



Town of Windham, Maine

Code Enforcement Department
8 School Road
Town Hall- Second Floor
Zoning- Building Inspections- Code Enforcement

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Memorandum

DATE: January 1, 2025
TO: Town Council
FROM: Jonathan Rioux, Code Enforcement Director
CC: Barry Tibbetts, MBA, Town Manager
RE: Consider and Act: to amend the master fee schedule to include the current plumbing/ subsurface wastewater fees, as adopted by the State of Maine

Background/ Explanation:

The master fee schedule summarizes all fees the Town charges for various services and permits, such as building permit and impact fees. This schedule ensures transparency and consistency in the fees charged. The Master Fee Schedule is reviewed and approved by the Town Council on a regular basis.

Included on the January 14th, 2025, Council agenda is a request to amend/ update the master fee schedule to add the items listed below. Please note that § 28-4 of our Town Ordinance already references State Law § 30-A M.R.S.A. § 4211 (plumbing regulations and fees) however, our master fee schedule does not itemize the individual fee amounts (fixtures, connections, etc.) set forth by the State.

Requested Amendment: Master Fee Schedule (Ch 28 Building Construction)

- List the State/ Town individual internal and subsurface wastewater plumbing permit fees, See, the attached redlined master fee schedule, dated November 12, 2024.
- Add: missed scheduled inspection fee of \$100.00

Relevant Town Ordinance Sections:

§ 28-4 Plumbing.

- The Plumbing Inspector shall issue plumbing permits, inspect all plumbing work as required by law, and perform such other duties as are required by 30-A M.R.S.A. § 4221, Subdivision 3.
- State law reference – Local plumbing inspectors, 30-A M.R.S.A. § 4221 et seq.; plumbing regulations and permit fees, 30-A M.R.S.A. § 4211.

§ 28-7 Fees.

- [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]
- Fees are set by the Town Council and listed in the Master Fee Schedule.

Recommendation:

Town staff recommends approval of the proposed amendments to the master fee schedule.

Attachments:

Redlined master fee schedule dated November 12, 2024.

Town of Windham
Master Fee Schedule
of License, Permit, & Application Fees

Last Amended by Council November 12, 2024

			FEE
CH	7	ALARM SYSTEMS	
		False Alarms	\$25
CH	11	AMUSEMENTS	
		Special Amusement Permit; Entertainment with dancer(s)	\$800
		Special Amusement Permit; Entertainment no dancer(s)	\$150
		Coin-Operated Devices	\$100
CH	15	ANIMALS	
		Dog License [7 M.R.S.A. § 3921]	
		Unaltered dog	\$11
		Spayed/neutered dog	\$6
		Late fee after Jan. 31	\$25
		Kennel License	
		Inspection fee for kennel license issuance	\$20
		Impoundment	
		Municipal Impoundment fee	\$25
		Municipal Impoundment fee; 2nd within year	\$50
		Municipal Impoundment fee; 3rd and more within year	\$100
CH	28	BUILDING CONSTRUCTION	
		Building Permit Application Fees	Residential/Commercial
		Finished Area	\$0.50 per sq. ft.
		Unfinished Area	\$0.45 per sq. ft.
		Demolition	\$50
		Swimming Pool	\$50
		Re-inspection Fee	\$100

