



## Moving a Building Structure in Pasadena

To assist property owners and contractors wishing to relocate a building 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, particularly with the Department of Public Works**, is recommended for anyone proposing to move a building.

### STEP 1: PRELIMINARY ZONING CONSULTATION

#### CURRENT PLANNING SECTION

Planning & Community 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-development plan review** (a coordinated review of projects by various City staff and departments aimed to familiarize applicants with applicable regulations and procedures and to identify potential issues).



If the zoning allows the relocation,

- Review the off-street **parking** requirements with the planner;
- Request an application for a **minor conditional use permit** (*if applicable*);
- 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 & Community 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 designated or eligible 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 filing 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 & SAFETY DIVISION

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

The Address Coordinator in the Building & Safety 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 & Community 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 cause a significant adverse effect on a historic resource, it may approve the relocation, in which case the Commission also reviews any proposed rehabilitation of the exterior of the building. If, however, the Commission determines that the site proposed for the relocation will adversely affect the historic 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 structure or a grouping of historic properties, it may delay the relocation for a maximum of 180 days in order to discuss alternatives to relocation. Following the delay period, if no agreement is reached, the project may continue as proposed.

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 & Community 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 structure to a lot within the RS or RM-12 zoning districts and for relocation of a single-family structure to a lot within the RM-16, RM-32, and RM-48 zoning districts. 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 (or authorized alternative);
- 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 365 days or less.

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 fees for a minor conditional use permit. Contact Current Planning for the current amount.

## STEP 7: DESIGN REVIEW

### DESIGN & HISTORIC PRESERVATION SECTION

Planning & Community 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 would be required to review the exterior rehabilitation, its comments are advisory to the Design Commission.

*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 design review. Contact Design & Historic Preservation for the current amount.

## STEP 8: CASH DEPOSIT

### CURRENT PLANNING SECTION

Planning & Community 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 guarantee 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

ENGINEERING SERVICES SECTION  
Public Works Department  
Hale Building, PERMIT CENTER COUNTER #6  
175 N. Garfield Avenue - 744-4195 – [pw-permits@cityofpasadena.net](mailto:pw-permits@cityofpasadena.net)

*[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 Compliance) 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 and/or relocation of overhead utility lines) that may be required to accomplish the relocation.

In addition, if there are any street trees affected by the move, contact the Citizen Service Center at (626) 744-7311 and request an arborist to evaluate the pruning or possible removal of a street tree. If tree branches need to be trimmed, a deposit must be made with the Department of Public Works for Parks and Natural Resources staff to perform the work. The deposit amount will be determined by Parks and Natural Resources staff and is subject to partial refund or additional billing. Every effort should be made to minimize any damage to public street trees or any protected native or specimen trees on private property.

The Public Works Department will only issue a permit for a relocation after the applicant:

- Submits documentation showing the **dimensions** of the house move equipment.
- Submits a certified route survey produced by a pilot car run confirming that there is **no conflict with aerial utility lines or tree branches**. If tree branches need to be trimmed, a deposit must be made with the Department of Public Works for Parks and Natural Resources staff to perform the work. The deposit amount will be determined by Parks and Natural Resources staff and is subject to partial refund or additional billing.
- Submits **insurance** as per the attached requirements to [pw-permits@cityofpasadena.net](mailto:pw-permits@cityofpasadena.net).
- Places a moving **deposit of \$10,000** with the Department of Public Works.
- Completes a **Moving Permit Application online**. The application can be found at <https://egov1.cityofpasadena.net/apps/movingpermits/>.
- Submits proof that all electrical and gas **meters have been removed** and that the **sewer line has been capped**.
- Submits proof 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:* Equipment dimensions, certified route survey, insurance, "Moving Permit Application" (online).

*Fees:* Deposits are 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 staff for the refund process.

## STEP 10: IDENTIFY LOCATIONS FOR NEW UTILITY HOOK-UPS

UTILITY SERVICES PLANNING DIVISION  
Water & Power Department  
1055 E. Colorado Boulevard, Suite 350 - 744-4495

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. Contact Public Works for questions regarding the 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](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 & SAFETY DIVISION  
Planning & Community 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 finalized by a building inspector confirming that the sewer has been capped).

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

## STEP 13: BUILDING PERMIT AND PLAN CHECK: PREPARE COMPLETE BUILDING AND GRADING PLANS INCLUDING SITE PLAN AND ELEVATIONS

The Building & Safety Division requires a complete set of plans for a moving permit. Prior to filing for plan check, the applicant should prepare a complete set of plans for the relocated building, grading plans for any grading that may be required (incorporating any changes resulting from earlier reviews). Plans for any new construction (such as a garage and driveway) must also be included. A building permit shall be issued prior to relocating any structures.

Consideration should be given to the plan check process and timing allocated for plan review process until approval. Anyone applying to the City for permits to relocate a structure should allow sufficient time for plan review process and permit issuance. Preliminary consultation with City staff in the Permit Center is recommended to identify any problems at an early date.

*Required submittals:* A minimum of three full-size sets of plans and a flash drive, certified by a licensed architect or engineer.

*Fees:* Yes, including construction tax.



#### **STEP 14: ARRANGE FOR DISCONNECTION OF UTILITIES.**

PWP CUSTOMER SERVICE  
Water & Power Department  
100 N. Garfield Avenue, Room N106 - 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 Compliance 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 15: FINAL CLEARANCE FOR ROUTE OF THE MOVE.**

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  
PWP Customer Service (744-4005)  
100 N. Garfield Avenue, Room N106, Pasadena
  
- b) PUBLIC WORKS DEPARTMENT  
Street Lighting Division (744-7489) – at City Yards  
Street Trees/ Parks & Forestry (744-7311) – at City Yards  
Permits from Engineering Services Division (744-4195) –  
Hale Building, Permit Center Counter #6, 175 N. Garfield Avenue, Pasadena
  
- c) POLICE DEPARTMENT  
Traffic Section (744-4590)  
207 N. Garfield Avenue, Pasadena