

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – November 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 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 November 2017 there were six hundred and twenty three (623) 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 forty four (144) 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 plans to implement the updated MUBEC codes in January 2018, 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

November 2017		November 2016	
Walk-in	623	Walk-in	508
Inspections:	363	Inspections:	419
Permits:	144	Permits:	119
New Single Family	8	New Single Family	7
Replacement	1	Replacement	0
Multi-Unit	0	Multi-Unit	0
Building, Plumbing and Electrical Permit	\$41,044.25	Permit Fees:	\$26,368
Recreation Impact Fees:	\$10,520.00	Recreation Impact Fees:	\$8,640
Route 302 Road Improvements Impact	\$3,385.22	Route 302 Road Improvements Impact	\$425.13
Sidewalk Impact		Sidewalk Impact	\$135.27
Fiscal YTD 2017		Fiscal YTD 2016	
Walk In	3337	Walk In	3361
Inspections: (Permit and Code Enforcement)	5339	Inspections: (Permit and Code Enforcement)	5289
Permit Count:	1947	Permit Count:	1993
Total Dwelling	132	Total Dwelling	140
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	99	Single Family Homes:	105
Replacement	13	Replacement	10
Multi-Unit	13	Multi-Unit	24
Accessory	7	Accessory	1

	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017
1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44	69	0	64	49	0	74	58	0	74
2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17	44	0	69	31	0	80	0	93	76
3	-	-	-	-	-	-	-	-	-	-	48	58	0	43	-	41	35	38	0	38	48	0	65	71
4	-	-	-	-	-	-	-	-	-	-	54	71	0	31	-	0	50	52	0	0	33	0	51	0
5	-	-	-	-	-	-	-	-	-	-	51	0	38	30	-	0	67	76	123	72	0	74	74	0
6	-	-	-	-	-	-	-	-	-	1	32	0	20	32	-	100	51	0	62	76	0	78	82	98
7	-	-	-	-	-	-	-	-	-	-	53	58	48	0	-	43	57	0	88	74	62	91	0	99
8	-	-	-	-	-	-	-	-	-	-	0	43	51	0	-	79	0	86	69	0	68	69	0	66
9	-	-	-	-	-	-	-	-	-	-	0	54	47	49	-	51	0	63	77	0	44	0	0	77
10	-	-	-	-	-	-	-	-	-	-	0	62	0	40	-	57	94	112	0	72	75	0	94	0
11	-	-	-	-	-	-	-	-	-	-	68	0	0	62	-	0	71	48	0	69	70	65	84	0
12	-	-	-	-	-	-	-	-	-	-	98	0	9	51	-	0	50	57	67	71	0	67	65	0
13	-	-	-	-	-	-	-	-	-	-	56	3	52	41	-	56	48	0	71	67	0	68	80	52
14	-	-	-	-	-	-	-	-	-	-	54	38	49	0	-	24	30	0	82	83	58	50	0	44
15	-	-	-	-	-	-	-	-	-	-	0	48	42	8	-	19	0	74	53	0	68	91	0	67
16	-	-	-	-	-	-	-	-	-	-	0	57	48	0	-	69	0	74	70	0	38	0	76	28
17	-	-	-	-	-	-	-	-	-	-	38	38	0	38	-	47	0	78	0	97	48	0	51	43
18	-	-	-	-	-	-	-	-	-	-	64	74	5	54	-	0	38	56	0	52	36	70	70	2
19	-	-	-	-	-	-	-	-	-	-	98	0	38	27	-	0	56	103	72	84	0	63	83	0
20	-	-	-	-	-	-	-	-	-	-	37	0	41	32	-	78	83	0	73	57	0	51	63	57
21	-	-	-	-	-	-	-	-	-	-	60	55	38	0	-	40	69	0	57	58	56	52	0	30
22	-	-	-	-	-	-	-	-	-	-	0	59	32	2	-	32	0	32	41	0	60	41	0	53
23	-	-	-	-	-	-	-	-	-	-	0	46	45	33	-	69	0	39	73	0	81	0	69	0
24	-	-	-	-	-	-	-	-	-	-	37	0	0	49	-	53	74	69	0	77	49	0	52	0
25	-	-	-	-	-	-	-	-	-	-	74	0	0	65	-	0	38	37	0	47	73	65	57	0
26	-	-	-	-	-	-	-	-	-	-	2	74	0	42	-	0	35	48	99	53	0	72	72	0
27	-	-	-	-	-	-	-	-	-	2	40	0	60	66	-	69	55	0	75	52	0	62	48	112
28	-	-	-	-	-	-	-	-	-	-	36	42	49	0	-	47	62	0	73	64	78	51	0	46
29	-	-	-	-	-	-	-	-	-	-	72	0	31	4	-	104	0	0	68	0	60	83	0	51
30	-	-	-	-	-	-	-	-	-	-	64	0	38	59	-	53	0	76	30	0	64	0	0	50
31	-	-	-	-	-	-	-	-	-	-	69	-	0	32	-	48	-	96	-	120	64	-	40	-
Total	0	0	0	0	0	0	0	0	0	297	1291	1017	861	891	61	1337	1260	1458	1803	1383	1381	1317	1348	1245

