

POLICIES & PROCEDURES



**City of Wilsonville
Building Division**
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INSPECTION OF PROPERTY PINS

Adopted: August, 2018

Number: BPP 107

Last Reviewed: N/A

Summary

1. Assigns responsibility to the building inspector to take appropriate steps to ensure that the approved setback requirements to property lines are met.
2. Specifies that the permit applicant is responsible for exposing the property pins and establishing string lines for the building inspector on those construction projects where the inspector must verify compliance with required minimum distances to property lines.

Background

The City of Wilsonville Development Code (WDC) and Wilsonville Building Code provide minimum setback requirements for buildings on lots/parcels. These setbacks are critical elements for fire safety, access for public utilities, as well as maintaining neighborhood livability. It is important that these setbacks are checked during the appropriate phase of construction.

Discussion

The building inspector is assigned the responsibility to take appropriate steps to ensure that the approved setback requirements to property lines are met.

The Wilsonville Building Code, which includes the Oregon Residential Specialty Code and the Oregon Structural Specialty Code, does not speak to verification of property line setbacks under the requirements for a footing/foundation inspection. The City perceives the verification of property line setbacks to be of critical importance for ensuring buildings are accurately constructed in the approved location per the approved site plan.

To determine setbacks, the inspector is required to observe and verify surveyed property pin locations. A common practice is for contractors to locate the surveyed property pins and run string-lines between the two. During a foundation inspection the inspector measures from the string-lines to the foundation forms which project the building corners. This is done prior to pouring concrete.

In cases where there is a high degree of accuracy needed due to tight site constraints, the inspector may require that the foundation corners be located by a licensed surveyor, and that the surveyor provide a letter of

verification that setbacks are in accordance with the approved site plans. During plan review the plans examiner will attempt to note this in the conditions of approval so the contractor has a heads-up. Regardless, the inspector has the authority at their discretion to require exposure of property pins or a letter of setback verification from the surveyor.

When site conditions are not perceived as tight, or there is flexibility with building location (such as on a large lot), this requirement is generally waived by the building inspector when the appropriate property pins are exposed and string lines established. The inspector may allow other mechanisms to be utilized by the applicant to make the inspection as accurate as possible.

Procedure

1. The building inspector has the responsibility to take appropriate steps to ensure that the approved setback requirements to property lines are met.
2. The permit holder is responsible for exposing property pins and establishing string lines (or providing other reasonable mechanisms) for the building inspector to verify compliance with required minimum distances to property lines.
3. If at any time in the judgment of the inspector the property boundaries are in question due to topography, vegetation, or other issues, the building inspector will require a site survey and documentation of property boundaries in relation to the proposed structure. Any such documentation will be archived with the appropriate permit documents.