



**COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH**  
**RELOCATION OF EXISTING DWELLINGS**

*Revised May 16, 2008*

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1. A request shall be made in writing to relocate an existing dwelling from outside, or within the City. The request shall include the location of the existing building and the address to which dwelling is intended to be moved. The letter shall include intentions on any upgrading that is intended to be done with the move. As an example if the owner intends on changing the shingles that shall be stated in the request. The fee required for this inspection shall accompany a request for a special inspection as outlined below.
2. A person desiring to move a dwelling into the City shall provide the assessed value and market adjustment factor from the municipality that it is currently located in. If this is not available the owner shall provide a floor plan so that the dwelling can be assessed by the City Assessor to determine whether it is possible to relocate the home into a particular area.
3. The assessed value of the dwelling to be relocated, as determined by the City Assessor, shall be at least equal to the average assessed value of dwellings on the block where the house is intended to be moved to.
4. Once sufficient information is submitted for the proposed relocation the application will be forwarded to the Facilities Branch of Infrastructure Services to be reviewed by the Architect on staff there, for compliance with Section 18 of the Building Bylaw which states in part that the Community Services Department shall be satisfied that the architectural design of the building will not adversely affect the general design of buildings in the district to which the building is to be moved.
5. A special inspection is required to be made by the City of Saskatoon inspector. A fee shall be paid in advance as follows:
  - a) Inspection fee \$40 + gst  
(Additional fee of \$40 + gst where there is more than one proposed site for relocation)
  - b) Travel out of city at \$.4706/km
  - c) Travel time out of city at \$37/hr
  - d) Lunch if applicable \$14.00

Note: This inspection is necessary in order to confirm the type and quality of items such as electrical material, plumbing material, insulation/vapour barrier material, exterior finish, roofing condition, etc. It may be necessary to ask that wall or ceiling sections be opened up for inspection.

6. Before making a request for the inspection the person making the request should be aware of the following items.
  - a) The dwelling must be structurally sound and constructed to an acceptable standard. Where there is any indication of fire or water damage, rotting, sagging or poor construction practice, the application to relocate the house may be rejected.
  - b) If the dwelling is to be placed in a new neighbourhood a letter from the municipality is required verifying that the dwelling was built under the current edition of the National Building Code.
  - c) If loose fill insulation is provided in exterior walls, where the exterior walls are gutted, or where a vapour barrier and/or insulation is not provided, the exterior walls shall be upgraded to current code requirements.
  - d) If the wiring in the exterior walls and ceilings have to be replaced, then the vapour barrier and insulation shall be upgraded to current code requirements.
  - e) The exterior of the dwelling shall be completed to provide a uniform neat appearance and fit into the architectural design of the neighbourhood. Shingles shall not be excessively curled, siding and/or other exterior finishes shall be new or be refinished if necessary. Attics shall be adequately ventilated.



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- f) Chimneys shall meet current codes. Fireplaces and solid fuel burning appliances shall meet current standards or be removed.
  - g) Plumbing must be tested and upgraded as necessary to meet current standards.
  - h) Occupant safety items such as interconnected smoke alarms on all floor areas, handrails, guardrails, and door closers to garages shall be provided.
  - i) Requirements for spatial separations apply.
7. A building permit is required for the construction of the completed dwelling on the proposed site. When a dwelling is relocated from within the City the permit fee will be based on the value of the work being done at the new site. When a dwelling is moved in from outside the City, the permit fee will be based on the assessed value of the completed project as determined by the City Assessor. Two complete sets of drawings are required. The drawings must include floor plans and elevations of the existing dwelling, and construction drawings (including a fully dimensioned site plan) for all new work. The drawings are to be marked to show compliance with all of above requirements.
  8. All normal plumbing permits apply. Please ensure other permits are obtained as may be required.
  9. The owner must provide a minimum \$2,000 performance bond or letter of guarantee from the bank for the value of construction. Upon completion of the project to the inspector's satisfaction, the bond or letter of guarantee will be refunded. If the work is not completed within a reasonable time, the City may use the performance bond, or letter of guarantee if necessary to have the work completed.
  10. Moving slips must be processed and the owner must give notice of his intention to move the buildings at least 24 hours before the move takes place. The demolition/removal permit on the existing site and the building permit for the proposed site must be issued concurrent with the approval of the moving slip by Building Standards. (Approval by the Water and Sewer Branch of Infrastructure Services and Treasurer's Branch of the Finance Department is required as part of the demolition permit.)
  11. Requirements of the Zoning Bylaw apply.
  12. Buildings can only be moved by qualified licensed movers.
  13. Infrastructure Services may require a bond be posted to cover any damage or repair to City Services as a result of the move.
  14. Where buildings are removed:
    - a) Services are required to be disconnected at the street.
    - b) Foundations are required to be removed as per demolition procedure. Debris and waste material must be removed and the excavations backfilled with sufficient clean backfill material to allow for some settlement and provide adequate drainage from the site.