

CITY OF BOX ELDER

MOVING PERMIT APPLICATION PACKET

- A Box Elder Moving Permit must be obtained, before moving begins, to move any factory-built or pre-fabricated structure that is 120 square feet or larger into, out of, through, or within the municipal limits of the city of Box Elder.
- Mobile homes built prior to the enactment of the 1976 Federal Manufactured Home Construction and Safety Act (42 U.S.C. Sec 5401) may not be moved into or within Box Elder municipal limits.
- Permits for residential structures not destined for an established Manufactured Home Park must be approved by the Planning & Zoning Commission before the move occurs.
- All factory-built homes moved into or within the City must be inspected to ensure they meet the required minimum structural standards and be approved for occupancy by the Chief Building Official or his designee prior to occupation.
- Factory-built homes not set on a permanent foundation must be skirted within 30 days of placement on site or you will be ordered to remove the structure from the city.
- 9-1-1 address numbers must be affixed within 30 days of placement of the structure on site or a fine will be assessed. Address numbers must be reflective and at least 4 inches tall and 3 inches wide.

There is a \$100.00 Late Application Fee, in addition to the \$50.00 Moving Permit Application Fee, if the move occurs prior to the issuance of a Moving Permit.

MOVING OUT OF CITY PERMITS REQUIRE AT LEAST 24 HOURS ADVANCE NOTICE. THE WATER ACCOUNT MUST BE FINALED AND THE WATER METER MUST BE REMOVED BEFORE THE STRUCTURE IS MOVED OUT OF THE CITY.

APPLICATION REQUIREMENTS



MHP = Manufactured Home Park

MOVE TYPE:	REQUIREMENTS:									
	Transportation Route Map	Affidavit of Mobile / Manufactured Home Taxes	County Moving Permit	Proof of Established Utility Service Lines	Finalization of Water Account & Meter Removal	Site plan indicating structure placement on property	Application & \$50.00 Application Fee (non-refundable)	Inspection Prior to Occupancy	Must be skirted within 30 days of placement on site	9-1-1 address numbers must be affixed within 30 days
Into city destination MHP	x	x	x				x	x	x	x
Into city destination not MHP	x	x	x	x		x	x	x	x	x
Within city between MHPs	x	x	x		x		x	x	x	x
Within city destination not MHP	x	x	x	x	x	x	x	x	x	x
Out of city	x	x	x		x		x			
Through city	x	x	x				x			

City of Box Elder
Planning and Zoning Department
 420 Villa Drive, Box Elder, SD 57719

Phone: 923-1404 Fax: 923-4264 www.box elder.us

**MOVING PERMIT
 APPLICATION**

Information

- Transportation contractors are required to have a Box Elder License to move structures in Box Elder.
- Pre-fabricated sheds smaller than 120 ft² are subject to setbacks but do not require a moving permit.
- Movement of factory-built homes requires an Affidavit of Current Mobile/Manufactured Home Taxes.
- Mobile homes built prior to the enactment of the 1976 Federal Manufactured Home Construction and Safety Act (42 U.S.C.. Sec. 5401) may not be moved into or within Box Elder municipal limits.
- Permits for residential structures not destined for an established Manufactured Home Park (MHP) must be approved by the Planning & Zoning Commission before the moving permit will be issued.
- Moving out of city permits require at least 24 hours advance notice - the water account must be finalized and the water meter must be removed prior to the structure leaving the city.
- Manufactured homes moving into or within the municipal limits must be inspected prior to occupancy.
- Factory-built homes not set on a permanent foundation must be skirted within 30 days of placement.

