



## INFORMATION BULLETIN / PUBLIC - BUILDING CODE

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# RELOCATION OF BUILDINGS

When a building or structure is moved into or within the boundary of the City of Los Angeles, it shall comply with the requirements of Chapter 83 of City of Los Angeles Building Code (LABC). This Information Bulletin provides the relocation procedure and requirements.

## I. GENERAL REQUIREMENTS

### A. RESIDENTIAL (relocated within or from outside of the City of Los Angeles) AND NON-RESIDENTIAL BUILDINGS (relocated within the City of Los Angeles)

1. A relocated building may retain the existing materials and methods of construction, provided that in the new location the building conforms to the LABC requirements with respect to fire district requirements, underfloor ventilation and clearance, underpinning, footings, foundations, occupancy requirements, and fire standards.
2. Existing cripple walls attached to relocated buildings shall not be reused unless a structural or civil engineer or an architect licensed in the State of California has analyzed and certified that the cripple wall is in compliance with the current code requirements. Relocated buildings may be set on a new slab-on-grade floor or on a raised wood floor with new cripple walls designed in conformance with the current LABC.

### B. NON-RESIDENTIAL BUILDINGS (relocated from outside of the City of Los Angeles)

1. Buildings relocated from outside of the City limits shall be made to conform to all the LABC requirements for a new building in the same location within the city and to all other applicable laws.

## II. SUBMITTAL REQUIREMENTS

The submittal application for relocation consists of the following two steps:

1. Compatibility study. Prior to submitting plans for a relocation building permit, a compatibility study is required. As part of this study, an inspector visits the proposed site to investigate whether the relocated building will be compatible with the surrounding neighborhood. The inspector also checks the condition of the existing building and prepares a report identifying the elements of the existing building requiring repair.
2. Plan submittal for a plan check.

### III. HOW TO APPLY FOR A COMPATIBILITY STUDY

1. Complete a "B" Building permit application.
2. Submit a dimensioned plot plan of the site that the building will be "relocated to."
3. Submit four photographs (3" x 4" minimum size) showing the front, rear and both sides of the building.
4. Pay compatibility study fees (See Attachment A).
5. Either hand carry the package to the relocation inspector's office at 3550 Wilshire Blvd., Suite 2010, Los Angeles, CA 90010 during 7:30 a.m. - 8:15 a.m. and 2:30 p.m. - 3:15 p.m. or the plan check staff will route the package to the inspector (Mail Stop 115-Relocation Inspection-CD14). Contact Relocation Inspector at (213) 252-2819 for any questions.

After the inspection of both the existing building and the proposed site, the inspector will mail the permit application and "compatibility study" listing specifications for compliance to the owner. The relocation bond form and bond instructions will also be included in the package. If the compatibility study is favorable to the relocation of the building, the plans may be submitted to apply for a relocation permit.

### IV. HOW TO APPLY FOR A BUILDING PERMIT

Plans for relocation of a building can be submitted at any one of the Department of Building & Safety offices.

1. Submit the following items for plan check at the Building Submittal Counter:
  - a. One set of plans approved by the inspector and other plans necessary to complete construction. An additional set of plans will be required if the proposed site is in the designated hillside area. Also, an additional set of plans showing necessary disabled access requirements will be required for a commercial building.
  - b. Relocation specification sheet ("compatibility study" from Inspection).
  - c. Relocation permit application submitted for the compatibility study.
2. Submit completed bond form along with a proof of lot ownership (See Attachment B for the Bond Instructions).
3. Pay plan check fees (See Item IX, page 4, for the plan check and building permit valuations).
4. Pick up the "Authorization To Relocate Building(s) form" from the counter staff (see the

attached sample on page 7).

5. A separate application is required if additions are proposed after relocation.
6. The submittal counter staff will notify the appropriate Council Office (see the attached form on page 8).

## **V. GENERAL BUILDING REQUIREMENTS**

1. The building must have a valid building permit and/or certificate of occupancy.
2. All damage due to moving must be repaired.
3. Building must be repainted inside and outside. Stucco walls must be refinished. Sand-blasting may be necessary.
4. The building must be re-roofed, unless the roof is in a good condition.
5. The building shall not be occupied and the gas and electricity will not be connected until all the work is completed and final inspection approved.

## **VI. ZONING CODE REQUIREMENTS**

1. The proposed building location must comply with the required yards, passageway, driveway, parking, and all other zoning requirements applicable as if it were a new building.
2. The proposed site must be properly zoned for the proposed use.

## **VII. OTHER BUILDING CODE REQUIREMENTS**

1. Relocation permits are valid for 120 days and the building must be set on an approved foundation within 60 days of the permit issuance date.
2. The building, when completed, must comply with all occupancy and Fire District requirements.
3. The relocated building shall comply with all the requirements of Chapter 71 if the relocation site is in the designated methane zone or methane fire buffer zone.
4. The relocated commercial building shall comply with all the applicable disabled access requirements.

## VIII. LIST OF APPLICABLE FEES

1. Compatibility study fees.
2. Plan check fees.
3. Building permit fees.
4. Sewer fees as determined by the Department of Public works.
5. Curb cut and street improvement fees as determined by the Department of Public works.
6. School district fees if the building is relocated from outside of the boundary of City of LA.
7. Other applicable fees assessed by other city agencies.

