

INFORMATION OUTLINE RELATED TO RELOCATION OF EXISTING STRUCTURES INTO OR WITHIN THE COUNTY OF MERCED

The following outline has been prepared to assist and alert potential applicants interested in relocating existing structures into or within the defined jurisdiction of the County of Merced.

This outline is general in nature and is not intended to define (in detail) all procedures which may be required to satisfy Federal, State and Local Jurisdiction Codes and/or Ordinances related to relocation of specific existing structures.

APPLICANT INFORMATION:

Each Applicant should have all of the following general information at his or her disposal before applying for a permit from the Building and Safety Division:

A. Existing Structures:

- a. Address where existing structure is located.
- b. Type of structure (wood frame, masonry, etc.).
- c. Approximation as to age of structure (when constructed).
- d. Original and current (last) use of structure.
- e. Proposed use of relocated structure (home, storage building, office, etc.)

B. New Location Information:

- a. Owner's name and address (owner of site).
- b. Site location (address) and assessor's parcel number.
- c. Current zoning of proposed site.
- d. Prepare for submission two (2) copies of a preliminary site plan showing property dimensions, encroachments upon Public right-of-way, all improvements on property (size, locations and type of use of existing structures and well and private sewer system location).

NOTE: Offices to call in regards to proposed site information:

County Assessor's Office (parcel number)
(209) 385-7631

Community & Economic Development Department (zoning)
(209) 385-7654

County Recorder (property title)
(209) 385-7627

County Environmental Health (sewer - well)
(209) 381-1100

BASIC STEPS TO OBTAIN PERMIT TO RELOCATE AND IMPROVE AN EXISTING STRUCTURE:

Step 1: With the previously described application information available and two (2) copies of the Preliminary Site Plan, plus one (1) electronic copy, make application for Pre-Move Inspection at the Merced County Building and Safety Division office located on the 2nd Floor of the County Administration Building, 2222 "M" Street, Merced, CA. Phone: (209) 385-7477. The initial application will also be reviewed by Community & Economic Development (immediately adjacent to the Building and Safety Division office).

At the Community & Economic Development Department Office, the Applicant will be informed of the following:

1. If the plan to relocate a structure on the proposed site is consistent with current zoning regulations, the Applicant will then go to the Building & Safety Division to complete the Pre-Move Inspection request.
2. If the proposed relocated structure is in conflict with current zoning regulations, the applicant will be advised of procedures (if permissible) available to make his proposal compatible with said regulations.

Step 2: Present the pre-move application to the Building & Safety Division (along with a copy of the preliminary site plan) and make payment of fee required for a Pre-Move Inspection. The current minimum fee for an inspection within the County boundaries of Merced is \$207.00. The minimum fee for structures located outside the boundary of Merced County is \$207.00, plus the current federal mileage rate per mile to and from the County line.

After the Pre-Move Inspection is completed, the Applicant will be informed of the following:

- A. Indication of acceptability of structure to be relocated within the County of Merced.
- B. Indication as to acceptability of structure for intended use.
- C. Indication as to renovations required to be made to the structure when relocated in Merced County and an estimated valuation to complete all renovations and/or alterations required (by contracted work process.)
- D. Value of surety that will be required to be posted by the Applicant when obtaining a Building Permit for the proposed structure.

Step 3: Having received favorable reviews and acceptance of Steps 1 and 2, the applicant would then appear at the Building and Safety Division with the following information and documents and begin the process of securing a Building Permit:

- A. **TWO (2) sets of plans and complete sets of all other minimum documents for non-residential and ONE (1) full set of plans and a complete set of all other minimum documents for residential.**
- B. **ONE (1) full set of plans and a complete set of all other minimum documents in an electronic format (i.e. CD, flash/thumb drive, e-mail, etc.).**

C. Proof of surety in the amount defined on the Pre-Inspection Report.
With the application, the plan review process will then begin and your project will be reviewed by the following Departments:

- A. Community & Economic Development Department
- B. Building & Safety Division
- C. Roads Division
- D. Environmental Health
- E. If necessary, the Merced County Fire Department

Step 4: Pay any remaining fees to the Building and Safety Division Office, and obtain the building permit. At that time, you will receive instructions as to the inspection procedures and the final approval process.

ADVISORY NOTES:

Persons considering the purchase of an existing structure proposed for relocation should make every effort to first ascertain the compatibility of their proposal in relation to basic Planning, Zoning, and Building Ordinances (completion of at least steps 1 and 2 previously outlined) prior to committing themselves to purchase of the structure or a time frame related to moving of any structure.

SUBJECT: SECURITY DEPOSITS FOR HOUSE MOVES

The following information is provided as a guideline for the funding required for the completion of house moves:

- 1 Bond on a bond form from this office.
- 2 Certificate of deposit in the name of Merced County Department of Public Works/Building Division. A photo copy of the CD is to be attached to the building permit application. The name of property owner, CD account number, and date of deposit should be logged in the appropriate log. The CD is placed in an envelope with all necessary information, then taken down to the Treasurer's Office to be placed in the vault.
- 3 Cashier's Check or cash is required to be placed in a Trust Fund in the Auditor's office. The procedure of establishing a Trust Fund is time consuming through the Auditor's office.
- 4 Letter of Credit with the name of Merced County Department of Public Works/Building Division as the beneficiary. This is to be an irrevocable document with the property owner's name, site address, amount of deposit clearly stated. The expiration date is upon completion for the project. The Letter of Credit must be reviewed and approved by the County Counsel and the Building Safety Manager.

One of these documents must be presented at the time of permit issuance. The Bond and Certificate of Deposit are the most desirable procedures. Cashier's Check/Cash and Letter of Credit requires a significant amount of time and verification from other County departments.