



CITY OF
WATERTOWN
FINANCE DEPARTMENT

House Moving Business License Application

Please note: a moving permit is required for any building to be moved over a City right-of-way. Contact Community Development for the issuance of this permit before moving any structure.

☐ New Application ☐ Renewal

Licensing Year: 20____

License Information:

Business Name (as it will appear on license)	
Applicant/Owner Name (as it will appear on license)	
Business Address	
City, State, Zip	
Phone Number	
Email Address	
Insurance Company Name (copy of certificate req'd)	
Insurance Expiration Date	
License Fee (check made payable to City of Watertown)	License fee: \$250.00 first year/\$75 renewal Vehicle fee: \$50.00 per vehicle/per year

Identification of House Moving Vehicles (If more vehicles are to be added, please attach additional information to this application)

Vehicle #1 - Year, Make & Model	
Vin#	
SD License #	
Vehicle #2 - Year, Make & Model	
Vin#	
SD License #	
Vehicle #3 - Year, Make & Model	
Vin#	
SD License #	

Applicant/Owner Signature

Date

TO BE COMPLETED BY CITY OF WATERTOWN

Fee Paid: _____	City Council Approved On _____
Receipt Number: _____ Dated: _____	_____ City Manager
License or Permit Number: _____	_____ Finance Officer

Submit completed application to: City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201
Phone# (605) 882-6203 • Fax# (605) 882-6218 • licenses@watertownsd.us

License Procedures: House Moving Business



Per City Ordinance (Chapter 12.15 House Moving Businesses): No person shall engage in the business of moving houses or other buildings, unless he has a current license to do so.

To Apply for a House Moving Business License with the City of Watertown:

1. Fill out a business license application form and the identification of house moving vehicle(s) form, which is available at the City Finance Office in City Hall.
2. The license fee must be collected at the Finance Office. Please make payable to the City of Watertown.
 - a. **First Year Rate for a House Moving Business License is \$250.00 plus \$50.00 per vehicle**
3. Every licensed house moving company shall provide proof of liability insurance in the amount of not less than five hundred thousand dollars (\$500,000). A certificate of insurance shall be filed with the Finance Officer, and must be provided prior to any license being issued. The insurance required hereunder is for the protection of the public and any license issued will be immediately revoked upon revocation or cancellation of such insurance.
4. Approval is required from the City Finance Officer. Once approved, a license card will be mailed to you.
5. Please note, licenses are effective from January 1 to December 31. The renewal license fee is \$75.00 plus \$50.00 per vehicle and the paperwork will be mailed to you directly, usually in November.
6. **A moving permit is also required for any building to be moved over a City right-of-way. Please contact the Building Services department for issuance of this permit.**

12.1501: LICENSE REQUIRED

No person shall engage in the business of moving houses or other buildings, unless he has a current license to do so issued in accordance with this chapter and Chapter 12.01 of this code.

12.1502: LICENSE APPLICATION

An application for a license under this chapter shall state the name of the individual or company, the year, make, model of all vehicles to be used in pulling structures, and all other items specified in Section 12.0105.

12.1503: LICENSE ISSUANCE CANCELLATION

The license required by this chapter shall be issued by the Finance Officer, when the applicant has paid the prescribed fee and complied with this chapter and other applicable provisions of this code, and may be canceled or revoked as provided in Section 12.0108.

12.1504: LICENSE FEE

The initial fee and renewal fee for a license required by this chapter shall be established by resolution of the City Council. No license fee shall be prorated, regardless of its date of issuance, or expiration, as provided for in Section 12.1505. (Ord 10-27; Rev 11-12-10)

12.1505: LICENSE TERM

Any license issued or renewed under this chapter shall be valid for one (1) calendar year, except any license issued during any calendar year. All licenses shall expire at midnight, December 31, following the date of issuance.

12.1506: IDENTIFICATION OF VEHICLES

Each house mover licensed under this chapter shall paint, or affix a magnetic or other adhesive sign, on the side of the vehicle door, in two (2) inch bold lettering or larger, in a conspicuous manner, the name of the license holder and their license number. The license number shall be a five (5) digit number provided by the Finance Office.

12.1507: PERMIT REQUIRED APPLICATION FEE DISPLAY

- 1) No licensed house mover, or any other person, shall move any building or structure over any street or alley without a building permit, if required, and a house moving permit. A house moving permit shall be obtained only by a licensed house moving business from the Building Official or his designee. The Building Official shall issue the house moving permit only after the proper application has been made and proof is furnished that the required fee has been paid to the Finance Officer. An application for a house moving permit shall state the owner's name, house moving business license name and number, the location to be moved from, the location to be moved to, the route to be followed, and the building permit number, previously obtained from the city or county to which the house is to be moved, if a building permit is required by law. The fee for a house moving permit shall be established by resolution of the City Council. (Ord 12-23; Rev 09-14-12)
- 2) Prior to any structure being moved, the Municipal Utilities Superintendent, or his designee, may require a deposit be provided in an amount sufficient to cover all costs associated with any temporary relocation of power lines or other facilities
- 3) Any fees payable to other city departments shall be promptly paid in a manner consistent with city policy.
- 4) No refund of any house moving permit fee shall be authorized.
- 5) House moving permits shall be valid for fourteen (14) days. No extension shall be made.

12.1508: AUTHORIZED INDIVIDUALS LIABILITY FOR DAMAGES TO CITY PROPERTY

No person except a licensed house moving business shall move any buildings within the limits of the City; provided, however, that any building or structure with a width of twelve (12) feet or less, regardless of its length, and a height of sixteen (16) feet or less, and any trailer or similar structure constructed upon wheels, exclusive of mobile homes or manufactured housing, may be moved within the City by persons other than a licensed house moving business. The mover of any structure, trailer or house trailer shall be liable to the City for damages caused by such moving operations to the paving, curbs, overhead wires or other property of the City.

12.1509: INSURANCE REQUIRED

Every licensed house moving company shall provide proof of liability insurance in the amount of not less than five

hundred thousand dollars (\$500,000). A certificate of insurance shall be filed with the Finance Officer, and must be provided prior to any license being issued. The insurance required hereunder is for the protection of the public and any license issued will be immediately revoked upon revocation or cancellation of such insurance. (Ord 02-12; Rev 12-31-02)