



City of St. Helens
Building Dept.
503-397-6272

Moving a House to a New Site Check List & Information Sheet

Date _____ Owner _____

Site Address _____

Lot _____ Block _____ Subdivision _____

Moving Contractor _____

Construction Contractor _____

Tentative Move Date _____

Confirmed Move Date _____

PLEASE COMPLETE: This information is required before your application can be accepted. Please attach this completed form to the building permit application.

- ☐ Two identical sets of plans
- ☐ Two identical plot plans – including drainage of lot/structures
- ☐ Valuation
- ☐ Contractor's name, contractor's board #, property tax ID #
- ☐ St. Helens Business License for the contractor(s)
- ☐ Map indicating the most efficient route
- ☐ Application for a Building Permit completed

Preparations to the house to make it moveable:

- ☐ Windows are boarded up
- ☐ Utilities and sewer hookups are disconnected
- ☐ Fireplaces and other masonry fixtures are disconnected from the foundation. Brick buildings may require wall supports.
- ☐ Sections of the foundation are broken out to make way for steel I-beams to be inserted under the house, perpendicular to the floor joists. The entire foundation is cut loose and the house is jacked up with hydraulic equipment and put on giant rolling dollies.

Notify the following for correct permits and approved moving date/time:

Initial the space provided to indicate that contact was made and confirmed

- ☐ _____ DOT – State Highway Dept. – 1-888-275-6368
- ☐ _____ City – Public Works Dept. – 503-397-3532
- ☐ _____ Columbia River PUD – 503-397-1844
- ☐ _____ City – Building & Engineering Depts. – 503-397-6272
- ☐ _____ Col. Co. Emergency Services – 503-397-3905
- ☐ _____ U.S. Postal Service – 1-800-275-8777
- ☐ _____ Comcast Cable Services – 1-888-824-8264

Will flaggers direct traffic? _____ Yes _____ No