



COUNTY CLERK

718 Main, Hays KS 67601

MOVING PERMIT INSTRUCTIONS

**Applications are available from the Ellis County Clerk at 718 Main, or you may download one from ellisco.net under Department/Clerk.

In order to move, "haul or transport any house, building, derrick or other structure when loaded for movement of sixteen (16) feet or more from the surface of the highway, road, street or alley, upon, across, or over any public highway, road, street or alley, in the state of Kansas, either within or outside of the city limits of any incorporated city upon which public highway, road, street or alley, any telephone, telegraph, electric light, or electric power wires or other aerial facilities are in place", on Ellis County roads an application must be submitted. (K.S.A. 17-1914) Therefore this moving permit applies to anything that is loaded for movement of sixteen (16) feet or more in height from the above-stated surfaces.

Please review the following procedures that must be followed in order to move anything through Ellis County. **It is the responsibility of the contractor/mover or individual to notify all utilities, as well as State, City and/or Railroad that may be affected by this move. Once notification of all entities affected by the move is complete, the contractor/mover will present application to the Ellis County Clerk's office along with a \$100 fee.** The application will then be forwarded to the Road & Bridge Division for approval of the route, as well as Environmental Planning & Zoning for review. They will notify the Clerk once they have authorized approval of the route. The County Clerk will then sign and seal the permit and forward to the contractor/mover, who may then proceed with the move.

If ANY CHANGE in the moving date is made by the mover, notification MUST BE MADE to the COUNTY CLERK at 785-628-9410.

Please contact the Ellis County Clerk's office with any questions.

Effective September 24, 2018

Attachment:

- Permit to Move Building/Structure, Derrick, Etc. on County Road
- Ellis County Route Map
- Utilities List

[clerk/moving permit/moving permit instructions](#)

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