

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – September 2017

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 the month of March, staff met with approximately seven hundred (700) contractors and property owners, both in the field and in the office. The total number of inspections does not include the number of walk in customers or phone calls received by department staff.
- 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 September 2017 there were six hundred and fifty eight (658) walk in customers.

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 seventy two (172) 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
- MyGov software automatically emails the applicant when the review process has started; and/or additional information is needed; and/or permit is available.

Highlights

- Reports to the State of Maine were completed and submitted.
- The state plans to implement the updated MUBEC codes in 2017, but the effective date has not been determined; In October 2016, the NFPA and plumbing codes were updated. The effective date has not yet been determined.

Statistics

September 2017		September 2016	
Walk-in Customers:	658	Walk-in Customers	787
Inspections:	423	Inspections:	423
Permits:	172	Permits:	172
New Single Family Homes:	10	New Single Family Homes:	15
Replacement Homes	1	Replacement Homes	1
Multi-Unit Dwelling Units	0	Multi-Unit Dwelling	0
Building, Plumbing and Electrical Permit Fees:	\$ 28,019.82	Permit Fees:	\$42,139.22
Recreation Impact Fees:	\$ 6,480.00	Recreation Impact Fees:	\$15,120.00
Route 302 Road Improvements Impact Fees:	\$ 545.09	Route 302 Road Improvements Impact Fees:	\$888.91
Sidewalk Impact Fees:	0	Sidewalk Impact Fees:	\$38.65
Fiscal YTD 2017		Fiscal YTD 2016	
Walk In Customers:	2040	Walk In Customers:	2207
Inspections: (Permit and Code Enforcement)	5,919	Inspections: (Permit and Code Enforcement)	5,409
Permit Count:	2,196	Permit Count:	2,106
Total Dwelling Units:	155	Total Dwelling Units:	139
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	117	Single Family Homes:	105
Replacement Homes:	13	Replacement Homes:	13
Multi-Unit Dwellings:	21	Multi-Unit Dwellings:	20
Accessory Apartments:	4	Accessory Apartments:	1