To be Completed by Applicant

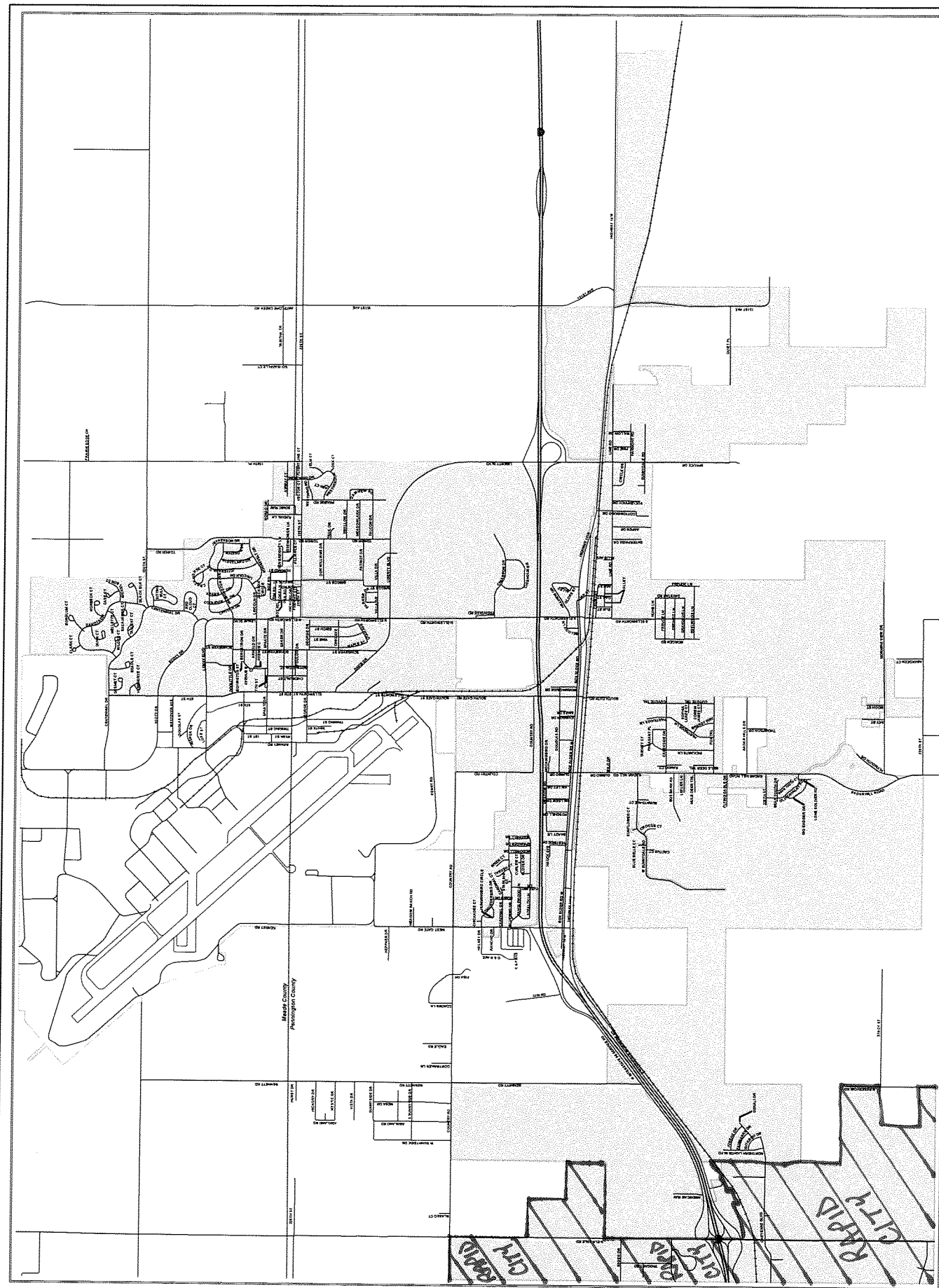
Structure Owner: Please Print		Applicant (if not Owner): Please Print	
Name(s):		Name(s):	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Daytime Phone:		Daytime Phone:	
Type of Structure to be Moved: Select		Move Type: Select (Permit requirements vary by type)	
<input type="checkbox"/> Single wide <input type="checkbox"/> Modular home <input type="checkbox"/> Double wide <input type="checkbox"/> Detached garage <input type="checkbox"/> Storage shed <input type="checkbox"/> Commercial/industrial <input type="checkbox"/> Stick built home <input type="checkbox"/> Agricultural <input type="checkbox"/> Other:		<input type="checkbox"/> Into city destination Manufactured Home Park <input type="checkbox"/> Into city destination not Manufactured Home Park <input type="checkbox"/> Within city between Manufactured Home Parks <input type="checkbox"/> Within city outside Manufactured Home Park <input type="checkbox"/> Out of city <input type="checkbox"/> Through city	
Structure Information: Please Print			
Year built:		Dimensions: Width ___ feet Length ___ feet	
Manufacturer:		Serial #:	
Transportation Information: Please Print			
Point of Origin: Please Print		Point of Destination: Please Print	
Street Address:		Street Address:	
City, State, Zip:		City, State, Zip:	
Transportation Company: Please Print		TRANSPORT DATE:	
Name:		Phone:	
Address:		City, State, Zip:	

I hereby certify that the above information is accurate and correct. I understand that if I fail to display the issued Moving Permit Placard on the rear of the structure being moved that I will be subject to a citation for a Class II Misdemeanor.