Building Without Permit	Double Amount of Permit Fee
*new Missed Scheduled Inspection	\$100
Renovation/Alteration Permit Application Fees	Residential/Commercial
Up to \$5,000	\$50
\$5,000 - \$10,000	\$60
\$10,001 +	\$7 per thousand
Electrical Permit Application Fees	Residential/Commercial
Application Fee	\$50
Overhead Service	\$30
Underground Service	\$50
New Construction / Alterations	\$0.06 per sq. ft / \$0.10 per sq. ft.
Swimming Pool	\$50
Generator	\$50
Solar Panels	\$50 plus \$7 per unit
* INTERNAL PLUMBING PERMIT FEES (*State Mandated)	
Plumbing code fixture fees:	
Minimum fee, including up to four fixtures	\$40
Each additional fixture	\$10
Hook-up to public sewer	\$10
Hook-up to existing subsurface system	\$10
Piping relocation with no new fixtures	\$10
Permit transfer	\$10
Surcharge fee (existing Town fee)	\$25
* SEPTIC SYSTEM PERMIT FEES (*State Mandated)	
Complete Disposal System Permits and Variances	
Engineered system	\$200 + \$15 DEP surcharge
Non-engineered system	\$250 + \$15 DEP surcharge
Primitive system (includes one alternative toilet)	\$100
Separate gray waste disposal field	\$35
Seasonal conversion permit	\$50

First time system variance \$20

Permits for Separate Parts of a Disposal System

- Alternate toilet (only) \$50
- Disposal field only (engineered system) \$150
- Disposal field only (non-engineered system) \$150
- Treatment tank only (non-engineered system) \$150
- Treatment tank (engineered system) \$80
- Minimum Lot Size Waiver \$50
- Holding tank \$100
- Septic Surcharge fee (existing Town fee) \$25
- Other components (complete pump station, piping, other) \$30
- Re-inspection Fee \$100

Late permit fee: A party who starts construction without first obtaining a plumbing permit will be subject to double the permit fee.

Mechanical Systems Application Fees

- A/C System (Portable-Window Mounted) A/C not incl. \$0.50 per 1,000 BTU
- Furnace Only \$1 per 1,000 BTU
- Complete HVAC System \$1.25 per 1,000 BTU

Miscellaneous Permits

- Change of Use (does not incl. building permit fees) \$50
- Use/Events - Permanent \$300
- Use/Events - Temporary \$100
- Gas Hook-Up \$50
- Moving \$50
- Chimney only \$50

~~External/Internal Plumbing~~

- ~~Septic Surcharge 25~~
- ~~Internal Plumbing Surcharge 25~~
- ~~Minimum Lot Size Waiver 50~~
- ~~Septic Field for Commercial Wash Bay 75~~
- ~~Commercial Holding Tank 100~~
- ~~Working Without Permit Double Amount of Permit Fee~~

		Re-Inspection Fee	100
CH	34	CABLE TELEVISION Cable Television Franchise Filing Fee	\$25
CH	39	CEMETERIES One Gravesite - Windham resident One Gravesite - nonresident One lot (4 adjoining sites) - Windham resident One lot (4 adjoining sites) - nonresident Cremation Garden (2 sites) - Windham resident Cremation Garden (2 sites) - nonresident	\$400 \$500 \$1,600 \$2,000 \$200 \$275
CH	82	FLOODPLAIN MANAGEMENT Flood Hazard Development Permit	\$50
CH	87	FOOD AND BEVERAGE BUSINESSES Article I, Mobile Food Services Annual pushcart license fee Annual mobile food service unit license fee Background check fee Article II, Bottle Clubs Bottle Club annual fee Article III, Victualers Victualer License - Food Only (no Liquor) Victualer License - With onsite consumption of beer & wine Victualer License - With onsite consumption of liquor Victualer License - Nonprofit Organization Article IV, Liquor Licenses Application Fee Background Check (new Applicants only) Article V, Off-Premise Catering Licenses Off-Premises Catering License	\$50 \$100 \$20 per person \$100 + cost of Advertising \$100 \$250 \$400 \$1 \$25 \$25 \$10 per day

