

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

Last Amended by Council January 14, 2025

			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
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

CH	34	CABLE TELEVISION	
		Cable Television Franchise Filing Fee	\$25
CH	39	CEMETERIES	
		One Gravesite - Windham resident	\$400
		One Gravesite - nonresident	\$500

		One lot (4 adjoining sites) - Windham resident	\$1,600
		One lot (4 adjoining sites) - nonresident	\$2,000
		Cremation Garden (2 sites) - Windham resident	\$200
		Cremation Garden (2 sites) - nonresident	\$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	\$50
		Annual mobile food service unit license fee	\$100
		Background check fee	\$20 per person
		Article II, Bottle Clubs	
		Bottle Club annual fee	\$100 + cost of Advertising
		Article III, Victualers	
		Victualer License - Food Only (no Liquor)	\$100
		Victualer License - With onsite consumption of beer & wine	\$250
		Victualer License - With onsite consumption of liquor	\$400
		Victualer License - Nonprofit Organization	\$1
		Article IV, Liquor Licenses	
		Application Fee	\$25
		Background Check (new Applicants only)	\$25
		Article V, Off-Premise Catering Licenses	
		Off-Premises Catering License	\$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 (\$35 114 per foot) (<u>[(Base Fee) x (ENR Construction Cost Index)]</u>)
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

**Note: All Applicants are responsible for postage costs of all notification requirements*

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	\$100 plus \$50 for each tow vehicle
Maximum Rates for Towing Services	
Non-crash tow	Daytime \$95 / Nighttime \$115
Crash tow	Daytime \$110 / Nighttime \$130
Snow removal tow	Daytime \$95 / Nighttime \$115
Pull out same as non-crash	Daytime \$95 / Nighttime \$115
Storage fees after 24 hours	Outside \$50 per day / Inside \$75 per day
Recovery/extraction fees	\$90 per hour plus \$22.50 per 15 minutes after first hour
After hours release between 6:00 PM and 6:00 AM, and when business is closed on weekends and holidays	\$35

CH	236	WIND ENERGY	
		Art. I, Small Wind Energy Ordinance	
		CEO Review	\$200 + mailing costs
		Planning Board Review	\$400 + mailing costs

CH	240	WIRELESS TELECOMMUNICATIONS FACILITIES*	
		Planning Board Review [Effective 7/28/2011]	\$400
		Co-Location Application	\$250
		<i>*Note : All Applicants are responsible for postage costs of all notification requirements</i>	

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	List price + \$3 processing fee
Non-resident Usage Fee	\$25 annual
Photocopies (self-service)	\$.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]	