Signature of Applicant: _____ **Date:** _____

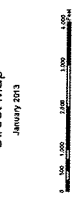
For City Use

Requirements:	Received by:
(Required)	(Received)
<input type="checkbox"/> Transportation route map (see reverse)	<input type="checkbox"/> Record No: _____
<input type="checkbox"/> Affidavit of Manufactured Home Taxes	<input type="checkbox"/> Commission Meeting: _____
<input type="checkbox"/> County Moving Permit	<input type="checkbox"/> Date Approved: _____
<input type="checkbox"/> Proof of established utility service lines	<input type="checkbox"/> Issue Date: _____ Issued By: _____
<input type="checkbox"/> Finalization of water account & meter removal	<input type="checkbox"/> Appt. Date: _____ S/O #: _____
<input type="checkbox"/> Site-plan indicating placement of structure in relation to property lines	<input type="checkbox"/> Setbacks ok: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Non-refundable \$ 50.00 Application Fee	<input type="checkbox"/> Transport Company License No: _____
<input type="checkbox"/> + Non-refundable \$ 100.00 Late Application Fee	<input type="checkbox"/> Inspection scheduled: _____
<input type="checkbox"/> Inspection prior to occupancy	



Box Elder, South Dakota
Street Map
January 2013

- Interstate 90
- Road
- Railroad
- Meade/Pennington County Boundary
- Box Elder City Limits
- Rapid City Limits
- Rapid City Limits



CITY OF BOX ELDER
Manufactured Home Minimum Structural Standards Information

General Exterior:

Homes to be placed on a basement/crawlspace with an approved building permit do not require skirting.

9-1-1 address numbers are to be displayed on the side of the home adjacent to the abutting street. They are required to be a minimum of four inches (4") tall and three inches (3") wide and constructed of, or coated with, reflective material.

The structure's paint color scheme must be continuous around the structure with accents, if desired, added to enhance the appearance.

Patio blocks, painted the same color as the roof, may be used to hold down factory-built home roofs to prevent rumbling. Placement of tires, cinderblocks, or other items whose primary design is not intended for placement on the roof of a residence is prohibited.

Tie-downs are required on all factory-built homes being moved into the City where the home is not fastened to a permanent foundation.

Tie-Down specifications:

For Single-wides when manufacturer's instructions are unavailable	
Length of Home	Over-the-Top Ties
up to 45 feet	2
46 to 48 feet	2
49 to 53 feet	2
54 to 57 feet	2
58 to 69 feet	2
70 to 72 feet	2
73 to 83 feet	2
84 to 89 feet	2

Frame Ties

3
3
3
4
4
4
5
5

The specified number of tie-downs in the table assumes each anchor has a pull resistance in its axial direction of 4,750 lbs.

Double-wide mobile homes require only frame ties, which must be placed along the outer side walls.

Use the services of a professional installer to insure that the structure is properly installed and anchored.

Skirting, Siding & Trim:

Skirting must be installed within thirty (30) days of placement on site, is to provide a continuous shield from the point of attachment to the ground, extend completely around the home, and should be made of weatherproof material. An access door or panel through the skirting must be provided when a water meter is installed under the home.

All siding & trim must be securely fastened in a workman-like manner on all areas of the structure. The siding must be made of the same material, and be continuous around the structure.

Entry & Egress:

An entry deck & steps or a ramp is required at all entryways and exterior doors that have thresholds more than six inches (6") above grade.

Landings must be at least thirty inches (30") wide by thirty-six inches (36") deep, and no more than eight inches (8") below the threshold.

Stair risers must be between four inches (4") and eight inches (8") in height. Stair treads must be at least nine inches (9") deep. Stairs must be at least thirty-six inches (36") wide. A handrail must be installed on one side of the steps from the adjacent grade to the deck surface.

Exterior doors must be functional for entry and egress, work properly, have working fastening mechanisms, and be operational from both inside & outside the home.

Interior:

All glass must be intact and all windows designed to open must be operational.

Floors and walls must be intact and maintained.

Electrical wiring must meet or exceed State Electrical Code requirements and the electrical panel must appear intact and maintained.

Plumbing must meet or exceed State Plumbing Code requirements.

Fixtures, furnaces, and vents must appear intact & maintained. Gas and propane lines must meet or exceed the specifications of the supplier/manufacturer.

All residences must be equipped with operational smoke detectors.