



# Moving Permit Application

UPDATED – 07/25/2025

City of Salem

*The City of Salem is an equal opportunity provider, employer and lender.*

440 E JEFFERSON AVE  
 PO BOX 249  
 SALEM, SD 57058  
 Phone: (605) 425-2301  
 Email: [CitySalem@SalemSD.com](mailto:CitySalem@SalemSD.com)

PERMIT #

**RESPONSIBLE PARTIES** (Permit issuance and correspondence will be with the applicant.)

<b>Property Owner/Applicant Name</b>		
<b>Mailing Address</b>		<b>Phone</b>
		<b>Cell</b>
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>		

<b>Moving Company (licensed)</b>		
<b>Mailing Address</b>		<b>Phone</b>
		<b>Cell</b>
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>		

*Please print or type the following information:*

PROPERTY INFORMATION		
<b>Property Address or Location</b>		<b>Parcel #</b>
<b>Legal Description</b>		
<b>Lot Size</b>	<b>Structure Size</b>	<b>Current Zone</b>
<b>Moving to: (Street Address)</b>	<b>City, State, Zip</b>	<b>Moving Date:</b>
<b>Moving from: (Street Address)</b>	<b>City, State, Zip</b>	
STRUCTURE MOVED FROM OUTSIDE CITY LIMITS		
<b>Conditional Use Permit:</b>	<b>Approved (circle one)</b> YES                      NO	<b>Date Approved/Denied:</b>
<b>Termite Inspector/Company Name</b>	<b>Phone #:</b>	<b>Date Inspected:</b>

Application shall be accompanied by:

- A copy of the site plan
- A copy of the Termite Inspection Report (only if moving into city limits)
- Pictures of structure (only if moving into city limits)
- Moving company's proof of insurance
- A non-refundable Moving Permit Application Fee of \$45.00

**CITY USE:**  
 CASH / CHECK # \_\_\_\_\_  
 APPROVED: \_\_\_\_ YES \_\_\_\_ NO  
 DATE: \_\_\_\_\_

I hereby certify that the information I have provided is accurate and correct and understand until application, all required documents and fee are received no action will be taken.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT(S)**

\_\_\_\_\_  
**DATE**

## INSTRUCTIONS FOR MOVING PERMIT

- **Property Owner/Applicant:** The person owning the property the structure is being moved from or onto is the applicant.
- **Moving Company:** The moving company must be a licensed and bonded company for moving structures.
- **Property Information:** please complete all the fields
- **Structure Moved from Outside City Limits** – section only required if moving a structure into the city limits.
- Application must be accompanied by a site plan, moving company's proof of insurance, and application fee. Pictures and termite inspection report only required when moving a structure into the city limits.