



Town of Wells, Maine
Code Enforcement Office

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Memorandum For: Contractors, Surveyors and Residents of the Town of Wells

Subject: **Requirements/process for Pinning Footings/Foundations**

1. The following criteria will be used in the review process in determining which projects will require a pinning letter prior to pouring concrete for footings/foundations.
 - a. Projects with structures that are within five feet (5") of any setbacks/buffers.
 - b. Projects with structures that fall within a specified building window/envelope that is within five feet (5") of any specified control points/lines within the building window/envelope.
 - c. Projects that have required building to building distances.
 - d. Projects deemed by this office as necessary based on the above factors, and or past practices, as well as for any projects where a distance or factor warrants consideration.
2. The following outlines the process for compliance.
 - a. Prior to pouring concrete the footing/foundation will be pinned and clearly marked by a professional Survey/Engineer.
 - b. A signed formal letter from the individual or company who pinned the site is required. The letter must be on the company letter head. The letter should indicate the Map/Lot, address/location of where the work was completed and a brief statement indicating work completed; referencing the site pinned meets all required setbacks as outlined on the plot or site plan that was submitted for the project.
3. The footing/foundation will not be inspected if a Code Enforcement official arrives for a scheduled inspection and the site is not pinned and the letter has not been received. This could delay your construction schedule. Plan accordingly.