CH	101	GROWTH MANAGEMENT	
		Growth Permit	\$100
CH	108	HISTORIC PRESERVATION	
		Certificate of Appropriateness Application	\$75
CH	120	LAND USE ORDINANCE	
		100 - General	
		Zone Change Request [Effective 7/28/2011]	\$600
		Contract Zone Request [Effective 7/28/2011]	\$800 (\$500 Review Escrow)
		500 - Performance Standards	
		Accessory Apartment (does not include building permit) [Effective 2/25/2020]	\$100
		Conditional Use [Effective 7/28/2011]	\$400 (\$250 Review Escrow)
		Farm Enterprise	\$50
		Home Occupation [Effective 2/25/2020]	
		Home Occupation 1	\$50
		Home Occupation 2	\$50
		Retail Sales, Outdoor [Effective 2/25/2020]	Major \$300 / Minor \$100
		Shipping Container	\$0.15 per sq ft
		Streets, Private Roads Not Part of a Subdivision	
		New Roadway (up to 2 lanes wide)	\$50 Application Fee plus 0 ft - 100 ft = \$1.50 per linear ft; 101 ft - 300 ft = \$0.75 per linear ft; 301 ft - 1,000ft = \$0.50 per linear ft; 1,000 ft + = \$0.25 per linear ft
		600 - Mineral Extraction [Effective 7/28/2011]	
		New Operation	\$100 + \$100 per acre (\$500 Review Escrow)
		Expansion over 5 acres	\$100 + \$100 per acre (\$500 Review Escrow)
		Renewal	\$50
		Renewal, Late Fee	\$50
		700 - Signs [Effective 2/25/2020]	
		Banner	\$50
		Construction	\$50

Permanent Free Standing	\$50
Permanent Building	\$50
Construction/Subdivision	\$50
Temporary	\$50
800 - Site Plan Review	
Development Team [Effective 10/22/2009]	(\$100 Review Escrow)
Minor or Major Site Plan Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
Minor Site Plan Final Plan [Effective 7/28/2011]	\$850 (\$2,000 Review Escrow)
Major Site Plan Final Plan [Effective 7/28/2011]	\$1,300 plus \$25 each 1K s.f. over 5K s.f. GFA (Review Escrow: 2K to 5K s.f. GFA = \$2,000; 5K to 15K s.f. GFA = \$3,000; 15K to 35K s.f. GFA = \$4,000; over 35K s.f. GFA = \$5,000)
Amended Site Plan - Each Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)
Minor Revision to Approved Site Plan	\$50
900 - Subdivision Review	
Development Team [Effective 10/22/2009]	\$100 Review Escrow
Minor or Major Subdivision Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
Minor Subdivision - Final Plan [Effective 7/28/2011]	\$900 1-4 Lots (\$1500 Review Escrow)
Major Subdivision - Preliminary Plan [Effective 7/28/2011]	\$1,300 5-10 Lots + \$300 per lot over 10 (Review Escrow: Up to 10 lots = \$2,500; 11-15 lots = \$3,000; 16-30 lots = \$4,000; 30+ lots = \$5,000)
Major Subdivision - Final Plan	\$350 (\$250 Review Escrow)
Amended Subdivision - Each Lot/Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)
1000 - Administration	
Change of Use [Effective 2/25/2020]	\$50
1100 - Board of Appeals	
Variances & Appeals [Effective 7/28/2011]	\$400
1200 - Impact Fees*	
Sidewalk Impact Fee [Effective 6/7/2013]	5 feet of sidewalk x (GFA/100) x \$35 per foot
Recreational Impact Fee (per dwelling unit) [Effective 4/10/2014]	
Single Family Detached	\$1,080
Single Family attached (duplex/condos)	\$800

