REQUEST FOR INFORMATION RELATING TO:
SERVICE DISCONNECTS AND ROUTE APPROVAL FOR
MOVING PERMITS

This form must be signed by the appropriate city or agency employee. The contractor is responsible to call for disconnects and to have this form signed. The contractor will be issued a moving permit after this form has been signed and returned to this office and all other procedures are completed.

Present location of building: ____________________________
Address: ___________________________________________
Legal description: ____________________________________
_____________________________________________________

Proposed location of building: __________________________
Address: ___________________________________________
Legal description: ____________________________________
_____________________________________________________

Dimension of building: ________________________________
State license required: Yes ☐ No ☐
(Per State Statute, a license is not required ONLY if the structure is less than 16’ wide by 20’ long)

1) Information to be furnished by the POLICE DEPARTMENT:

Has the proposed route been approved? Yes ☐ No ☐
Remarks: ____________________________________________
Approved for moving by: _____________________________ Date: __________________
(Police Department)

2) Information to be furnished by the PUBLIC WORKS & UTILITY DIVISION:

Has the proper water disconnect been completed? Yes ☐ No ☐
Remarks: ____________________________________________
Approved by: ___________________________ Date: __________________
(Utility Operations/Engineering)

Has the proper gas service disconnect been completed? Yes ☐ No ☐
Remarks: ____________________________________________
Approved by: ___________________________ Date: __________________
(Utility Operations/Engineering)

Has the proper sewer disconnect been completed? Yes ☐ No ☐
Remarks: ____________________________________________
Approved by: ___________________________ Date: __________________
(Utility Operations/Engineering)

3) Information to be furnished by the ENGINEERING DIVISION:

If not a state licensed mover, has the city transportation permit been obtained for route? Yes ☐ No ☐
Remarks: ____________________________________________
Approved for moving by: _____________________________ Date: __________________
(Engineering Division)

4) Overhead wires: The owners of overhead wires hereby acknowledge that they are aware of the route and date of moving:

Approved for moving by: _____________________________ Date: __________________
(Telephone Company)

Approved for moving by: _____________________________ Date: __________________
(Minnesota Power)

Approved for moving by: _____________________________ Date: __________________
(Cable TV Company)