

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – January 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 January 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.

- Ninety nine (99) 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

January 2018		January 2017	
Inspections:	277	Inspections:	340
Permits:	99	Permits:	106
New Single Family	6	New Single Family	5
Replacement	0	Replacement	2
Multi-Unit	0	Multi-Unit	0
Building, Plumbing and Electrical Permit	\$22,655.54	Permit Fees:	\$20,415.77
Recreation Impact Fees:	\$6,880.00	Recreation Impact Fees:	\$5,800.00
Route 302 Road Improvements Impact	\$92.79	Route 302 Road Improvements Impact	\$171.92
Sidewalk Impact	0	Sidewalk Impact	0
Fiscal YTD 17-18		Fiscal YTD 16-17	
Inspections: (Permit and Code Enforcement)	5919	Inspections: (Permit and Code Enforcement)	5990
Permit Count:	2145	Permit Count:	2200
Total Dwelling	143	Total Dwelling	148
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	110	Single Family Homes:	111
Replacement	13	Replacement	11
Multi-Unit	13	Multi-Unit	24
Accessory	7	Accessory	2

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	2	0.00	\$0.00
On Site Inspection	0	11	0.00	\$0.00
Residential - In Office Appointment	0	10	0.00	\$0.00
Residential - Accessory Apartments	0	10	0.00	\$0.00
Residential - Accessory Building	0	2	0.00	\$0.00
Residential - Additions / Remodels	7	24	3,032.00	\$1,397.15
Residential - Electrical Permit	24	55	0.00	\$750.00
Residential - New SFH	6	50	9,285.00	\$11,268.34
Residential - Plumbing Permit	13	23	0.00	\$1,420.00
Residential - Replacement Home	0	2	0.00	\$0.00
Residential - SSWW	7	18	0.00	\$1,880.00
Residential Multi-Unit	0	4	0.00	\$0.00
Commercial - Addition / Remodels	2	8	5,896.00	\$1,870.80
Commercial - Demolition	2	0	0.00	\$60.00
Commercial - Electrical Permit	7	12	0.00	\$210.00
Commercial - Plumbing Permit	3	6	0.00	\$540.00
Commercial - SSWW	0	4	0.00	\$0.00
Commercial - Towers	2	0	0.00	\$732.00
Commercial Change of Use	1	4	0.00	\$50.00
Banner sign	1	0	0.00	\$60.00
Chimney	0	1	0.00	\$0.00
Mechanical Systems	12	14	0.00	\$1,540.50
Permanent Sign	3	0	0.00	\$90.00
Soil & Erosion Permit	4	1	0.00	\$120.00
Department Head Meeting	0	1	0.00	\$0.00
Monthly Meeting	0	3	0.00	\$0.00
Shoreland - Additions / Remodels	1	4	0.00	\$181.75
Shoreland - Demolition	0	1	0.00	\$0.00
Shoreland - Plumbing Permit	1	0	0.00	\$100.00
Shoreland - Replacement Home	0	3	0.00	\$0.00
Shoreland - SSWW	1	0	0.00	\$285.00
Shoreland Tree Removal Permit	0	1	0.00	\$0.00
Shoreland Zoning Permit	1	0	0.00	\$50.00
Tree Removal Permit	1	3	0.00	\$50.00
Totals	99	277	18,213.00	\$22,655.54

