

**REQUEST FOR INFORMATION RELATING TO:  
 SERVICE DISCONNECTS AND ROUTE APPROVAL FOR  
 MOVING PERMITS**

This form must be signed by the appropriate city or agency employee. The contractor is responsible to call for disconnects and to have this form signed. The contractor will be issued a moving permit after this form has been signed and returned to this office and all other procedures are completed.

Present location of building:  
 Address: \_\_\_\_\_  
 Legal description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed location of building:  
 Address: \_\_\_\_\_  
 Legal description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dimension of building: \_\_\_\_\_

State license required: Yes  No

(Per State Statute, a license is **not** required **ONLY** if the structure is less than 16' wide by 20' long)

**1) Information to be furnished by the POLICE DEPARTMENT:**

Has the proposed route been approved? Yes  No

Remarks: \_\_\_\_\_

Approved for moving by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Police Department)

**2) Information to be furnished by the PUBLIC WORKS & UTILITY DIVISION:**

Has the proper water disconnect been completed? Yes  No

Remarks: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Utility Operations/Engineering)

Has the proper gas service disconnect been completed? Yes  No

Remarks: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Utility Operations/Engineering)

Has the proper sewer disconnect been completed? Yes  No

Remarks: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Utility Operations/Engineering)

**3) Information to be furnished by the ENGINEERING DIVISION:**

If not a state licensed mover, has the city transportation permit been obtained for route? Yes  No

Remarks: \_\_\_\_\_

Approved for moving by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Engineering Division)

**4) Overhead wires:** The owners of overhead wires hereby acknowledge that they are aware of the route and date of moving:

Approved for moving by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Telephone Company)

Approved for moving by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Minnesota Power)

Approved for moving by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Cable TV Company)