# House Move Application

## Information Sheet

You must apply for a House Move permit if the loaded width exceeds 20 feet at the widest points.

**Instructions for completing the House Move permit request process:** *(House mover works directly with MCD)*

- Applicant submits application to MCD including exact dimensions and weight, vehicle information, starting and ending locations and requested start date. Applicant either:
  - Completes Form MCD-109, House Move Route Form and faxes it to (512) 465-4254, or
  - Enters information into the Texas Permitting & Routing Optimization System (TxPROS) at TxPROS.TxDMV.gov.
- MCD will determine the most practical route and will send a route inspection form to the appropriate TxDOT District Permit Coordinator for approval.
- After approval is received, MCD will furnish the applicant with a proposed route on a House Move Route Inspection Form.
- Upon receipt of the signed route inspection MCD will issue a permit and send a copy to all appropriate districts.

**Applicant Responsibilities:**

- Applicant must submit request 3-5 days in advance of movement date.
- Prior to obtaining a House Move permit, an applicant must:
  - Comply with TxDMV Motor Carrier Registration requirements OR, file a surety bond in the amount of $10,000 with TxDMV (Form MCD-439).
  - Register vehicles under the provisions of Texas Transportation Code, Chapter 502.
  - Register with UCR upon notification.
  - Comply with Federal Motor Carrier Safety Administration (FMCSA) requirements.
- Provide valid payment method: Cash, Credit Cards*: American Express, Discover, Master Card, Visa, First Pay (Frost Bank) or Escrow. *A service charge of 25 cents plus 2.25 percent of the total fee amount will be added to all credit card transactions.
- If gross weight of vehicle and load exceeds 80,000 lbs. or exceeds legal weights per axle or axle group, complete loading diagram on Page 3 of Form MCD-109 or in TxPROS.

*For questions regarding your application status email MCD_Permit-Housemoves@TxDMV.gov or call (800) 299-1700 (options 1-3-1).*

**TxDOT District Personnel Responsibilities:**

- District Permit Coordinator and the carrier or MCD will agree upon a route.
- District Permit Coordinators will consider the following when approving routes:
  - The amount of inconvenience and hazard the move poses to the traveling public based on traffic volume
  - The highway geometrics and time of movement
  - The overall width of the house or building, measured to the nearest inch, including the eaves or porches
  - The overall loaded height, measured to the nearest inch (height could create an extra routing problem because of overhead wires).
- District Permit Coordinator will facilitate and expedite a house move request by contacting all maintenance offices within their District. If house will travel through any other Districts, proper approvals must be obtained.
- District Permit Coordinator will submit Form MCD-109 to the MCD when carrier makes request through the district.
- Upon issuance of the permit the carrier should request any extensions via the MCD. MCD will contact the TxDOT District Permit Coordinator for approval.



The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. Under §§552.021, 552.023 and 559.004 of the Texas Government Code, you are entitled to receive and review the information, and to have us correct erroneous information.

Texas Department of Motor Vehicles

# House Move Route Form

**(800) 299-1700**
**Fax: (512) 465-4254**

| Company Name | | Customer Account Number | |
|---|---|---|---|
| Contact Person for Carrier | | Carrier Phone Number | Carrier Fax Number |
| Company Address | | City | State / Zip |

**I attest to having one of the following:** ☐ A current Texas MCR number* **or** ☐ Current UCR registration with current insurance* **or** ☐ A current Texas Surety Bond on file with TxDMV ***Number:**

Payment Method ☐ Credit Card* ☐ PAC ☐ Escrow ☐ Cash Credit Card Exp: Customer E-mail Address
Account Number:

**A service charge of 25 cents plus 2.25 percent of the total fee amount will be added to all credit card transactions.*

| Load Description | | | | Gross Weight |
|---|---|---|---|---|
| Maximum Width | Maximum Height | Maximum Length | Ground Clearance | |
| **All dimensions must be submitted in feet and inches, if applicable.* | | | | |
| Base Width* | | Base Length* | | Hydraulic? ☐ Yes ☐ No |
| **Do not include eaves, porches, etc.* | | | | |