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	7	0.00	\$0.00
On Site Inspection	0	3	0.00	\$0.00
Residential - In Office Appointment	0	13	0.00	\$0.00
Residential - Accessory Building	1	8	0.00	\$19.20
Residential - Additions / Remodels	6	31	996.00	\$1,099.50
Residential - Demolition	1	0	0.00	\$30.00
Residential - Electrical Permit	22	51	0.00	\$630.00
Residential - New SFH	5	76	6,909.00	\$8,146.67
Residential - Plumbing Permit	16	36	0.00	\$1,900.00
Residential - Replacement Home	1	1	1,064.00	\$362.50
Residential - SSWW	10	42	0.00	\$2,650.00
Residential Multi-Unit	0	9	0.00	\$0.00
Commercial - Addition / Remodels	3	11	0.00	\$1,720.00
Commercial - Electrical Permit	5	13	0.00	\$170.00
Commercial - New	0	6	0.00	\$0.00
Commercial - Plumbing Permit	4	7	0.00	\$490.00
Commercial Change of Use	1	0	0.00	\$50.00
Banner sign	1	0	0.00	\$60.00
Mechanical Systems	15	11	0.00	\$1,610.50
Permanent Sign	1	0	0.00	\$60.00
Road Permit Application	1	0	0.00	\$462.25
Soil & Erosion Permit	6	0	0.00	\$180.00
Shoreland - Additions / Remodels	0	3	0.00	\$0.00
Shoreland - Demolition	1	1	0.00	\$30.00
Shoreland - New SFH	0	8	0.00	\$0.00
Shoreland - Replacement Home	1	0	1,427.00	\$375.15
Shoreland - SSWW	1	0	0.00	\$170.00
Shoreland Tree Removal Permit	2	1	0.00	\$100.00
Shoreland Zoning Permit	1	0	0.00	\$50.00
Tree Removal Permit	1	2	0.00	\$50.00
Totals	106	340	10,396.00	\$20,415.77
Average		11	346.53	\$680.53

Code Enforcement Department's
Activity Report - By Violation Type

Month of January, 2018

	Complaints (Violation)	Complaints (No Violation)	New s	Total s	Completed s	Total Inspections	Closed - No Violations	Voluntary Compliance	Forced Compliance
All Violations									
Junkyard and Automobile Graveyard	0	0	1	1	0	1	0	0	0
MUBEC VIOLATIONS	0	0	0	1	1	1	0	1	0
Section 900 Subdivision Review	0	0	0	0	0	1	0	0	0
Shoreland Zoning Limited Residential	0	0	1	1	0	1	0	0	0
Totals	0	0	2	3	1	4	0	1	0

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
18-00030	01/16/2018	279 Highland Cliff Rd.	17-2151	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00049	01/19/2018	15 Swett ME Rd.	17-1135	Residential - Accessory Apartments	Impact Fee - Recreation (Acc Apt)	\$400.00	\$400.00
18-00059	01/22/2018	2 Lupine Ln.	18-0055	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00062	01/24/2018	2 Flintlock Dr.	18-0076	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00062	01/24/2018	2 Flintlock Dr.	18-0076	Residential - New SFH	Impact Fee - Roads South	\$92.79	\$92.79
18-00068	01/25/2018	11 Overlook Rd.	17-2500	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00080	01/29/2018	6 Weeks Ln.	18-0091	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00098	01/31/2018	80 Tavern Hill Rd.	18-0094	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
						\$6,972.79	

Payment Summary

Account Number Summary

Check	\$6,972.79
Total	\$6,972.79

100025001	\$92.79
100025002	\$6,880.00
Total	\$6,972.79

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-00016	01/09/2017	14 Riverside Ridge Rd.	17-0026	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00016	01/09/2017	14 Riverside Ridge Rd.	17-0026	Residential - New SFH	Impact Fee - Roads North	\$38.65	\$38.65
17-00019	01/09/2017	10 Riverside Ridge Rd.	17-0027	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00019	01/09/2017	10 Riverside Ridge Rd.	17-0027	Residential - New SFH	Impact Fee - Roads North	\$38.65	\$38.65
17-00045	01/12/2017	46 Trails End Rd.	17-0061	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00045	01/12/2017	46 Trails End Rd.	17-0061	Residential - New SFH	Impact Fee - Roads South	\$96.62	\$96.62
17-00055	01/13/2017	9 Twoey Dr.	16-1273	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00069	01/20/2017	206 Falmouth Rd.	17-0096	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00100	01/30/2017	19 Carignan Dr.	16-2877	Residential - Accessory Apartments	Impact Fee - Recreation (Acc Apt)	\$400.00	\$400.00
						\$5,973.92	

