

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

Step 1: Applicant contacts the municipality asking how to proceed with a building relocation.

Step 2: The municipal administrator tells the applicant that they need a Pre-Move inspection and refers the applicant to Professional Building Inspections, Inc. (PBI) (**Ph: 306-536-1799 or Toll free: 1-855-487-1799**). The PBI office staff fill out a Pre-Move Service Agreement and arrange for the inspection.

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

- the building details,
- work to be performed on the building before occupancy (NBC conditions),
- elevation (exterior photos) and interior photos,
- building permit requirements,
- required inspections, if approved by municipality,
- a summary stating if the building is structurally movable.

This is billed by PBI directly to the applicant (refer to Schedule A - #4 for PBI pre-move fee).

Step 4: If the building is **rejected** by PBI, **then repeat Step 2** if the applicant finds another building. If the building is **approved structurally, then continue to Step 5**.

Step 5: The municipality approves or rejects the submission based on the inspector's report, which contains elevation and interior photos so that Council can see the appearance to help make a final decision. The municipality notifies the applicant of approval or rejection. If the building is **rejected, then repeat Step 2** if the applicant finds another building. If the building is **approved, then continue to Step 6**.

Step 6: The municipal administrator tells the applicant they will need to provide:

- two sets of site plans;
- two sets of engineer-stamped foundation designs showing the structural detail, as per PBI's report in Step 3;
- Loading on concrete telepost pads or piles;
- Wood and/or steel beam sizes; and
- Geo-technical report, if applicable.

Step 7: Once the applicant submits ALL required information in Step 6 to the municipality and pays the permit fee (per Schedule A - #4 / PBI post-move fee + municipal fee) then the municipal administrator completes the PBI Residential Permit Information Form and mails this form with the required information to PBI.

Step 8: At this point the process is similar to a regular building permit submission. Three (3) inspections are required for a Post-Move (building moved in):

1. **Foundation** inspection prior to pouring the concrete foundation (or backfilling, if wood fdn).
2. **Other** inspection for anchoring of the building to the foundation.
3. **Final** inspection prior to occupancy that would entail completion of the NBC conditions listed in the report provided in Step 3.