



POL: 12-101

TITLE: HUB AND TACK SURVEY

11/14/12

HUB AND TACK SURVEY

All foundations for new homes, additions that extend beyond the existing foundation walls, detached buildings or structures including swimming pools that require a building permit require a hub and tack survey. This must be submitted to the City of Happy Valley prior to the first footing or foundation inspection.

Exception: If the homeowner or building contractor has prior written approval from the planning department that a hub and tack survey is not required on this property.

PRO: 12-101

PROCEDURE FOR THE HUB AND TACK INSPECTION

1. The following is required for an approved hub and tack:
 - (a). Surveyor's signature and stamp.
 - (b). The distance from the corners or the building or structure affected by the set-back to the property line.
 - (c). The lot number and subdivision, or the street address to be on the hub and tack for lot identification.
 - (d). Any faxed copy to be legible.
2. All footings and foundation inspection requests need to have the file checked for a hub and tack prior to the initial footing inspection.
3. If there is no hub and tack in the file, call the contact person on the inspection request and inform them that a signed, stamped copy of the hub and tack is required to be in the building file at the City of Happy Valley prior to the inspection. **NO EXCEPTIONS WITHOUT THE PLANNING DIVISION'S SIGNED APPROVAL TO DO THE INSPECTION.**
4. If the hub and tack is in the file, compare the set-back distances on the survey to see if they match the required set-back written on the file. If the survey shows a discrepancy, check with the permit technician to see if there have been any changes in the set-backs or

16000 SE Misty Drive
Happy Valley, Oregon 97086-6299
Telephone: (503) 783-3800 Fax: (503) 658-5174
Website: www.ci.happy-valley.or.us

special allowances. If no changes have been made, contact the person requesting the inspection. 3. If at the front, side or rear the encroachment is one (1) foot or less, check with planning to see if they will grant a variance. **THE VARIANCE IS PLANNINGS DECISION.** If they ask for input, give it, but planning makes the decision. **INSURE THAT THE PLANNER THAT APPROVES THE VARIANCE SIGNS ON THE FILE SITE PLAN AND THE HUB AND TACK SURVEY** so there is no misunderstanding.

5. Verify the dimensions on the survey with the plans. Look for discrepancies. Should you find a discrepancy, consult the signing plans examiner to determine if there are any issues regarding the structure that the builder will have to provide additional information for engineering. If there are no planning issues, use your initiative, good common sense, inspection experience and skills to decide if you will proceed with the inspection.

6. After doing the above, if there are no discrepancies, proceed with the inspection.

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