Code Enforcement Department's
Activity Report - By Violation Type
Month of November, 2017

	Complaints (Violation)	Complaints (No Violation)	New Cases	Total Cases	Completed Cases	Total Inspections	Close Viola
All Violations							
MUBEC VIOLATIONS	0	0	1	1	0	0	(
Section 700 Sign Ordinance	0	0	0	1	1	2	(
Totals	0	0	1	2	1	2	(

Town of Windham's
Fiscal Year Activity Comparison
 End Date 11/30/17

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	61	98	\$0.00	\$0.00
On Site Inspection	0	0	135	145	\$0.00	\$0.00
Residential - In Office Appointment	0	0	361	430	\$0.00	\$0.00
Walk in appointment	0	0	1	16	\$0.00	\$0.00
Residential - Accessory Apartments	7	1	17	7	\$3,976.75	\$662.30
Residential - Accessory Building	52	61	130	155	\$3,506.60	\$5,165.90
Residential - Additions / Remodels	191	213	522	608	\$22,393.39	\$23,941.19
Residential - Demolition	26	35	27	19	\$780.00	\$1,150.00
Residential - Electrical Permit	385	377	810	714	\$11,800.00	\$11,340.00
Residential - Foundation / Basement	23	20	55	54	\$4,166.80	\$2,650.40
Residential - New SFH	97	102	1,000	884	\$170,068.70	\$188,953.92
Residential - Plumbing Permit	203	200	433	407	\$25,220.00	\$22,100.00
Residential - Pool Permit	11	14	9	7	\$380.00	\$470.00
Residential - Replacement Home	5	4	37	36	\$2,145.55	\$1,902.15
Residential - SSWW	171	193	491	529	\$45,505.00	\$50,775.00
Residential Change of Use	3	2	4	1	\$150.00	\$100.00
Residential Multi-Unit	12	20	126	154	\$14,565.74	\$26,243.74
Commercial - Accessory	5	3	11	2	\$1,129.20	\$214.80
Commercial - Addition / Remodels	36	45	163	183	\$23,434.31	\$19,674.18
Commercial - Demolition	6	11	3	0	\$180.00	\$370.00
Commercial - Electrical Permit	66	70	116	112	\$2,060.00	\$1,830.00
Commercial - Foundation / Basement	3	0	12	0	\$1,933.95	\$0.00
Commercial - New	10	9	88	64	\$27,655.00	\$18,260.72
Commercial - Plumbing Permit	28	31	68	67	\$3,680.00	\$4,350.00
Commercial - Pool Permit	1	0	2	0	\$30.00	\$0.00
Commercial - SSWW	20	14	37	37	\$6,135.00	\$3,500.00
Commercial - Towers	4	5	1	3	\$1,210.00	\$1,290.00
Commercial Change of Use	10	9	23	11	\$500.00	\$450.00
Commercial Multi Unit Building	1	4	23	29	\$720.00	\$1,209.60
Banner sign	12	16	0	0	\$420.00	\$480.00
Chimney	4	3	2	5	\$120.00	\$90.00
Home Occupation 1	4	8	0	0	\$120.00	\$240.00
Life Safety Inspection	0	0	0	3	\$0.00	\$0.00
Mechanical Systems	204	127	159	85	\$22,644.25	\$17,070.25
Permanent Sign	41	25	0	0	\$1,520.00	\$750.00
Road Permit Application	26	10	1	1	\$10,272.50	\$3,293.50
Soil & Erosion Permit	162	193	104	122	\$4,970.00	\$5,880.00
Temporary Sign Permit	9	20	0	0	\$270.00	\$600.00
Board Of Appeals	0	0	10	13	\$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	4	9	\$0.00	\$0.00
Development Team Meetings	0	0	5	7	\$0.00	\$0.00
Monthly Meeting	0	0	1	5	\$0.00	\$0.00
