



## Miami County, Kansas Code Services Department

Building Inspection • Environmental Health  
Code Enforcement • Sewer District Operations  
201 S Pearl Street • Paola, Kansas 66071-1777  
Phone: 913-294-4145 • Fax: 913-294-9545

### MOVING BUILDINGS; REQUIREMENTS FOR PERMIT APPLICATIONS

The following guidelines detail the requirements for moving buildings or structures within or into Miami County. The process for processing applications for permits to move buildings within or into Miami County may take more than two weeks before a construction permit can be issued. If any requested information is not provided or other issues arise during the processing additional time for processing may be required.

1. **Pre-Move Evaluation and Public Works Moving Permit;** The first step in obtaining approval for a moving permit is to make application for a Public Works Moving Permit and make arrangements for an Evaluation of the existing structure that is proposed to be moved within or into Miami County. Allow up to fourteen days for this step in the review process.

While awaiting results from the pre-move evaluation an application for a driveway entrance may be made and the soil profile may be performed.

**Pre-Move Evaluation:** An inspection is required to evaluate the general condition of the existing structure and to establish specific requirements that are needed to bring the existing building or its components into compliance with current codes.

The inspection will be performed by the Code Services Department if the existing building location is in Miami County. The inspection must be performed by a Professional Architect or Engineer if the existing building is located outside of Miami County.

**Miami County Moving Permit:** An application for a Moving Permit should be filed with the Miami County Clerk's Office. The Road and Bridge Department is required to evaluate the proposed route that is proposed to prevent damages to the County's roads and bridges. Additional permits from the Kansas Department of Transportation may be required if the moving route includes travel on state maintained highways. This review and approval can take up to fourteen days.

2. **Permit Applications:** If the existing structure is found to be structurally acceptable an evaluation report will be issued by the Code Services Department and if the Permit Applicant agrees to make upgrades required to bring the existing building and its building service equipment into compliance with the current codes adopted by Miami County, the permit application process may proceed.

**Building Permit Application:** When the Pre-Move Evaluation Report has been prepared, and a permits for the Sewage Disposal System and Highway Entrance have been issued an application for a building permit for the construction of a permanent foundation and the repair and modification of the existing building can be made.

The documents and information will be required when submitting an application for the building permit;

- A copy of the deed for the property on which the building is to be moved;

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- The Sewage Disposal System Construction Permit application;
- Two site plans prepared in accordance with the Miami County Site Plan Standard;
- Two sets of construction plans showing;
  - A floor plan of the existing building with the use of all rooms specified;
  - A full foundation plan showing the specifications for footings, foundation walls and specifications for beams and girders.
  - If any modifications or additions to the existing building is proposed full plans and specifications detailing the alterations.
- A completed Permit Application form and letters of intent from all contractors.

**Onsite Wastewater Permit Application:** An application for a permit shall be made to the Code Services Department. An onsite wastewater permit application accompanied by the system design based upon the results of the soil profile must be made at the same time as the building permit application. Contact the Environmental Health Division at (913) 294-4117 for information that will be required to apply for a Sewage Disposal System Permit.

**Highway Entrance Permit Application:** A permit for the highway entrance is required. If an entrance is pre-existing the Road and Bridge Department requires an inspection to verify that the location, width and condition are in compliance with current entrance standards. If a new entrance is needed the road and bridge department will inspect the site to approve the location of the proposed entrance and will specify the size of culvert that is needed for the entrance. This application may be made at the same time as the Moving, Evaluation and Sanitation permit applications.

**PRE-MOVE INSPECTION CHECKLIST**

1.	<b>APPROXIMATE SQ. FT. OF LIVING SPACE</b>	
2.	<b>ATTACHED GARAGE? Yes/No</b>	
3.	<b>EVIDENCE OF TERMITE DAMAGE</b>	
4.	<b>EVIDENCE OF DECAY</b>	
5.	<b>EVIDENCE OF SETTLING, STRUCTURAL MOVEMENT OR FAILURE?</b>	
6.	<b>NOTCHING AND BORING OF JOISTS IRC Section R502.8</b>	
7.	<b>GENERAL CONDITION OF ROOF COVERING</b>	
8.	<b>BEDROOM EGRESS IRC Section R310</b>	
9.	<b>SMOKE DETECTORS IRC Section R317</b>	
10	<b>SAFETY GLAZING IRC Section R308.4</b>	
11	<b>ELECTRICAL SERVICE RATING</b>	
12	<b>CONDITION OF ELECTRICAL SERVICE</b>	
13	<b>REQUIRED BRANCH CIRCUITS IRC E3603 Two Kitchen Counter Laundry Bathroom</b>	
14	<b>ELECTRICAL RECEPTACLE SPACING LIVING AREA — IRC Section E3801.2.1, E3801.2.2 &amp; E3801.4.1</b>	
15	<b>KITCHEN COUNTER RECEPTACLE SPACING IRC Section E3801.4.1</b>	
16	<b>KITCHEN BRANCH CIRCUIT RATING IRC Section E3801.3</b>	
17	<b>ELECTRICAL SERVICE RATING</b>	

18	<b>GENERAL CONDITION OF ELECTRICAL CONDUCTORS?</b>	
19	<b>GROUNDED RECEPTACLES?</b>	
20	<b>OPEN SPLICES IN ELECTRICAL CONDUCTORS? IRC Section E3805</b>	
21	<b>CLOSET LIGHT FIXTURES — IRC Section E3903.11</b>	
22	<b>BATHROOM VENTILATION/EXHAUST? IRC Section R303.3</b>	
23	<b>LAUNDRY EXHAUST IRC Section M1501</b>	
24	<b>GFCI PROTECTION OF RECEPTACLES: Bathrooms Garage Outdoor Unfinished Basement Kitchen Bar Sink  IRC Section E3802</b>	
25	<b>GENERAL CONDITION OF DWV SYSTEM</b>	
26	<b>ADEQUATE PLUMBING VENTS IRC Chapter 11</b>	
27	<b>GENERAL CONDITION OF WATER DISTRIBUTION SYSTEM</b>	
28	<b>GENERAL CONDITION OF MECHANICAL DUCTWORK</b>	
29	<b>GENERAL CONDITION OF EXISTING HEATING/COOLING APPLIANCES?</b>	
30	<b>EXISTING GAS APPLIANCE VENT CONDITION</b>	
31	<b>EXISTING GAS PIPING CONDITION</b>	