

## Why should your municipality enforce the requirement of pre-move inspections for relocated buildings?

A pre-move inspection completed by a licenced building official is not only **beneficial** for the municipality, but also for the owner. This inspection and subsequent report will identify the current cosmetic, building code, and structural elements of the building and includes all required modifications for the placement on the new site. This is a **preventative measure** for both the municipality and the owner in determining if this building can be relocated to the municipality.

In certain cases, municipalities will accept a pre-move inspection conducted by a building official that is not appointed by the municipality—typically when the building is located in another province or in an area in Saskatchewan that our office is unable to service promptly.

**Pre-move inspections are typically only required for dwellings and not required for accessory buildings (bunkhouses, detached garages, sheds, etc.) but will be reviewed based on municipal requirements.**

## What are the steps for an owner to receive a pre-move inspection report?

If your municipality requires a pre-move inspection for relocated dwellings, then *MuniCode Services* can perform this inspection and provide a detailed report to both the owner and the municipality. The fees associated with a pre-move inspection are invoiced to the owner directly as this inspection occurs outside of the building permit process.

### To initiate the pre-move inspection process:

- Please have the owner contact *MuniCode Services* directly
- The owner must send our office an email (for our records) that includes:
  - ➔ The legal land description of the current location of the dwelling
  - ➔ The legal land description of the proposed new location
  - ➔ Complete contact information for the owner (full name, phone number(s), email address, mailing address, etc.)

Once we receive this information, we will coordinate an inspection date with the owner.

**After municipal approval of the pre-move inspection:** The owner must then apply for a building permit through the municipality. *MuniCode Services* will conduct the required plan review and subsequent inspections (including pre-backfill inspection, if applicable, and a final inspection). If there are any proposed renovations, then additional inspections may also be required that will be clearly outlined in our review. Our fees for these services are based on the declared value of construction stated on the building permit application.

## What is the owner required to include in the building permit application for a relocated dwelling?

- Pre-move inspection report
- Dimensioned and labelled site plan
- Foundation plan
- Dimensioned and labelled floor plan (noting any proposed renovations)

**Please note:** Some municipalities have recently waived the pre-move inspection requirement for newer dwellings that have documented prior inspections and a good compliance history.

**We are happy to assist you with any questions or to help coordinate the next steps.**