

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – February 2018

Summary

It is the mission of Code Enforcement to protect the safety, health and welfare of the citizens of the Town of Windham through consistent and fair enforcement of applicable federal, state and local codes and regulations.

Each month the current status of the program will be assessed using the following measures identified in the budget narrative.

1. Compliance, in part, is achieved through public education in the Maine Uniform Building and Energy Code and the Town of Windham Land Use Ordinance¹.

- Each interaction presents the opportunity to educate and inform contractors and/or citizens about state and local regulations.
- The Code Enforcement page on the Town's website provides educational information such as: The Maine Uniform and Energy Code requirements, Shoreland Zoning requirements, Town of Windham Local Ordinance requirements, Floodplain management, Stormwater Management, as well as links to Radon regulations, etc. The website also provides a staff directory/phone numbers for citizens/contractors that require further education/information.
- In June 2016, a people counter was installed at the entrance to the customer counter. This counter collects data showing the number of walk in customers to all of the departments in our area. For the month of February 2018 the people counter failed. A new counter will be installed soon.

2. Application review and permit issuance is timely².

- Inspections vary from projects to complaints. Various inspections include footings, foundation walls, foundation backfill, framing, insulation, rough electrical, electrical services, rough plumbing, final plumbing, final electric, septic field horizon, final elevation and installation, septic tanks, soil and erosion control measures, certificates of occupancies, violations and complaints³. Additionally the number of permits issued does not reflect the number of permits received but

¹ Paraphrased from budget narrative

² Paraphrased from budget narrative

³ All structures/remodels must be in full compliance with local zoning and licensing codes, floodplain management, land development regulation/excavations, and up-to-date with the State of Maine Building and Energy Code.

not yet issued for the month due to lack of information or the applicant canceling the project.

- One Hundred and Two (102) permits were issued.

3. MyGov inspection and permitting performance data.

- “Inspections Summary – By Project Type”
This report shows the project type, the total number of inspections for each project type with a percentage of those that passed versus those that either partially passed, or failed.
It also starts to show tracking data for the total time and total mileage that each project type accumulated for the month.
- “Activity Report – By Project Type”
This report shows the activity for the month; the number of permits issued, inspections performed, monies received and time tracking from the day permit request was made to the day it was issued. The totals for columns that show permit start to permit issue and permit performance are a total of that column.
This information doesn’t take into account the times that a person requests inspections in advance, or if their project requires additional information that may increase the time for permit issuance.
- “Activity Report – By Violation Type” (Complaints)
This report shows the activity for the month; the number of complaints that were received, inspections performed, if there was a violation or not, total cases, completed cases, cases that were closed with no violation, voluntary compliance and forced compliance.
- “Impact Fees Collected”
This report shows the impact fees collected for the month, the type and the location of the project
- “Activity Comparison”
This report shows a comparison of the current fiscal year to date to the previous fiscal year to date of the previous year

Highlights

- Reports to the State of Maine were completed and submitted.
- The state implemented the 2015 MUBEC rules January 23, 2018, but gave municipalities up to 90 days to adopt and enforce the 2015 rules. We will start enforcing the 2015 MUBEC rules March 1, 2018. October 2016, the NFPA and Plumbing codes were updated.

Statistics

February 2018		February 2017	
Inspections:	326	Inspections:	259
Permits:	102	Permits:	98
New Single Family	2	New Single Family	8
Replacement	0	Replacement	0
Multi-Unit	12	Multi-Unit	0
Building, Plumbing and Electrical Permit	\$25,306.12	Permit Fees:	\$23,883.06
Recreation Impact Fees:	\$10,680.00	Recreation Impact Fees:	\$8,640.00
Route 302 Road Improvements Impact	\$92.79	Route 302 Road Improvements Impact	\$811.61
Sidewalk Impact	0	Sidewalk Impact	0
Fiscal YTD 17-18		Fiscal YTD 16-17	
Inspections: (Permit and Code Enforcement)	6244	Inspections: (Permit and Code Enforcement)	6249
Permit Count:	2246	Permit Count:	2298
Total Dwelling	157	Total Dwelling	160
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	112	Single Family Homes:	121
Replacement	13	Replacement	13
Multi-Unit	25	Multi-Unit	24
Accessory	7	Accessory	2

Code Enforcement Department's
Activity Report - By Violation Type
Month of February, 2018

	Complaints (Violation)	Complaints (No Violation)	New Cases	Total Cases	Completed Cases	Total Inspections	Closed - No Violations	Voluntary Compliance	Forced Compliance
All Violations									
Junkyard and Automobile Graveyard	0	0	0	1	1	1	1	0	0
MUBEC VIOLATIONS IBC	0	0	2	2	0	2	0	0	0
Totals	0	0	2	3	1	3	1	0	0