## IX. VALUATION TO DETERMINE PERMIT AND PLAN CHECK FEES FOR TYPICAL WOOD FRAME CONSTRUCTION

- \$41/sf - Building moved in one piece
- \$41/sf - Building cut into pieces in order to move
- \$36/SF - Attached garage
- \$41/SF - Detached garage

## X. BOND AMOUNT

Bond amount = \$1.25 X plan check valuation. See Attachment B for the bond instructions.

**ATTACHMENT A - COMPATIBILITY STUDY FEES**

<b>TABLE 83-A L.A.B.C</b>	
<b>FLOOR AREA OF BUILDING</b>	<b>FEE</b>
0 - 2,500 square feet	\$ 770.00
2,501 - 5,000 square feet	\$ 1,160.00
5,001 - 7,500 square feet	\$ 1,350.00
7,501 - 10,000 square feet	\$ 1,535.00
Each additional 10,000 square feet	\$ 300.00

**NOTES:**

1. When an accessory building, in addition to a main building or when more than one accessory building where no main building is to be moved, will be relocated from the same location to the same new location, an application fee of \$80.00 shall be paid for each such subsequent accessory building.
2. Building located outside the city limits of the City of Los Angeles shall pay an additional fee of \$525.00 for each relocation application.
3. Should a relocation permit be denied by LADBS solely because the proposed relocation site is not approved, the applicant may, with the consent of LADBS, file within six months of the date of the original application, an amended application for approval of a new proposed site. An additional fee of \$300.00 for each such amended application will be charged. If a relocation permit is not obtained within six months after the original application fee is paid, a new application shall be filed and a new application fee paid before the relocation permit is issued.

## ATTACHMENT B - RELOCATION BOND INSTRUCTIONS

A relocation bond is required for all buildings to be relocated. The bond forms (Cash bond two copies; surety bond, three copies) shall be obtained from the relocation inspector during the compatibility study according to Section III of this Information Bulletin.

1. Forms are to be executed per the following instructions:
  - a. The relocation bond must be taken in the name of the owner and signed by the owner. The owner as shown on the application for a relocation permit and the principal shown on the bond must be the same.
  - b. The address and the legal description on the bond and on the relocation permit application must be identical. (Where a metes and bounds description is used, a copy of this description must be attached to each bond copy.)
  - c. The surety company must be named on all surety bonds and its corporate seal impressed thereon. The signatures of its attorney-in-fact must be acknowledged by a notary public.
  - d. Bonds submitted by corporations must be signed by two officers and the corporate seal impressed and the signatures of the officers acknowledged by a notary public on the appropriate jurat.
  - e. If the applicant is a partnership, the bond must be signed by a least one general partner and the signature acknowledged by a notary public on the appropriate jurat.
  - f. Cash bond signatures of individual owners shall be acknowledged by a notary public.
  - g. Certified or cashier's checks are required for a cash bond.
2. Present the bond and the relocation permit application to LADBS plan check engineer for verification of the amount of the bond required, and Item Nos. (a) and (b) above. Plan check engineer must sign the bond.
3. Present the bond forms to the City Administrative Office - Risk and Insurance Section - located at 200 N. Main St., Room 1240 -City Hall East, LA, CA 90012 for their approval and return the forms back to the plan check engineer. Instructions and information on submitting bonds to the City of Los Angeles can be found at:  
<http://cao.lacity.org/risk/Instructions%20&%20Info%20On%20Submitting%20Bonds.pdf>

# CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

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COMMISSIONERS**

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GEORGE HOVAGUIMIAN

DEPARTMENT OF  
**BUILDING AND SAFETY**  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

RAYMOND S. CHAN, C.E., S.E.  
SUPERINTENDENT OF BUILDING  
GENERAL MANAGER

## AUTHORIZATION TO RELOCATE BUILDING(S)

TO: Department of Public Works  
Street Use-House Movers Permits

The Department of Building and Safety has verified the conditions checked below and hereby authorizes the Department of Public Works to issue a House Mover Permit (subject to all rules, conditions and regulations imposed by the Department of Public Works) to relocate the building(s)

from: \_\_\_\_\_

to: \_\_\_\_\_

Relocation Permit # \_\_\_\_\_

issued on \_\_\_\_\_

A Certificate of Occupancy is on file for the storage lot located at

\_\_\_\_\_

The City/County of \_\_\_\_\_ has authorized this move.

Owner of Building(s): \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Phone No.: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector/Plan Check Engineer

Phone No.: \_\_\_\_\_

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SUPERINTENDENT OF BUILDING  
GENERAL MANAGER

## PROPOSED RELOCATION PERMIT TO RELOCATE A BUILDING IN YOUR COUNCIL DISTRICT

Date: \_\_\_\_\_

Honorable \_\_\_\_\_

Council member, \_\_\_\_\_ District

Room \_\_\_\_\_, City Hall East

Attn: \_\_\_\_\_, Council Deputy

The Department of Building and Safety is hereby notifying you of a proposed relocation of a building within your Council District by providing you a copy of the permit application.

The inspection staff of the Department will soon be performing a compatibility evaluation of the proposed building with the existing neighborhood where it is proposed to be relocated. If you have any questions or comments, please direct them to the Building Inspector at (213) 202-3418.

RAYMOND S. CHAN, C.E., S.E.  
General Manager

by: \_\_\_\_\_, Plan Check Engineer

\_\_\_\_\_, \_\_\_\_\_, District Office