

ATHENS-CLARKE COUNTY  
BUILDING RELOCATION PERMIT APPLICATION

PERMIT FEE: \$100.00 PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNING APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

CURRENT YEAR'S TAXES PAID: \_\_\_\_\_ (ATTACH COPY OF PAID RECEIPT)

THIS BUILDING RELOCATION PERMIT IS APPROVED    DISAPPROVED   

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ATHENS-CLARKE COUNTY IS INDEMNIFIED BY: (COPY ATTACHED)

BOND AMOUNT: \_\_\_\_\_ BONDING COMPANY: \_\_\_\_\_

DATES COVERED: \_\_\_\_\_

INSURANCE AMOUNT: \_\_\_\_\_ INSURANCE COMPANY: \_\_\_\_\_

INSURANCE POLICY NO. \_\_\_\_\_ DATES COVERED: \_\_\_\_\_

MOVER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MOVING DATE: \_\_\_\_\_ MOVING TIME: \_\_\_\_\_

MOVING ROUTE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE PERMIT NUMBER (IF APPLICABLE): \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

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IF THE PRESENT AND PROPOSED LOCATIONS ARE IN ATHENS-CLARKE COUNTY, COMPLETE THE FOLLOWING PAGES:

IF THE PRESENT LOCATION IS IN ATHENS-CLARKE COUNTY, AND THE PROPOSED LOCATION IS NOT, COMPLETE PAGE 2.

IF THE PRESENT LOCATION IS NOT IN ATHENS-CLARKE COUNTY, AND THE PROPOSED LOCATION IS, COMPLETE PAGE 3.

PRESENT LOCATION: \_\_\_\_\_

PROPOSED LOCATION: \_\_\_\_\_

NOTIFIED BY MOVER:

ELECTRIC CO. \_\_\_\_\_ CABLE CO. \_\_\_\_\_

GAS CO. \_\_\_\_\_ SEWER DEPT. \_\_\_\_\_

PHONE CO. \_\_\_\_\_ POLICE DEPT. \_\_\_\_\_

WATER DEPT. \_\_\_\_\_ FIRE DEPT. \_\_\_\_\_

\_\_\_\_\_, WILL BE RESPONSIBLE FOR  
THE REMOVAL OF ALL TRASH, RUBBLE, AND LITTER FROM THE PREMISES;  
ALSO ANY HOLES, WELLS, EXCAVATION, AND ANY GROUND DEPRESSIONS  
THAT WILL HOLD WATER, WILL BE FILLED IN A SAFE AND SANITARY  
MANNER.

SIGNED \_\_\_\_\_  
OWNER/MOVER/CONTRACTOR

\_\_\_\_\_  
PRINT NAME

PRESENT LOCATION: \_\_\_\_\_

PROPOSED LOCATION: \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ ZONE: \_\_\_\_\_

SEWAGE: CITY: \_\_\_\_\_ SEPTIC TANK: \_\_\_\_\_

WATER: CITY: \_\_\_\_\_ WELL: \_\_\_\_\_

STRUCTURE BEING MOVED:

PREVIOUS OCCUPANCY: \_\_\_\_\_

PRESENT OCCUPANCY: \_\_\_\_\_

PROPOSED OCCUPANCY: \_\_\_\_\_

TYPE CONSTRUCTION: \_\_\_\_\_

SIZE OF STRUCTURE: \_\_\_\_\_

EXTREME DIMENSIONS: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_

EST. ORIGINAL VALUE: \$ \_\_\_\_\_

EST. PRESENT VALUE: \$ \_\_\_\_\_

EST. PROPOSED VALUE: \$ \_\_\_\_\_

PROPOSED STRUCTURAL CHANGES: \_\_\_\_\_

\_\_\_\_\_

SECURITY FOR RENOVATION:

90 DAY COMPLETION DATE: \_\_\_\_\_

SECURITY BONDING COMPANY: \_\_\_\_\_

BOND AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

CASH DEPOSITED AMOUNT: \$ \_\_\_\_\_

DEPOSITED WITH: \_\_\_\_\_

ESCROW AGREEMENT FILED: \_\_\_\_\_

LETTER OF CREDIT FROM: \_\_\_\_\_

GUARANTEED AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

THIS BUILDING, WHEN RELOCATED, WILL BE BROUGHT INTO COMPLIANCE WITH ALL CODES, ORDINANCES, AND REGULATIONS CURRENTLY BEING ENFORCED WITHIN THIS JURISDICTION IN WHICH IT IS BEING PLACED.

\_\_\_\_\_ SIGNATURE OF OWNER/CONTRACTOR

BEING A STATE OF GEORGIA ARCHITECT OR CIVIL ENGINEER (OR INSPECTOR), AND AFTER INSPECTING THIS STRUCTURE TO BE MOVED, IT IS MY OPINION THAT SAID STRUCTURE CAN BE BROUGHT INTO COMPLIANCE WITH THE STANDARD BUILDING CODE, NATIONAL ELECTRICAL CODE, AND GEORGIA MECHANICAL CODE AT ITS NEW LOCATION FOR THE OCCUPANCY STATED, AND AT A COST OF NO MORE THAN 50% OF ITS CURRENT ESTIMATED VALUE.

