten (10) years.
- Step 2** **Obtain Investigative Inspection.** The fee for an investigative inspection is \$200.00 and is performed at the site that the house is currently at. This inspection will verify the condition of the existing systems (Structural, Plumbing, Mechanical and Electrical). **Please note that if the structure is moved into the City Limits all of these systems will have to meet current code requirements.** The Building Safety Office is located in Citizens Tower at 1314 Avenue K. (806) 775-2087.
- Step 3** **Contact Water Utilities Engineering.** This is for sewer and water tap fees and pro rata fees for the location that the structure is moved to. They are located at 1314 Avenue K (806) 775-2333.
- Step 4** **Obtain Building Permit.** A building permit is required for the location that the structure will be moved to. Submit two (2) copies of a site plan and floor plan. Submit 1 copy of a survey. The site plan will show the building setbacks, driveway and sidewalk. The following fees are required, \$0.15 per square foot of gross floor area, with a \$75.00 minimum. *(NOTE: the permit holder is required to be registered as a contractor with proof of \$100,000 General Liability Insurance or a \$20,000 Compliance Bond.)* Permit is obtained from Building Safety.
- Step 5** **Call for Footing and Stem Wall Inspections.** To request inspections, call (806) 775-3159 or (806) 775-3174. Inspections to occur prior to placing of concrete. The residential plan reviewer will determine what type of inspections will be required at permit issuance.
- Step 6** **House Mover will obtain Permit.** The permit fee is \$75.00. This permit is only to move the structure to the new location inside the city limits. Permit is obtained from Building Safety, located at 1314 Avenue K, (806) 775-2087.
- Step 7** **MEP Permits are obtained.** Mechanical, Electrical, and Plumbing permits are to be obtained by licensed contractors only. Permit fees are \$0.07 per square foot of gross floor area with a \$75.00 minimum for each permit. Permits are obtained from Building Safety.
- Step 8** **Construction Work Begins on the Exterior and Interior.** Once all permits have been obtained, the work on the interior and exterior will take place. All inspections to be completed and all zoning items to be completed before the structure is to be occupied.