

# Code Enforcement

Accessible

Approachable

Accountable

## Monthly Report – July 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 Ordinance<sup>1</sup>.**

- 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.

**2. Application review and permit issuance is timely<sup>2</sup>.**

- 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 complaints<sup>3</sup>. Additionally the number of permits issued does not reflect the number of permits received but

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<sup>1</sup> Paraphrased from budget narrative

<sup>2</sup> Paraphrased from budget narrative

<sup>3</sup> 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 Eight (180) 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 started enforcing the 2015 MUBEC rules March 1, 2018. October 2016, the NFPA and Plumbing codes were updated.

**Statistics**

<b>July 2018</b>		<b>July 2017</b>	
Inspections:	466	Inspections:	328
Permits:	180	Permits:	132
New Single Family	13	New Single Family	10
Accessory Apt	0	Accessory Apt	0
Replacement	1	Replacement	1
Multi-Unit	0	Multi-Unit	0
Building, Plumbing and Electrical Permit	\$37,008.10	Permit Fees:	\$28,049.82
Recreation Impact Fees:	\$12,960.00	Recreation Impact Fees:	\$9,720.00
Route 302 Road Improvements Impact	\$38.65	Route 302 Road Improvements Impact	\$96.62
Sidewalk Impact	\$0	Sidewalk Impact	\$0
<b>Fiscal YTD 17-18</b>		<b>Fiscal YTD 16-17</b>	
Inspections: (Permit and Code Enforcement)	466	Inspections: (Permit and Code Enforcement)	328
Permit Count:	180	Permit Count:	132
Total Dwelling		Total Dwelling	
<b>Breakdown of Dwelling Unit Types</b>		<b>Breakdown of Dwelling Unit Types</b>	
Single Family Homes:	13	Single Family Homes:	10
Replacement	1	Replacement	1
Multi-Unit	0	Multi-Unit	0
Accessory Apts.:	4	Accessory Apts.:	0

**Town of Windham's**  
**Permits To Date Fiscal Year Summary**  
**Month of July, 2017**

	Permits Issued	Total Inspections	Total SF	Total Value	Total Fees
Commercial - In Office Appointments	0	3	0.00	\$0.00	\$0.00
On Site Inspection	0	11	0.00	\$0.00	\$0.00
Residential - In Office Appointment	0	28	0.00	\$0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00	\$0.00
Residential - Accessory Building	7	7	0.00	\$0.00	\$365.90
Residential - Additions / Remodels	11	30	1,641.00	\$184,858.65	\$1,120.30
Residential - Demolition	0	2	0.00	\$0.00	\$0.00
Residential - Electrical Permit	26	41	0.00	\$0.00	\$780.00
Residential - Foundation / Basement	2	6	0.00	\$0.00	\$381.40
Residential - New SFH	10	54	20,696.00	\$2,413,549.80	\$16,308.72
Residential - Plumbing Permit	13	19	0.00	\$0.00	\$1,480.00
Residential - Pool Permit	2	3	0.00	\$0.00	\$60.00
Residential - Replacement Home	1	4	1,620.00	\$182,493.00	\$405.00
Residential - SSWW	13	43	0.00	\$0.00	\$3,705.00
Residential Change of Use	1	2	0.00	\$0.00	\$50.00
Residential Multi-Unit	0	5	0.00	\$0.00	\$0.00
Commercial - Accessory	0	1	0.00	\$0.00	\$0.00
Commercial - Addition / Remodels	1	11	0.00	\$0.00	\$396.00
Commercial - Electrical Permit	5	9	0.00	\$0.00	\$150.00
Commercial - New	0	5	0.00	\$0.00	\$0.00
Commercial - Plumbing Permit	0	1	0.00	\$0.00	\$0.00
Commercial - SSWW	2	0	0.00	\$0.00	\$455.00
Commercial - Towers	1	0	0.00	\$0.00	\$250.00
Commercial Change of Use	0	1	0.00	\$0.00	\$0.00
Banner sign	2	0	0.00	\$0.00	\$60.00
Chimney	1	0	0.00	\$0.00	\$30.00
Home Occupation 1	1	0	0.00	\$0.00	\$30.00
Mechanical Systems	12	13	0.00	\$0.00	\$1,062.50
Permanent Sign	2	0	0.00	\$0.00	\$90.00
Soil & Erosion Permit	15	11	0.00	\$0.00	\$450.00
Development Team Meetings	0	1	0.00	\$0.00	\$0.00
Shoreland - Additions / Remodels	0	3	0.00	\$0.00	\$0.00
Shoreland - Demolition	1	1	0.00	\$0.00	\$30.00
Shoreland - Foundation / Basement	0	2	0.00	\$0.00	\$0.00

