

## Checklist/Instructions for Moving Structures - Commercial

Please note the following information regarding the relocation of structures:

- If the structure is being moved to a location inside the City of Elkhart:
  - Plans must also include details of the foundation that the structure will be placed on.
  - A **Building Permit** and **Zoning Permit** for **New Structures** must be submitted as well
- **A licensed Moving Contractor must obtain the permit.**
  
- Required Application(s):
  - Building Permit: Moving Structures – Commercial**
  
- Required Document(s):
  - Plans/Drawings:** submit plans with the Building Permit application.
  - Indiana State Construction Design Release:** please submit your Indiana State Construction Design Release with the Building Permit application. To apply for a State Construction Design Release, please visit the State's website (<https://www.in.gov/dhs/building-plan-review/>).
  
- Additional Information/Requirements:
  - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.