Town of Windham's
Fiscal Year Activity Comparison
End Date 02/28/18

Project Type	Permits Issued		Total Inspections		Total Fees	
	This Fiscal YTD	Last Fiscal YTD	This Fiscal YTD	Last Fiscal YTD	This Fiscal YTD	Last Fiscal YTD
Commercial - In Office Appointments	0	0	78	112	\$0.00	\$0.00
On Site Inspection	0	0	170	157	\$0.00	\$0.00
Residential - In Office Appointment	0	0	388	478	\$0.00	\$0.00
Walk in appointment	0	0	1	16	\$0.00	\$0.00
Residential - Accessory Apartments	7	2	33	11	\$4,476.75	\$1,162.30
Residential - Accessory Building	55	64	143	176	\$3,829.90	\$5,215.50
Residential - Additions / Remodels	218	232	605	682	\$26,106.99	\$26,439.99
Residential - Demolition	29	38	28	23	\$870.00	\$1,240.00
Residential - Electrical Permit	458	444	962	870	\$14,100.00	\$13,350.00
Residential - Foundation / Basement	26	22	64	61	\$4,620.40	\$2,921.90
Residential - New SFH	109	121	1,168	1,099	\$193,298.46	\$222,085.59
Residential - Plumbing Permit	235	237	500	503	\$28,920.00	\$26,830.00
Residential - Pool Permit	11	14	9	7	\$380.00	\$470.00
Residential - Replacement Home	5	5	45	47	\$2,145.55	\$2,264.65
Residential - SSWW	188	217	562	610	\$50,120.00	\$57,185.00
Residential Change of Use	3	3	4	1	\$150.00	\$150.00
Residential Multi-Unit	24	20	141	174	\$28,604.54	\$26,243.74
Commercial - Accessory	5	3	11	2	\$1,129.20	\$214.80
Commercial - Addition / Remodels	41	51	187	220	\$26,027.01	\$22,169.18
Commercial - Demolition	8	12	2	0	\$240.00	\$400.00
Commercial - Electrical Permit	86	90	161	142	\$2,680.00	\$2,420.00
Commercial - Foundation / Basement	3	1	12	0	\$1,933.95	\$499.95
Commercial - New	10	10	98	94	\$27,655.00	\$21,760.72
Commercial - Plumbing Permit	33	37	82	82	\$4,630.00	\$4,960.00
Commercial - Pool Permit	1	0	2	0	\$30.00	\$0.00
Commercial - SSWW	20	17	42	49	\$6,135.00	\$5,075.00
Commercial - Towers	8	5	1	3	\$2,737.00	\$1,290.00
Commercial Change of Use	15	13	27	11	\$750.00	\$650.00
Commercial Multi Unit Building	1	4	23	29	\$720.00	\$1,209.60
Banner sign	15	20	0	0	\$570.00	\$630.00
Chimney	5	3	4	5	\$150.00	\$90.00
Home Occupation 1	4	9	0	0	\$120.00	\$270.00
Life Safety Inspection	0	0	0	3	\$0.00	\$0.00
Mechanical Systems	235	170	193	114	\$26,657.00	\$22,891.00
Permanent Sign	47	30	0	0	\$1,700.00	\$930.00
Road Permit Application	26	11	2	2	\$10,272.50	\$3,755.75
Soil & Erosion Permit	180	211	114	128	\$5,530.00	\$6,420.00
Temporary Sign Permit	9	20	0	0	\$270.00	\$600.00
Board Of Appeals	0	0	10	15	\$0.00	\$0.00