\_\_\_\_\_ SIGNATURE OF ARCHITECT, ENGINEER, OR INSPECTOR

# EXAMPLE

Date of Issuance: \_\_\_\_\_

Unified Government of Athens-Clarke County, Georgia  
Building Inspections & Permits  
120 W. Dougherty Street  
Athens, Georgia 30601

RE: Irrevocable Bank Letter of Credit for Building Relocation Permit

Dear Athens-Clarke County:

This letter is to inform you that \_\_\_\_\_ (Financial Institution),

hereinafter referred to as "Bank" has placed a hold on the amount of \$ \_\_\_\_\_

Dollars in account #\_\_\_\_\_ in the name of \_\_\_\_\_

hereinafter referred to as "Permit Holder."

In accordance with § 9-15-17 of the Code of Ordinances of Athens-Clarke County, Bank does hereby guarantee payment of the amount of \$ \_\_\_\_\_ Dollars in the event that Permit Holder fails to complete the structure described in Building Relocation Permit No.

\_\_\_\_\_ in accordance with the plans and specifications within 90 days of the issuance of such permit. In the event of such failure of completion, Bank shall pay to Athens-Clarke County, immediately and without further action, such funds as are necessary to finance the completion of the structure up to the amount specified herein.

This letter shall serve as an Irrevocable Bank Letter of Credit and shall remain in effect for 120 days following the issuance of the above-referenced Building Relocation Permit.

Sincerely,

[Signature of Authorized Bank Officer]

# **SURETY BOND**

Athens-Clarke County  
State of Georgia

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_  
as principal, and \_\_\_\_\_  
as surety are held firmly bound unto Athens-Clarke County, Georgia,  
in the sum of \$ \_\_\_\_\_, lawful money of the United States,  
for payment of which we bind ourselves, our heirs, executors,  
successors, and assigns jointly and severally, firmly by these  
presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

Whereas said principal has applied with Athens-Clarke County  
for a building relocation permit to relocate a structure presently  
located at

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Therefore said principal shall perform the following  
obligations and conditions:

1. The relocation of the building must be accomplished with all reasonable speed;
2. The building shall be renovated and/or completed in accordance with the plans and specifications approved by the Athens-Clarke County Building Inspection Department no later than 90 days following the date of issuance of the building relocation permit;
3. Principal does hereby indemnify Athens-Clarke County from any damage to streets, sidewalks, or other Athens-Clarke County property and for any costs of collecting said damages from principal, if any.

Therefore, if the principal shall fully and faithfully perform all work specified to be performed within the time prescribed and in accordance with the planned specifications and provisions for which reference is hereby made, then this obligation shall be void; otherwise it is to remain in full force and effect in law.

It is expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penalty amount of this obligation as herein stated. It is hereby expressly understood that Athens Clarke County may declare the bond forfeited if the conditions herein have not been fully complied with in every respect and that Athens Clarke County may then complete the relocation, restoration, or renovation of said building and pay for that activity out of the forfeited bond funds.

The surety hereby stipulates and agrees that no modifications, omissions or additions in or to the plans for specifications or any extension of time shall in any way affect the obligation of said surety on its bond.

In witness whereof we have hereunto set our hand and seal.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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Principal

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Surety

# REQUIREMENTS FOR BUILDING RELOCATION/MOVING PERMIT (HOUSES OR OTHER BUILDINGS)

## HOUSES/BUILDINGS RELOCATING INSIDE ATHENS-CLARKE COUNTY

- I) Zoning permit from Planning Department (Also, Site plan showing how house will be located on property).
- 2) Need certified inspector or building contractor to inspect house and write letter stating that structure is sound and is safe to be relocated to purposed site.  
If a certified inspector is used, we will need a copy of the inspector's certification.
- The owner or builder handling the renovation of the house will need to provide an estimated cost to bring the house to current building code standards.
- 3) Letter of credit from a bank or financial institution for the amount to renovate house plus cost to move the house. (See Attached Example)
- 4) Building permit for renovation of house on final site.
- 5) Need copy of tax receipt showing that current year's taxes have been paid.
- 6) Septic tank permit from Environmental Health (706) 583-2658 located at 189 Paradise Blvd (If Applicable).
- 7) Driveway Permit from Public Works (If Applicable)
- 8) Need copy of mover's state permit or application for DOT permit for moving structure.

\*NOTE: Relocation/Moving permit and Building Permit for renovation must be issued together.

HOUSES/BUILDINGS MOVING OUTSIDE OF  
ATHENS-CLARKE COUNTY

- 1) Demolition/Relocation Review Permit from the Planning Department.
- 2) Need copy of tax receipt showing that current year's taxes have been paid.
- 3) Need copy of mover's state permit or application for DOT permit for moving structure.