Planning Staff Review	0	0	1	5	\$0.00	\$0.00
Junkyard Renewals	0	0	8	7	\$0.00	\$0.00
Shoreland - Accessory Building	5	2	3	0	\$856.40	\$127.20
Shoreland - Additions / Remodels	23	25	95	55	\$7,009.30	\$7,952.05
Shoreland - Demolition	10	6	6	6	\$300.00	\$180.00
Shoreland - Electrical Permit	0	5	0	10	\$0.00	\$150.00
Shoreland - Foundation / Basement	5	2	14	1	\$864.60	\$474.80
Shoreland - New SFH	2	3	27	16	\$2,897.48	\$3,853.78
Shoreland - Plumbing Permit	3	4	7	14	\$330.00	\$560.00
Shoreland - Replacement Home	8	6	57	51	\$5,101.30	\$3,109.80
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	9	13	21	36	\$1,940.00	\$3,005.00
Shoreland Tree Removal Permit	15	13	21	22	\$750.00	\$650.00
Shoreland Zoning Permit	22	40	11	6	\$1,150.00	\$2,050.00
Tree Removal Permit	3	16	9	31	\$150.00	\$800.00
Totals	1,947	1,993	5,339	5,289	\$435,571.82	\$438,600.28

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Fiscal Year Activity Comparison

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

	Permits Issued	Total Inspections	Total SF	Total Fees	Project Start to Permit Issue
Commercial - In Office Appointments	0	6	0.00	\$0.00	n/a
On Site Inspection	0	17	0.00	\$0.00	n/a
Residential - In Office Appointment	0	24	0.00	\$0.00	n/a
Residential - Accessory Apartments	2	1	1,121.00	\$1,230.60	12d 23h
Residential - Accessory Building	1	10	0.00	\$89.60	3d 0h
Residential - Additions / Remodels	14	39	1,536.00	\$2,712.00	2d 9h
Residential - Demolition	0	1	0.00	\$0.00	n/a
Residential - Electrical Permit	28	66	0.00	\$890.00	0d 17h
Residential - Foundation / Basement	2	10	0.00	\$1,462.00	3d 4h
Residential - New SFH	8	41	11,366.00	\$13,453.92	7d 14h
Residential - Plumbing Permit	13	30	0.00	\$1,610.00	0d 8h
Residential - SSWW	11	29	0.00	\$2,675.00	1d 3h
Residential Change of Use	1	0	0.00	\$50.00	5d 4h
Residential Multi-Unit	0	8	0.00	\$0.00	n/a
Commercial - Addition / Remodels	3	5	0.00	\$370.86	4d 9h
Commercial - Demolition	1	1	0.00	\$30.00	6d 3h
Commercial - Electrical Permit	9	5	0.00	\$270.00	0d 0h
Commercial - New	1	3	4,384.00	\$4,217.32	12d 22h
Commercial - Plumbing Permit	2	2	0.00	\$520.00	0d 0h
Commercial - SSWW	1	0	0.00	\$285.00	10d 18h
Commercial - Towers	0	1	0.00	\$0.00	n/a
Banner sign	1	0	0.00	\$60.00	0d 4h
Chimney	0	1	0.00	\$0.00	n/a
Mechanical Systems	16	9	0.00	\$1,363.00	2d 5h
Road Permit Application	16	0	0.00	\$7,583.25	3d 2h
Soil & Erosion Permit	8	9	0.00	\$240.00	1d 12h
Department Head Meeting	0	1	0.00	\$0.00	n/a
Development Team Meetings	0	1	0.00	\$0.00	n/a
Monthly Meeting	0	1	0.00	\$0.00	n/a
Shoreland - Accessory Building	1	1	0.00	\$434.00	n/a
Shoreland - Additions / Remodels	2	20	1,064.00	\$861.00	3d 10h
Shoreland - Foundation / Basement	0	1	0.00	\$0.00	n/a
Shoreland - Plumbing Permit	0	2	0.00	\$0.00	n/a