Board of Appeals - Admin Appeal	1	0	2	0	\$400.00	\$0.00
Board of Appeals - Variance	0	0	1	0	\$0.00	\$0.00
Department Head Meeting	0	0	9	9	\$0.00	\$0.00
Development Team Meetings	0	0	7	8	\$0.00	\$0.00
Monthly Meeting	0	0	4	5	\$0.00	\$0.00
Planning Staff Review	0	0	2	5	\$0.00	\$0.00
Junkyard Renewals	0	0	8	7	\$0.00	\$0.00
Shoreland - Accessory Building	5	3	3	0	\$856.40	\$179.20
Shoreland - Additions / Remodels	26	27	117	65	\$7,893.05	\$9,079.45
Shoreland - Demolition	11	9	7	7	\$330.00	\$270.00
Shoreland - Electrical Permit	0	5	0	10	\$0.00	\$150.00
Shoreland - Foundation / Basement	5	2	14	3	\$864.60	\$474.80
Shoreland - New SFH	3	3	30	24	\$3,269.48	\$3,853.78
Shoreland - Plumbing Permit	4	4	8	15	\$430.00	\$560.00
Shoreland - Replacement Home	8	8	70	56	\$5,101.30	\$4,978.75
Shoreland - Soil & Erosion - Major	0	1	0	2	\$0.00	\$100.00
Shoreland - Soil & Erosion - Minor	3	12	4	5	\$160.00	\$580.00
Shoreland - SSWW	10	14	24	39	\$2,225.00	\$3,175.00
Shoreland Tree Removal Permit	15	15	22	24	\$750.00	\$750.00
Shoreland Zoning Permit	24	42	11	6	\$1,250.00	\$2,150.00
Tree Removal Permit	11	17	29	33	\$600.00	\$850.00
Totals	2,246	2,298	6,244	6,249	\$501,689.08	\$508,945.65

MYGOV.US

Fiscal Year Activity Comparison

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Town of Windham's
Activity Report by Project Type
Month of February, 2018

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	9	0.00	\$0.00
On Site Inspection	0	6	0.00	\$0.00
Residential - In Office Appointment	0	9	0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00
Residential - Accessory Building	0	2	0.00	\$0.00
Residential - Additions / Remodels	11	37	2,495.00	\$1,506.60
Residential - Demolition	1	0	0.00	\$30.00
Residential - Electrical Permit	22	50	0.00	\$710.00
Residential - Foundation / Basement	2	6	0.00	\$248.20
Residential - New SFH	1	71	3,936.00	\$2,109.02
Residential - Plumbing Permit	13	26	0.00	\$1,670.00
Residential - SSWW	4	31	0.00	\$1,025.00
Residential Multi-Unit	12	0	1,049.00	\$14,008.80
Commercial - Addition / Remodels	1	3	0.00	\$340.00
Commercial - Electrical Permit	5	16	0.00	\$200.00
Commercial - New	0	7	0.00	\$0.00
Commercial - Plumbing Permit	1	6	0.00	\$340.00
Commercial - Towers	1	0	0.00	\$380.00
Commercial Change of Use	1	0	0.00	\$50.00
Banner sign	1	0	0.00	\$60.00
Chimney	1	1	0.00	\$30.00
Mechanical Systems	13	8	0.00	\$1,726.50
Permanent Sign	2	0	0.00	\$60.00
Road Permit Application	0	1	0.00	\$0.00
Soil & Erosion Permit	3	4	0.00	\$110.00
Department Head Meeting	0	2	0.00	\$0.00
Planning Staff Review	0	1	0.00	\$0.00
Town Council Public Hearing	0	1	0.00	\$0.00
Shoreland - Additions / Remodels	0	12	0.00	\$0.00
Shoreland - Demolition	1	0	0.00	\$30.00
Shoreland - New SFH	1	3	1,300.00	\$372.00
Shoreland - Plumbing Permit	0	1	0.00	\$0.00
Shoreland - Replacement Home	0	3	0.00	\$0.00
Shoreland - SSWW	0	1	0.00	\$0.00
Shoreland Zoning Permit	1	0	0.00	\$50.00

Tree Removal Permit	4	6	0.00	\$250.00
Totals	102	326	8,780.00	\$25,306.12
Average		9	243.89	\$702.95

Town of Windham's
Activity Report by Project Type
Month of February, 2017

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	2	0.00	\$0.00
On Site Inspection	0	5	0.00	\$0.00
Residential - In Office Appointment	0	23	0.00	\$0.00
Residential - Accessory Apartments	0	4	0.00	\$0.00
Residential - Accessory Building	2	2	0.00	\$30.40
Residential - Additions / Remodels	6	16	0.00	\$755.50
Residential - Electrical Permit	19	44	0.00	\$570.00
Residential - Foundation / Basement	1	1	0.00	\$132.70
Residential - New SFH	8	65	19,869.00	\$14,389.86
Residential - Plumbing Permit	7	30	0.00	\$850.00
Residential - Replacement Home	0	7	0.00	\$0.00
Residential - SSWW	10	25	0.00	\$2,735.00
Residential Change of Use	1	0	0.00	\$50.00
Residential Multi-Unit	0	1	0.00	\$0.00
Commercial - Addition / Remodels	1	3	0.00	\$50.00
Commercial - Demolition	1	0	0.00	\$30.00
Commercial - Electrical Permit	7	4	0.00	\$210.00
Commercial - Foundation / Basement	1	0	0.00	\$499.95
Commercial - New	0	4	0.00	\$0.00
Commercial - Plumbing Permit	2	3	0.00	\$120.00
Commercial - SSWW	2	2	0.00	\$1,260.00
Commercial Change of Use	2	0	0.00	\$100.00
Banner sign	3	0	0.00	\$90.00
Home Occupation 1	1	0	0.00	\$30.00
Mechanical Systems	11	7	0.00	\$1,617.25
Permanent Sign	2	0	0.00	\$60.00
Soil & Erosion Permit	9	0	0.00	\$270.00
Board Of Appeals	0	2	0.00	\$0.00
Development Team Meetings	0	1	0.00	\$0.00
Shoreland - Additions / Remodels	1	1	24.00	\$2.40
Shoreland - Demolition	1	0	0.00	\$30.00
Shoreland - Plumbing Permit	0	1	0.00	\$0.00
Shoreland - Replacement Home	0	5	0.00	\$0.00
Shoreland - SSWW	0	1	0.00	\$0.00