Manufactured Housing	\$800
Multifamily (3+ unit) Apartment Structure	\$600
Accessory Apartment	\$400
North Route 302 Road Improvement Fee [Effective 8/26/2014]	\$382.65 per primary peak hour trip through Route 302/Anglers Rd/ Whites Bridge Rd intersection
Open Space Impact Fee [Effective 2/28/2020]	Open Space Impact Fee [Effective 2/28/2020]
Single-Family Home	
2 or less bedroom	\$608
3 bedrooms	\$989
4 or more bedrooms	\$1,163
Attached or Multifamily Housing or Accessory Apartment	
1 bedroom	\$450
2 bedrooms	\$712
3 or more bedrooms	\$824
Mobile Home in a MH Park	
1 bedroom	\$535
2 bedrooms	\$743
3 or more bedrooms	\$1,267
Public Safety Impact Fee [Effective 8/28/2020]	
Residential Uses (per dwelling unit)	
Single Family Detached	\$1,602
Townhouse	\$1,379
Two Unit Structure	\$1,406
Multifamily (3+ Unit) Apartment Structure	\$1,008
Manufactured Housing	\$1,264
Senior Apartments (55+ or 62+)	\$1,828
Nursing or Assisted Living Licensed Bed	\$3,519
Commercial Uses (per square foot)	
Retail-Food-Entertainment-Lodging	\$1.35
Office, Banks, Professional Services	\$1.32
Other General Commercial & Services	\$1.43
Industrial, Transportation, Warehouse, Storage	\$0.63
Private Institutional Except Licensed Care	\$2.04
Medical Service Centers	TBD*

Other Uses not specified	\$1.21
Municipal Office Impact Fee	
Residential Uses (per dwelling unit)	
Single Family Detached	\$562
Townhouse	\$468
Two Unit Structure	\$468
Multifamily (3+ Unit) Apartment Structure	\$333
Manufactured Housing	\$421
Senior Apartments (55+ or 62+)	\$333
Nursing or Assisted Living Licensed Bed	\$333
Commercial Uses (per square foot)	\$0.20

***Notes :**

- "K" = 1,000; ● "s.f." = Square Feet; ● "GFA" = Gross Floor Area (See Section 300 Definitions)
 - Postage - Notification cost requirement applies to all applications
 - Performance Bonds & Post Approval Inspection Fee must be established with the Town prior to the commencement of construction.
 - Building Permits - Contact the Code Enforcement Department or download from www.windhammaine.us
 - NPDES Post Construction Inspection Fee - See Post Construction Ordinance.
- *See Section 1200 of the Windham Land Use Ordinance for more details and applicability. A project's impact fee shall be paid prior to the issuance of any building permits.

CH 128	MARIJUANA BUSINESS LICENSING	
	Adult Use Marijuana Store	\$10,000 new license / \$2,500 renewal license
	Marijuana Cultivation Facility – Tier 1 (Up to 500 square feet plant canopy)	\$1,000 new license / \$1,000 renewal license
	Marijuana Cultivation Facility – Tier 2 (500- 2,000 square feet plant canopy)	\$5,000 new license / \$1,500 renewal license
	Marijuana Cultivation Facility – Tier 3 (2,000-7,000 square feet plant canopy)	\$7,500 new license / \$2,000 renewal license
	Marijuana Cultivation Facility – Tier 4 (7,000-20,000 square feet plant canopy)	\$10,000 new license / \$2,500 renewal license
	Marijuana Manufacturing Facility	\$2,500 new license / \$1,000 renewal license
	Marijuana Manufacturing – High Hazard (manual or chemical)	\$5,000 new license / \$2,000 renewal license
	Medical Marijuana Registered Caregiver– cultivation conducted on site	\$500 new license / \$300 renewal license