Payment Summary

Check	\$5,973.92
Total	\$5,973.92

Account Number Summary

100025001	\$96.62
100025002	\$5,800.00
100025003	\$77.30
Total	\$5,973.92

Town of Windham's
Fiscal Year Activity Comparison
End Date 01/31/18

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	69	110	\$0.00	\$0.00
On Site Inspection	0	0	164	152	\$0.00	\$0.00
Residential - In Office Appointment	0	0	379	455	\$0.00	\$0.00
Walk in appointment	0	0	1	16	\$0.00	\$0.00
Residential - Accessory Apartments	7	2	30	7	\$4,476.75	\$1,162.30
Residential - Accessory Building	55	62	141	174	\$3,829.90	\$5,185.10
Residential - Additions / Remodels	208	226	568	666	\$25,300.79	\$25,684.49
Residential - Demolition	28	38	27	23	\$840.00	\$1,240.00
Residential - Electrical Permit	436	425	912	826	\$13,390.00	\$12,780.00
Residential - Foundation / Basement	24	21	58	60	\$4,372.20	\$2,789.20
Residential - New SFH	108	113	1,097	1,034	\$191,189.44	\$207,695.73
Residential - Plumbing Permit	222	230	474	473	\$27,250.00	\$25,980.00
Residential - Pool Permit	11	14	9	7	\$380.00	\$470.00
Residential - Replacement Home	5	5	45	40	\$2,145.55	\$2,264.65
Residential - SSWW	184	207	531	585	\$49,095.00	\$54,450.00
Residential Change of Use	3	2	4	1	\$150.00	\$100.00
Residential Multi-Unit	12	20	141	173	\$14,595.74	\$26,243.74
Commercial - Accessory	5	3	11	2	\$1,129.20	\$214.80
Commercial - Addition / Remodels	40	50	184	217	\$25,687.01	\$22,119.18
Commercial - Demolition	8	11	3	0	\$240.00	\$370.00
Commercial - Electrical Permit	81	83	145	138	\$2,480.00	\$2,210.00
Commercial - Foundation / Basement	3	0	12	0	\$1,933.95	\$0.00
Commercial - New	10	10	91	90	\$27,655.00	\$21,760.72
Commercial - Plumbing Permit	32	35	76	79	\$4,290.00	\$4,840.00
Commercial - Pool Permit	1	0	2	0	\$30.00	\$0.00
Commercial - SSWW	20	15	42	47	\$6,135.00	\$3,815.00
Commercial - Towers	7	5	1	3	\$2,357.00	\$1,290.00
Commercial Change of Use	14	11	27	11	\$700.00	\$550.00
Commercial Multi Unit Building	1	4	23	29	\$720.00	\$1,209.60
Banner sign	14	17	0	0	\$510.00	\$540.00
Chimney	4	3	3	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	222	159	185	107	\$24,890.50	\$21,273.75
Permanent Sign	45	28	0	0	\$1,640.00	\$870.00
Road Permit Application	26	11	1	2	\$10,272.50	\$3,755.75
Soil & Erosion Permit	177	202	110	128	\$5,420.00	\$6,150.00
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	7	9	\$0.00	\$0.00
Development Team Meetings	0	0	7	7	\$0.00	\$0.00
Monthly Meeting	0	0	4	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	3	3	0	\$856.40	\$179.20
Shoreland - Additions / Remodels	26	26	105	64	\$7,893.05	\$9,077.05
Shoreland - Demolition	10	8	7	7	\$300.00	\$240.00
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	2	3	27	24	\$2,897.48	\$3,853.78
Shoreland - Plumbing Permit	4	4	7	14	\$430.00	\$560.00
Shoreland - Replacement Home	8	8	67	51	\$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	23	38	\$2,225.00	\$3,175.00
Shoreland Tree Removal Permit	15	15	22	24	\$750.00	\$750.00
Shoreland Zoning Permit	23	42	11	6	\$1,200.00	\$2,150.00
Tree Removal Permit	7	17	23	33	\$350.00	\$850.00
Totals	2,145	2,200	5,919	5,990	\$477,043.36	\$485,062.59