Totals	98	259	19,893.00	\$23,883.06
Average		8	585.09	\$702.44

Town of Windham's
Impact Fees Collected
Month of February, 2017

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-00124	02/06/2017	801 Gray Rd.	17-0170	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00129	02/07/2017	85 Harvest Hill Rd.	17-0150	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00129	02/07/2017	85 Harvest Hill Rd.	17-0150	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
17-00141	02/09/2017	12 Gentle Breeze	17-0103	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00144	02/10/2017	22 Adalynn Dr.	17-0197	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00169	02/21/2017	78 Harvest Hill Rd.	17-0218	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00169	02/21/2017	78 Harvest Hill Rd.	17-0218	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
17-00199	02/24/2017	2 Twoey Dr.	17-0230	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00202	02/24/2017	4 Twoey Dr.	17-0228	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00208	02/27/2017	531 Roosevelt Tr	17-0259	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00208	02/27/2017	531 Roosevelt Tr	17-0259	Residential - New SFH	Impact Fee - Roads South	\$38.65	\$38.65
						\$9,451.61	

Payment Summary

Check	\$9,451.61
Total	\$9,451.61

Account Number Summary

100025001	\$38.65
100025002	\$8,640.00

100025003	\$772.96
Total	\$9,451.61

TOTAL Account Number Summary

100025001	\$38.65
100025002	\$8,640.00
100025003	\$772.96
TOTAL	\$9,451.61

Town of Windham's
Impact Fees Collected
Month of February, 2018

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
18-00167	02/21/2018	7 Flintlock Dr.	18-0221	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00167	02/21/2018	7 Flintlock Dr.	18-0221	Residential - New SFH	Impact Fee - Roads South	\$96.62	\$96.62
18-00198	02/27/2018	4 Matinicus Suite. 12 Way	18-0261	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00199	02/27/2018	2 Matinicus Suite. 11 Way	18-0260	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00200	02/27/2018	15 Tarkill Suite. 10 Way	18-0259	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00201	02/27/2018	13 Tarkill Suite. 9 Way	18-0258	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00202	02/27/2018	11 Tarkill Suite. 8 Way	18-0257	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00203	02/27/2018	9 Tarkill Suite. 7 Way	18-0256	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00204	02/27/2018	7 Tarkill Suite. 6 Way	18-0255	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
18-00205	02/27/2018	5 Tarkill Suite. 5 Way	18-0254	Residential Multi-Unit	Impact Fee - Recreation (Manufactured)	\$800.00	\$800.00
18-00206	02/27/2018	3 Tarkill Suite. 4 Way	18-0253	Residential Multi-Unit	Impact Fee - Recreation (Manufactured)	\$800.00	\$800.00
18-00207	02/27/2018	1 Tarkill Suite. 4 Way	18-0252	Residential Multi-Unit	Impact Fee - Recreation (Manufactured)	\$800.00	\$800.00
18-00208	02/27/2018	2 Tarkill Suite. 1 Way	18-0250	Residential Multi-Unit	Impact Fee - Recreation	\$800.00	\$800.00

18-00209	02/27/2018	4 Tarkill Suite. 2 Way	18-0249	Residential Multi-Unit	(Manufactured)		
					Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
							\$10,776.62

Payment Summary

Check	\$10,776.62
Total	\$10,776.62

Account Number Summary

100025001	\$96.62
100025002	\$10,680.00
Total	\$10,776.62

TOTAL Account Number Summary

100025001	\$96.62
100025002	\$10,680.00
TOTAL	\$10,776.62