Shoreland - Plumbing Permit	1	0	0.00	\$0.00	\$170.00
Shoreland - Replacement Home	0	4	0.00	\$0.00	\$0.00
Shoreland - SSWW	1	3	0.00	\$0.00	\$170.00
Shoreland Tree Removal Permit	0	1	0.00	\$0.00	\$0.00
Shoreland Zoning Permit	1	0	0.00	\$0.00	\$50.00
<b>Totals</b>	<b>132</b>	<b>328</b>	<b>23,957.00</b>	<b>\$2,780,901.45</b>	<b>\$28,049.82</b>
<b>Average</b>		<b>8</b>	<b>614.28</b>	<b>\$71,305.17</b>	<b>\$719.23</b>

Town of Windham's  
**Permits To Date Fiscal Year Summary**  
 Month of July, 2018

	Permits Issued	Total Inspections	Total SF	Total Value	Total Fees
Commercial - In Office Appointments	0	5	0.00	\$0.00	\$0.00
On Site Inspection	0	17	0.00	\$0.00	\$0.00
Residential - In Office Appointment	0	13	0.00	\$0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00	\$0.00
Residential - Accessory Building	4	6	1,840.00	\$207,276.00	\$533.60
Residential - Additions / Remodels	10	47	828.00	\$93,274.20	\$1,132.05
Residential - Demolition	4	4	0.00	\$0.00	\$120.00
Residential - Electrical Permit	32	64	0.00	\$0.00	\$960.00
Residential - Foundation / Basement	0	1	0.00	\$0.00	\$0.00
Residential - New SFH	13	82	41,105.00	\$4,648,857.93	\$20,890.55
Residential - Plumbing Permit	21	32	0.00	\$0.00	\$2,650.00
Residential - Pool Permit	0	7	0.00	\$0.00	\$0.00
Residential - Replacement Home	0	3	0.00	\$0.00	\$0.00
Residential - SSWW	14	47	0.00	\$0.00	\$3,675.00
Residential Multi-Unit	0	13	0.00	\$0.00	\$0.00
Commercial - Accessory	0	1	0.00	\$0.00	\$0.00
Commercial - Addition / Remodels	7	27	1,980.00	\$245,044.80	\$1,002.00
Commercial - Electrical Permit	10	13	0.00	\$0.00	\$180.00
Commercial - Foundation / Basement	1	5	0.00	\$0.00	\$298.05
Commercial - New	0	4	0.00	\$0.00	\$0.00
Commercial - Plumbing Permit	5	7	0.00	\$0.00	\$1,080.00
Commercial - SSWW	2	5	0.00	\$0.00	\$455.00
Commercial - Towers	1	0	0.00	\$0.00	\$415.00
Commercial Change of Use	3	6	0.00	\$0.00	\$150.00
Banner sign	1	0	0.00	\$0.00	\$30.00
Mechanical Systems	21	17	0.00	\$0.00	\$1,471.50
Permanent Sign	5	0	0.00	\$0.00	\$150.00
Soil & Erosion Permit	16	16	0.00	\$0.00	\$450.00
Development Team Meetings	0	1	0.00	\$0.00	\$0.00
Monthly Meeting	0	1	0.00	\$0.00	\$0.00
Shoreland - Accessory Building	1	0	0.00	\$0.00	\$8.00
Shoreland - Additions / Remodels	1	2	144.00	\$24,040.00	\$165.00
Shoreland - Demolition	1	1	0.00	\$0.00	\$30.00
Shoreland - New SFH	0	3	0.00	\$0.00	\$0.00

Shoreland - Plumbing Permit	1	2	0.00	\$0.00	\$60.00
Shoreland - Replacement Home	1	3	4,414.00	\$497,237.10	\$922.35
Shoreland - SSWW	0	1	0.00	\$0.00	\$0.00
Shoreland Zoning Permit	2	0	0.00	\$0.00	\$100.00
Tree Removal Permit	3	7	0.00	\$0.00	\$150.00
<b>Totals</b>	<b>180</b>	<b>466</b>	<b>50,311.00</b>	<b>\$5,715,730.03</b>	<b>\$37,078.10</b>
<b>Average</b>		<b>12</b>	<b>1,290.03</b>	<b>\$146,557.18</b>	<b>\$950.72</b>



