

A **Pre-Move** inspection is done for an existing building that a person wants to move from one location to another.

Step 1: Applicant contacts the office of the municipality that they would like to relocate the building to ensure that it fits within their zoning bylaws. Development permit approval will be required.

Step 2: If the municipality gives preliminary approval, the applicant must have a Pre-Move inspection done by Professional Building Inspections, Inc.

- Contact: Ph: (306) 536-1799 or Toll free: 1-855-487-1799 or email: office@pro-inspections.ca.
- PBI will forward the applicant a “Pre-Move Request & Service Agreement” and arrange for the inspection. PBI bills the applicant directly and requires payment before the report is released.

Step 3: PBI completes an on-site inspection, consultation and report, which includes the following:

- summary noting if the building is structurally sound to withstand the move,
- building details,
- exterior elevations,
- work to be performed on the building prior to occupancy (to meet NBC minimum standards),
- building permit requirements,
- required inspections, if approved by the municipality,

Step 4: The municipality approves or rejects the building based on the inspector’s report, which contains exterior and interior photos so that Council can make an informed decision. The municipality notifies the applicant of approval or rejection. If the building is approved, then continue to Step 5.

Step 5: The applicant will need to complete the municipal building permit application form (for a “Post-Move” permit) and provide the following:

- site plan for the new location;
- site-specific engineer-stamped foundation designs showing the structural detail;
- loading on concrete telepost pads or piles;
- wood and/or steel beam sizes; and
- geotechnical report, if required by the municipality or engineer’s recommendation.

Step 6: When the applicant submits ALL required information listed in Step 5 to the municipal office, the Administrator will submit this with the Residential - Permit Information Form and Residential – Plan Review Checklist (with E-mail Consent area completed and signed by the owner) to PBI for the plan review. When the plan review report is returned to the municipality, the Post-Move permit fee should be collected in full from the applicant before the plan review is returned and the building permit is issued.

Step 7: A *minimum* of four (4) inspections are required for a Post-Move permit:

1. **Plan Review** to ensure the placement of the building on the site conforms to local building bylaws and NBC requirements for spatial separation and exposure protection.
2. **Foundation** inspection prior to pouring the concrete foundation walls (or backfilling if a wood fdn).
3. **Anchoring** inspection prior to backfilling to check the anchoring of the building to the foundation.
4. **Occupancy** inspection prior to moving in or sleeping overnight. This would require completion of the NBC compliance items listed in the Pre-Move inspection report, as per Step 3.
5. A **Framing** inspection may be required if there is an insulated attached garage or basement development included with the permit. A **Final** inspection may be required if all work is not yet completed prior to occupancy approval.