



HOUSE / STRUCTURE MOVE PROCESS INSTRUCTIONS

Licensing Process:

1. Once the [application](#) package is received by Jones Lang LaSalle (JLL), the application and drawing will be forwarded to the engineering firm to prepare the Exhibit “A” drawings for the contract. **This process takes approximately 10 to 15 working days.**
2. When the Exhibit “A” is completed, information will be forwarded to BNSF’s local Roadmaster and the Signal Supervisor for approval. **This process takes approximately 20 working days.**
3. Once approvals have been received, a contract will be prepared and two (2) copies will be forwarded to you for an original signature. A letter will be sent to you that will provide directions regarding insurance and any additional fees.
4. Return the signed contracts (2 contracts with original signatures), along with the appropriate **payment** to JLL’s Permits Department.
5. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.
6. Once the contract is executed, one original will be returned to you for your files.
7. The cover letter and the executed contract will list the Roadmaster’s name and phone number. **You will need to contact the Roadmaster ten (10) days prior to beginning work.**

Process Time:

Please be advised that the average time period for completion of this process is **approximately 30 days** from the time that the application is received. Any missing information, changes made by the applicant or necessary railroad device relocation estimates could cause an additional delay. Every effort will be made to complete this process in a timely manner. If you require **RUSH** processing please complete the attached form and send with your check for \$3,000.

Insurance Requirements for the following Agreement:

Commercial General Liability Insurance	Contractual Liability with a combined single limit of a minimum of \$2,000,000 each occurrence and an aggregate limit of at least \$4,000,000.
Business Automobile Insurance	Combined single limit of at least \$1,000,000 per occurrence.
Workers Compensation and Employers Liability Insurance	Employers’ Liability with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
Severability of interest and naming Licensor and JLL as additional insured’s shall be indicated on the certificate of insurance above (excluding Workers Compensation).	
Please note: These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.	

Please send the following so we may process your License request:

1. **Completed [Application](#).**
2. **\$600 non-refundable processing fee.** Check should be made payable to BNSF Railway Company. Please ensure all information is accurate, as each change will add an additional \$600 to the processing fee.
3. **Two sets of drawings** for the area to be occupied. (Include: streets, distance from tracks and streets, mileposts if available and any distinguishing land marks.)

Forward to:

Jones Lang LaSalle

Attn: Permit Services-House/Structure Moves

3017 Lou Menk Drive

Ft. Worth, TX 76131-2800



APPLICATION FOR HOUSE / STRUCTURE MOVE AGREEMENT

Jones Lang LaSalle
ATTN: Cynthia Daniels
3017 Lou Menk Drive
Fort Worth, Texas 76131-2800

Applicants Tax ID #
or SS #

We submit for your approval the following application for a House / Structure move on, over or across BNSF RAILWAY COMPANY'S right-of-way, as shown on the enclosed location plan and detailed sketch.

Applicant understands he or she will be requested to sign a standard House / Structure Moving Agreement which will require Applicant to:

- 1. furnish insurance as requested by BNSF Railway Company, and
2. reimburse BNSF Railway Company for expenses incurred in connection with the move.

Legal Name to be shown on permit:
If a corporation, State in which incorporated:
Mailing Address:
Daytime Phone: FAX:
Contact Name: Email Address:

Crossing Location:
City County State
Highway Name / Number Crossing is located at RR Milepost DOT #
1/4 Section Township Range
Latitude Longitude

Are there other private crossings in the vicinity? Yes No
If yes, give distance and direction from the crossing.
What is the distance of the closest public crossing in either direction:
Type of crossing: plank concrete other Describe:
Crossing Width

Type of User Vehicle
Auto Pickup Van Industrial If Industrial, type:
Total number of vehicles crossing per day:

Structure to be moved
Dimensions of Structure: Height: Width: Length: Approximate Weight:
Specify time period crossing will be required: days.

Date: Signed:
Print Name:
Title:
Phone #: FAX:

If you require additional assistance, please contact Cynthia Daniels at (817) 230-2630 or Cynthia.Daniels@am.jll.com .