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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	3	0.00	\$0.00
On Site Inspection	0	11	0.00	\$0.00
Residential - In Office Appointment	0	28	0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00
Residential - Accessory Building	7	7	0.00	\$365.90
Residential - Additions / Remodels	11	30	1,641.00	\$1,120.30
Residential - Demolition	0	2	0.00	\$0.00
Residential - Electrical Permit	26	41	0.00	\$780.00
Residential - Foundation / Basement	2	6	0.00	\$381.40
Residential - New SFH	10	54	20,696.00	\$16,308.72
Residential - Plumbing Permit	13	19	0.00	\$1,480.00
Residential - Pool Permit	2	3	0.00	\$60.00
Residential - Replacement Home	1	4	1,620.00	\$405.00
Residential - SSWW	13	43	0.00	\$3,705.00
Residential Change of Use	1	2	0.00	\$50.00
Residential Multi-Unit	0	5	0.00	\$0.00
Commercial - Accessory	0	1	0.00	\$0.00
Commercial - Addition / Remodels	1	11	0.00	\$396.00
Commercial - Electrical Permit	5	9	0.00	\$150.00
Commercial - New	0	5	0.00	\$0.00
Commercial - Plumbing Permit	0	1	0.00	\$0.00
Commercial - SSWW	2	0	0.00	\$455.00
Commercial - Towers	1	0	0.00	\$250.00
Commercial Change of Use	0	1	0.00	\$0.00
Banner sign	2	0	0.00	\$60.00
Chimney	1	0	0.00	\$30.00
Home Occupation 1	1	0	0.00	\$30.00
Mechanical Systems	12	13	0.00	\$1,062.50
Permanent Sign	2	0	0.00	\$90.00
Soil & Erosion Permit	15	11	0.00	\$450.00
Development Team Meetings	0	1	0.00	\$0.00
Shoreland - Additions / Remodels	0	3	0.00	\$0.00
Shoreland - Demolition	1	1	0.00	\$30.00
Shoreland - Foundation / Basement	0	2	0.00	\$0.00
Shoreland - Plumbing Permit	1	0	0.00	\$170.00



Shoreland - Replacement Home	0	4	0.00	\$0.00
Shoreland - SSWW	1	3	0.00	\$170.00
Shoreland Tree Removal Permit	0	1	0.00	\$0.00
Shoreland Zoning Permit	1	0	0.00	\$50.00
<b>Totals</b>	<b>132</b>	<b>328</b>	<b>23,957.00</b>	<b>\$28,049.82</b>
<b>Average</b>		<b>8</b>	<b>614.28</b>	<b>\$719.23</b>

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	5	0.00	\$0.00
On Site Inspection	0	17	0.00	\$0.00
Residential - In Office Appointment	0	13	0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00
Residential - Accessory Building	4	6	1,840.00	\$533.60
Residential - Additions / Remodels	10	47	828.00	\$1,132.05
Residential - Demolition	4	4	0.00	\$120.00
Residential - Electrical Permit	32	64	0.00	\$960.00
Residential - Foundation / Basement	0	1	0.00	\$0.00
Residential - New SFH	13	82	41,105.00	\$20,890.55
Residential - Plumbing Permit	21	32	0.00	\$2,650.00
Residential - Pool Permit	0	7	0.00	\$0.00
Residential - Replacement Home	0	3	0.00	\$0.00
Residential - SSWW	14	47	0.00	\$3,675.00
Residential Multi-Unit	0	13	0.00	\$0.00
Commercial - Accessory	0	1	0.00	\$0.00
Commercial - Addition / Remodels	7	27	1,980.00	\$1,002.00
Commercial - Electrical Permit	10	13	0.00	\$180.00
Commercial - Foundation / Basement	1	5	0.00	\$298.05
Commercial - New	0	4	0.00	\$0.00
Commercial - Plumbing Permit	5	7	0.00	\$1,080.00
Commercial - SSWW	2	5	0.00	\$455.00
Commercial - Towers	1	0	0.00	\$415.00
Commercial Change of Use	3	6	0.00	\$150.00
Banner sign	1	0	0.00	\$30.00
Mechanical Systems	21	17	0.00	\$1,471.50
Permanent Sign	5	0	0.00	\$150.00
Soil & Erosion Permit	16	16	0.00	\$450.00
Development Team Meetings	0	1	0.00	\$0.00
Monthly Meeting	0	1	0.00	\$0.00
Shoreland - Accessory Building	1	0	0.00	\$8.00
Shoreland - Additions / Remodels	1	2	144.00	\$165.00
Shoreland - Demolition	1	1	0.00	\$30.00
Shoreland - New SFH	0	3	0.00	\$0.00