**Note: If the truck has a temporary permit (registration), provide:**

Temporary Permit Number: Expiration Date: Issuing State:

| Truck Year/Make | VIN | License Number | State |
|---|---|---|---|
| | | | |

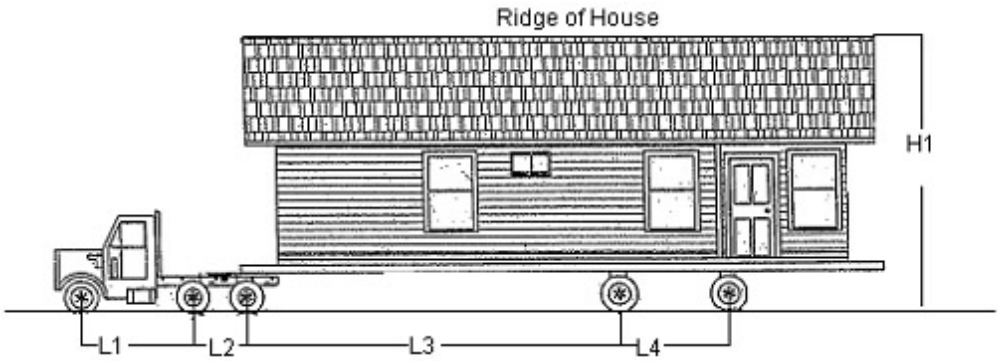
## Route Information

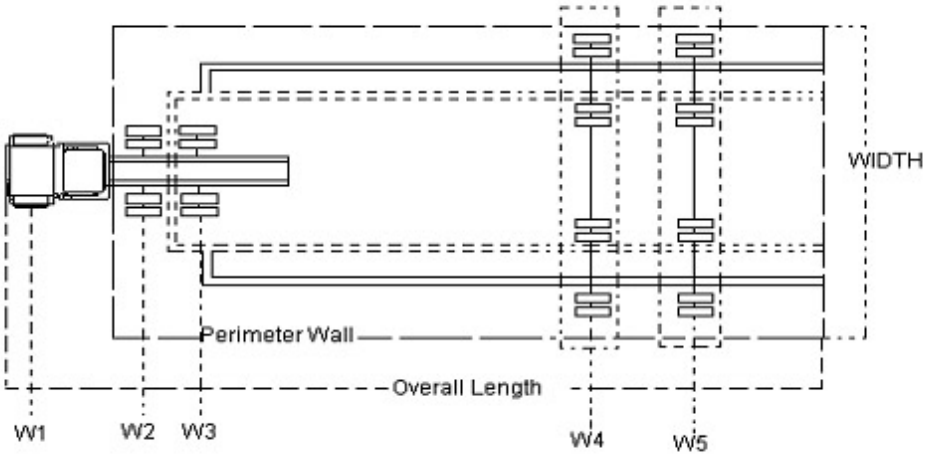
| Starting City: | Ending City: |
|---|---|
| Starting Junction: | Ending Junction: |
| Route: | |
| Requested start date: | To be completed by (date): |

**Note: Incomplete applications will not be processed and will be returned.**

# House Move Route Form, cont.

| **FOR MCD USE:** | Company Name | Permit ID# |
|---|---|---|




The diagrams above are examples. Please report your axle configuration exactly as your load is configured to include any extra axles that are not depicted above. Axle Spacings *(Example: L1 to L2, L2 to L3…)* and weights per axle *(Example: W1, W2, W3…)* must be documented in the chart below.

If you have any questions, please contact MCD at (800) 299-1700 options number 1-3-1.

| | L1 | L2 | L3 | L4 | L5 | L6 | L7 | L8 | L9 | L10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Axle Spacings (Ft/In) | | | | | | | | | | |
| | | | | | | | | | | |

| | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 | W14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lane Travel* | | | | | | | | | | | | | | |
| Weight (x1000) | | | | | | | | | | | | | | |
| Number of Tires | | | | | | | | | | | | | | |
| Tire Tread Width | | | | | | | | | | | | | | |

*Lane Travel Abbreviations: C = Center R = Right L = Left

**NOTE: Incomplete applications will not be processed and will be returned.**



For more information about House Moves, visit our website at www.TxDMV.gov. For comments concerning the application process contact (800) 299-1700 or email MCD-Respond@TxDMV.gov.