	Medical Marijuana Caregiver (Home Occupation) – cultivation not conducted on site	\$300 new license / \$150 renewal license
	Medical Marijuana Caregiver Retail Store	\$10,000 new license / \$2,500 renewal license
	Medical Marijuana Dispensary	\$10,000 new license / \$2,500 renewal license
	Medical Marijuana Registered Dispensary with two locations	\$10,000 first location / \$5,000 second location
	Marijuana Testing Facility	\$3,500 new license / \$1,000 renewal license
	Education Fee – Payable for Each Licensed Marijuana Business Use	40% of License Fee (\$100 minimum); *capped at \$1,000 for Renewals and \$2,000 for New Licenses *Education fee is capped if you have multiple businesses with the exact same legal name. If they are different a fee is paid for each.
CH	131 MASS GATHERING	
	Non-Profit Organization (any size)	\$1
	For Profit Organization Minor Gathering (500-999 persons)	\$100
	For Profit Organizations Major Gathering (1000+ persons)	\$250
CH	137 MOTION-PICTURE THEATERS	
	Motion-Picture Theater License Application	\$200 per screen
CH	153 PAWNBROKERS AND SECONDHAND DEALERS	
	Pawn Shop License [Maine statutes, Title 30-A M.R.S.A. §3961]	\$50
CH	157 PEDDLING AND SOLICITING	
	Article 1 - Door to Door	
	Peddler/Solicitor	\$50 per peddler
	Background Check	\$20
CH	181 SEWERS	
	A. SOUTH WINDHAM SEWER DISTRICT	
	Residential/Commercial Connection	\$1,000 per unit + \$20 inspection
	Industrial Connection	\$1,000 per unit + \$20 inspection
	Readiness to serve fee [Effective July 1, 2020 through June 30, 2022]	\$30 per month
	Readiness to serve fee [Effective July 1, 2022 through June 30, 2023]	\$30 per month
	Readiness to serve fee [Effective July 1, 2023 through June 30, 2024]	\$30 per month

Sewer User fee [Effective July 1, 2021 through June 30, 2022]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.00 per 100 cubic feet in excess of the 500 cubic foot minimum
Sewer User fee [Effective July 1, 2022 through June 30, 2023]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.75 per 100 cubic feet in excess of the 500 cubic foot minimum
Sewer User fee [Effective July 1, 2023 through February 29, 2024]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$9.77 per 100 cubic feet in excess of the 500 cubic foot minimum
Sewer User fee [Effective March 1, 2024]	\$51.00 per month minimum for 500 cubic feet or less of water use; and \$10.20 per 100 cubic feet in excess of the 500 cubic foot minimum

B. NORTH WINDHAM SEWER DISTRICT

	Buy-in Fee	\$3,500/unit
	Buy-in Fee after January 1, 2026	\$5,000/unit
CH 185	SHORELAND ZONING*	
	Planning Board Review [Effective 10/24/2002]	\$100 + \$50 for Public Hearing
	Code Enforcement Review [Effective 11/26/2002]	
	Minor	\$50
	Major	\$100
	<i>*Note: All Applicants are responsible for postage costs of all notification requirements</i>	
CH 192	SOLID WASTE	
	Article 1 Disposal	
	Commercial	\$500
	Residential	\$500
	Article 2 Transporters	
	Commercial	\$500
	Residential	\$500
CH 201	STORMWATER MANAGEMENT	
	Art. I, Surface Water Protection	
	Soil and Erosion Control Permit [Effective 2/25/2020]	\$50
	Variance Application	\$200
	Art. II, Post-Construction Stormwater Management	

		Annual Certification Payment	\$50
CH	204	STREETS AND SIDEWALKS Excavation permit	\$100
CH	215	TOWING AND TOWING BUSINESSES License registration fee for rotation list Maximum Rates for Towing Services Non-crash tow Crash tow Snow removal tow Pull out same as non-crash Storage fees after 24 hours Recovery/extraction fees After hours release between 6:00 PM and 6:00 AM, and when business is closed on weekends and holidays	\$100 plus \$50 for each tow vehicle Daytime \$95 / Nighttime \$115 Daytime \$110 / Nighttime \$130 Daytime \$95 / Nighttime \$115 Daytime \$95 / Nighttime \$115 Outside \$50 per day / Inside \$75 per day \$90 per hour plus \$22.50 per 15 minutes after first hour \$35
CH	236	WIND ENERGY Art. I, Small Wind Energy Ordinance CEO Review Planning Board Review	\$200 + mailing costs \$400 + mailing costs
CH	240	WIRELESS TELECOMMUNICATIONS FACILITIES* Planning Board Review [Effective 7/28/2011] Co-Location Application <i>*Note : All Applicants are responsible for postage costs of all notification requirements</i>	\$400 \$250

