



BUILDING MOVING PERMIT GUIDELINES & PROCEDURES

City of Conway, Arkansas - Planning & Development

1111 Main Street • Conway, AR • 72032 • 501-450-6105 • conwayarkansas.gov

Effective on and after November 26, 1994

General Information

A building moving permit is required in order to move any building other than a portable building in the City of Conway from one place to another on the same lot, or from one lot to another.

A portable building may be granted a building permit by the City Permits Department if the following conditions are met:

- A. The building is not designated for full-time occupancy and it has no sleeping quarters.
- B. There are no installed electrical wiring, receptacles, or plumbing facilities.
- C. The building is a pre-fabricated design, arriving as a fully assembled structure.
- D. The building is no more than 160 square feet in area and not more than 16 feet in its greatest dimension.

Such a portable building shall be deemed an accessory building and will be subject to all appropriate requirements as set forth in the zoning ordinance.

The Mayor and City Permits Department may grant a 90-day permit to locate a temporary portable building or portable office building within the City of Conway. The provisions for applications do not apply to this 90-day permit, but application must be made directly to the Mayor and City Permits Department for approval and issuance of permit.

Procedure

1. All applications for a building moving permit shall be made in writing to the Planning Commission in accordance with the Planning Commission calendar (attached).
2. All applications shall contain the following information:
 - A. A description of the building to be moved.
 - B. The present location of the building.
 - C. The proposed location of the building.
 - D. The present and future use of the building.
 - E. The route over which the building is to be moved and the method of moving the building.
 - F. Photographs of the building or structure to be moved and photographs of the surrounding properties.
 - G. A report from a licensed structural pest control contractor stating the condition of the building or structure.
 - H. Any other information necessary to carry out the purposes of the Zoning Code.
3. The applicant must post a sign on the property to which the building is to be moved, at or near the front property line, clearly visible and unobstructed to the passing general public **no less than 15 days prior to the public hearing**. The disposable sign may be obtained from the Planning & Development Department for \$10.00 and must remain posted on the property until the public hearing has taken place.
4. The applicant must place a legal notice of public hearing in the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* that must appear at least once, **no less than 15 days prior to the public hearing**. The notice must include:
 - A. The present location of the building to be moved.
 - B. The proposed new location of the building including legal description and address. If no address is available, a description that is clear to the average person will suffice.
 - C. The type of building to be moved.
 - D. The proposed use of the building.
 - E. The time, date, and place of the public hearing. (Refer to attached Planning Commission meeting schedule).
5. Request for permit is heard by the Planning Commission. Planning Commission By-Laws require a representative to be present at the public hearing. If no representative is present, the request will be held in committee.
6. Following the public hearing, the Planning Commission will submit its recommendation to the City Council.
7. The City Council may grant or deny the application and/or attach further conditions deemed necessary.

8. The City Council may require the applicant to submit a bond to the City of Conway to insure any damage to public property or other damage during the move.
9. After the building is moved, the applicant is responsible for removing all debris and filling in all excavations.

Fees

The non-refundable application fee for a building moving permit for any building is \$325.00.

The building moving permit does not take the place of any required building permits.

Note: This is not an exhaustive guideline regarding building moving permits. Additional information is available in the City of Conway Zoning Code.

Checklist of Items for Building Moving Permit Application

- ☐ **Application for building moving permit** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Filing fee of \$325** - paid at the Planning & Development department in accordance with the Planning Commission calendar. **Make checks payable to City of Conway.**
- ☐ **Sign** - the disposable sign can be obtained at the Planning & Development department for \$10.00 and must be posted **no less than 15 days prior to the public hearing.**
- ☐ **Proof of Publication** - The notice must appear at least once **no less than 15 days prior to the public hearing.** The proof of publication, obtained from the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* after publication of public notice, is filed with the Planning & Development department no later than 10 days prior to the public hearing.
- ☐ **Photographs of the building to be moved** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Photographs of the properties surrounding location where building is to be moved** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Pest control report** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.

APPLICATION FOR BUILDING MOVING PERMIT

Conway Planning Commission

City of Conway, Arkansas

Note: Applications must be submitted via the Civic Access Portal, which can be accessed via:
www.conwayarkansas.gov/planning

Description of building to be moved: _____

Present location of the building: _____

Proposed location of the building: _____

Present use of the building: _____

Future use of the building: _____

Route over which the building is to be moved: _____

Method to be used in moving said building: _____

Name of Applicant: _____

Signature of Applicant: _____

Applicant's Address: _____

Email Address: _____ Daytime Telephone: _____

Date: _____

(Include all required application items described in the Procedure section)

NOTICE OF PUBLIC HEARING FORMAT

The following information is to be included in the newspaper publication.

Notice is hereby given that _____ has filed an application for a Building
Moving Permit with the Conway Planning Commission requesting that [he/she] be allowed to move a building described as:

from _____
current building address/location

to a site _____
proposed location AND legal description

to be used for _____
proposed usage

A public hearing on said request will be held at 5:30 pm on _____ in the
meeting date

City of Conway Municipal Building, 1111 Main Street. All persons are called upon to show cause for or against the granting of said permit.

For further information regarding this request please visit conwayarkansas.gov or contact the Planning & Development department at 501-450-6105.

Lori Quinn
Chairman, 2025
Conway Planning Commission

This notice must appear in the legal notices section of a publication of general circulation within the City of Conway, such as the Log Cabin Democrat or Arkansas Democrat-Gazette, no less than 15 days prior to the public hearing.

There is no timeline on how early your legal notice must be published.

Please contact the Log Cabin Democrat at legals@thecabin.net or by phone at (501) 327-6621 (or) the Arkansas Democrat-Gazette at classifieds@arkansasonline.com or by phone at (501) 372-3733 to:

1. confirm submission deadline [usually 24-48 hours prior to publication] and
2. confirm format requirements [typically a copy and paste format such as Microsoft Word or RTF file].