Shoreland - Replacement Home	1	13	0.00	\$416.70	14d 23h
Shoreland - Soil & Erosion - Minor	0	1	0.00	\$0.00	n/a
Shoreland - SSWW	1	3	0.00	\$170.00	0d 0h
Shoreland Zoning Permit	1	0	0.00	\$50.00	0d 0h
Tree Removal Permit	0	1	0.00	\$0.00	n/a
Totals	144	363	19,471.00	\$41,044.25	96d 8h
Average		10	512.39	\$1,080.11	9d 3h

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-01583	11/06/2017	6 Cobalt Ct.	17-2156	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01583	11/06/2017	6 Cobalt Ct.	17-2156	Residential - New SFH	Impact Fee - Roads North	\$96.62	\$96.62
17-01607	11/07/2017	27 Peavey Ave.	17-2130	Residential - Accessory Apartments	Impact Fee - Recreation (Acc Apt)	\$400.00	\$400.00
17-01607	11/07/2017	27 Peavey Ave.	17-2130	Residential - Accessory Apartments	Impact Fee - Roads South	\$38.65	\$38.65
17-01620	11/08/2017	10 Overlook Rd.	17-2233	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01632	11/09/2017	25 Haskell Suite. C Rd.	17-2211	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01633	11/09/2017	10 Charlan Ln.	17-2258	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01656	11/15/2017	5 cobalt	17-2110	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01656	11/15/2017	5 cobalt	17-2110	Residential - New SFH	Impact Fee - Roads South	\$96.62	\$96.62
17-01651	11/15/2017	73 Richards Rd.	17-2131	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01651	11/15/2017	73 Richards Rd.	17-2131	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
17-01668	11/21/2017	21 Anglers Rd.	17-2299	Commercial - New	Impact Fee - Roads North	\$2,902.12	\$2,902.12
17-01675	11/22/2017	62 Bruschi Rd.	17-2247	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00

17-01676	11/22/2017	58 Bruschi Rd.	17-2220	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01681	11/22/2017	71 Overlook Rd.	17-2306	Residential - Foundation / Basement	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01691	11/28/2017	587 River Rd.	17-2295	Residential - Accessory Apartments	Impact Fee - Recreation (Acc Apt)	\$400.00	\$400.00
						\$14,040.49	

Payment Summary	
Check	\$13,201.84
Other	\$838.65
Total	\$14,040.49

Account Number Summary	
100025001	\$135.27
100025002	\$10,520.00
100025003	\$3,385.22
Total	\$14,040.49

TOTAL Account Number Summary	
100025001	\$135.27
100025002	\$10,520.00
100025003	\$3,385.22
TOTAL	\$14,040.49