ADMINISTRATIVE FEES

ASSESSING DEPARTMENT

Street Maps	\$3 Black & White, \$5 Color
Photocopies	\$0.50 per page

FIRE-RESCUE DEPARTMENT

EMS Fees	
BLS	\$700
ALS-1	\$1,000
ALS-2	\$1,400
Per Transporting Mile	\$18
Medic Intercept	\$300
Fire Fees (per hour)	
Ambulance	\$100
Brush Truck	\$140
Engine	\$125
Extrication	\$400
Ladder/Tower	\$150
Personnel	Current Assigned Hourly Rate
Squad Truck	\$125
Tanker	\$125
Permits/Reports	
Sprinkler Permit	\$75
Copy of Reports	\$10
False/Nuisance (3 in 30 day period)	\$100
Violations/Penalties	
Second Offense	\$500
Third Offense	\$1,000
Fourth and any subsequent	\$2,000
Inspections	
Second Re-inspection	\$150
Any subsequent re-inspection	\$300
Fire Lane	
Parked in lane	\$100

LIBRARY

Fax	Local: \$1 first page, \$.25 each additional page;
	Long Distance: \$3 first page, \$1 each additional
	Incoming fax: \$.25 per page

Lost/Damaged Items
Non-resident Usage Fee
Photocopies (self-service)

List price + \$3 processing fee
\$25 annual
\$.10 per page black & white, \$.25 per page color

PARKS & RECREATION DEPARTMENT

Dundee Park Season Passes

Windham Residents	\$65
Windham Seniors	\$45
Non-residents	\$80
Non-resident Seniors	\$60
Veterans & Active Military (Military ID required)	Same as senior rate

Dundee Park Daily Rates

Windham Residents	\$5 per adult; \$3 per child (ages 2 -11)
Non-Resident	\$6 per adult; \$4 per child
All Seniors (55+)	\$4 anytime
After 5:00 pm	\$3 per adult; kids FREE
Concert nights	FREE after 5:00pm
Group Rates	\$3 per person

POLICE DEPARTMENT

Report Records - Paper*	\$.50 per page for standard 8 1/2 x11 inch black and white copy of record
Report Records - CD/DVD	\$10 per disc
Crash Reports (state form 1320)	\$20 per report or \$15 by obtaining online at buvcrash.com
Reports requiring extensive preparation*	\$25 per hour after 2nd hour (estimates available upon request)

**These fees are subject to change in accordance to MRSA Tite 1 Chapter 13 Section 408-a Subsection 8*

PUBLIC WORKS DEPARTMENT

Street and Driveway Permits	\$100 per permit
Street Signs	Varies by style
Street Sign Post & Hardware	\$40.45
Recycling Bins (available at town hall)	\$10 each
Trash Bags (available at town hall)	\$13.50 per roll

TAX COLLECTION / MOTOR VEHICLE REGISTRATION

Demand+PO (Charged for lien notices)	\$3 plus cost of certified mail
Insurance Fax	\$1
Lien Fees	Cost at Registry of Deeds + Postage for certified mail
Notary Service	\$5 per seal
Passport Fees [Fees set by the US Department of State]	
Recreational Vehicle Registrations (ATV, Snowmobiles, Boats) [Fees set by Department of Inland Fisheries pursuant to Title 12, Ch 933 §13003 as amended]	
Vehicle Registrations [Fees set by the Secretary of State's Office, Department of Motor Vehicles pursuant to Title 29-A, §2 as amended]	

TOWN CLERK'S OFFICE

Dedimus Justice Service	Donation
Genealogy Search	\$3 per record
Marriage Ceremony	Donation
Notary Service	\$5 per seal
Photo Copies	\$.50 per page
Voter Registration List [Fees set by the Secretary of State's Office Division of Corporations, Elections, & Commissions pursuant to Title 21-A]	