Shoreland - Plumbing Permit	1	2	0.00	\$60.00
Shoreland - Replacement Home	1	3	4,414.00	\$922.35
Shoreland - SSWW	0	1	0.00	\$0.00
Shoreland Zoning Permit	2	0	0.00	\$100.00
Tree Removal Permit	3	7	0.00	\$150.00
<b>Totals</b>	<b>180</b>	<b>466</b>	<b>50,311.00</b>	<b>\$37,078.10</b>
<b>Average</b>		<b>12</b>	<b>1,290.03</b>	<b>\$950.72</b>

Town of Windham's  
**Impact Fees Collected**  
 Month of July, 2017

**Permits and Inspections**

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-00988	07/10/2017	30 Meredith Dr.	17-0244	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00989	07/10/2017	36 MEREDITH Dr.	17-1260	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00999	07/12/2017	6 Millett Dr.	17-1317	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01032	07/17/2017	35 Meredith Dr.	17-1350	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01035	07/17/2017	37 Meredith Dr.	17-1344	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01078	07/26/2017	270 Highland Cliff Rd.	17-1386	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01079	07/26/2017	13 Carmichael Dr.	17-1379	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01079	07/26/2017	13 Carmichael Dr.	17-1379	Residential - New SFH	Impact Fee - Roads South	\$96.62	\$96.62
17-01084	07/26/2017	84 Sky Dr.	17-1410	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01085	07/26/2017	84 Sky Dr.	17-1410	Residential - New SFH	Impact Fee - Recreation (NSF)	\$-1,080.00	Voided
17-01100	07/31/2017	84 Sky Dr.	17-1410	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01094	07/31/2017	30 Cook Rd.	17-1331	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
						<b>\$9,816.62</b>	

**Payment Summary**

Check	\$9,816.62
Total	\$9,816.62

**Voided / Refunded Payment Summary**

Check	\$1,080.00
Total	\$1,080.00

**Account Number Summary**

100025001	\$96.62
100025002	\$9,720.00
Total	\$9,816.62

**TOTAL Account Number Summary**

100025001	\$96.62
100025002	\$9,720.00
<b>TOTAL</b>	<b>\$9,816.62</b>

Town of Windham's  
**Impact Fees Collected**  
 Month of July, 2018

**Permits and Inspections**

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
18-00890	07/09/2018	47 Sabatus Ln.	18-1101	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00893	07/09/2018	41 Sabatus Ln.	18-1087	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00896	07/09/2018	3 Kineo Dr.	18-1273	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00901	07/10/2018	77 Pipeline Rd.	18-1260	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00936	07/16/2018	15 Ladd Pl.	18-1297	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00952	07/17/2018	7 Aquatic Way	18-1096	Residential - New SFH	Impact Fee - Roads North	\$38.65	\$38.65
18-00969	07/20/2018	120 Chute Rd.	18-1277	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00972	07/23/2018	8 Overlook Rd.	18-1350	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00976	07/23/2018	11 Charlan Ln.	18-1361	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00980	07/23/2018	13 Overlook Rd.	18-1244	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-01007	07/26/2018	6 McLellan Knoll	18-1437	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-01017	07/27/2018	780 River Rd.	18-1405	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-01018	07/27/2018	780 River Rd.	18-1405	Residential - New SFH	Impact Fee - Recreation	\$-1,080.00	Voided

(NSF)

18-01020	07/30/2018	780 River Rd.	18-1405	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-01026	07/30/2018	782 River Rd.	18-1461	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00

**\$12,998.65**

**Payment Summary**

Check	\$12,998.65
Total	\$12,998.65

**Voided / Refunded Payment Summary**

Check	\$1,080.00
Total	\$1,080.00

**Account Number Summary**

100025002	\$12,960.00
100025003	\$38.65
Total	\$12,998.65

**TOTAL Account Number Summary**

100025002	\$12,960.00
100025003	\$38.65
<b>TOTAL</b>	<b>\$12,998.65</b>