

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – March 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 February 2018 the people counter failed. A new counter has been installed. Data will be collected and provided for April.

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 Two (102) 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

March 2018		March 2017	
Inspections:	315	Inspections:	370
Permits:	92	Permits:	138
New Single Family	3	New Single Family	4
Replacement	0	Replacement	2
Multi-Unit	1	Multi-Unit	4
Building, Plumbing and Electrical Permit	\$16,986.20	Permit Fees:	\$27,067.44
Recreation Impact Fees:	\$3,240.00	Recreation Impact Fees:	\$8,600.00
Route 302 Road Improvements Impact	\$92.79	Route 302 Road Improvements Impact	\$228.06
Sidewalk Impact	0	Sidewalk Impact	0
Fiscal YTD 17-18		Fiscal YTD 16-17	
Inspections: (Permit and Code Enforcement)	6554	Inspections: (Permit and Code Enforcement)	6613
Permit Count:	2337	Permit Count:	2436
Total Dwelling	161	Total Dwelling	173
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	115	Single Family Homes:	128
Replacement	13	Replacement	15
Multi-Unit	26	Multi-Unit	28
Accessory	7	Accessory	2

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	3	0.00	\$0.00
On Site Inspection	0	12	0.00	\$0.00
Residential - In Office Appointment	0	16	0.00	\$0.00
Residential - Accessory Building	1	0	0.00	\$78.40
Residential - Additions / Remodels	11	33	6,704.00	\$3,307.50
Residential - Demolition	3	2	0.00	\$90.00
Residential - Electrical Permit	16	43	0.00	\$530.00
Residential - New SFH	3	46	3,723.00	\$4,894.35
Residential - Plumbing Permit	10	24	0.00	\$1,220.00
Residential - Replacement Home	0	6	0.00	\$0.00
Residential - SSWW	6	7	0.00	\$1,480.00
Residential Multi-Unit	1	24	1,920.00	\$480.00
Commercial - Accessory	0	5	0.00	\$0.00
Commercial - Addition / Remodels	4	19	0.00	\$1,004.00
Commercial - Electrical Permit	4	10	0.00	\$120.00
Commercial - Foundation / Basement	0	1	0.00	\$0.00
Commercial - New	0	5	0.00	\$0.00
Commercial - Plumbing Permit	1	5	0.00	\$150.00
Commercial - SSWW	1	1	0.00	\$170.00
Commercial - Towers	2	0	0.00	\$650.00
Commercial Change of Use	2	6	0.00	\$150.00
Banner sign	3	0	0.00	\$90.00
Home Occupation 1	1	0	0.00	\$30.00
Mechanical Systems	13	14	0.00	\$1,449.75
Permanent Sign	2	0	0.00	\$60.00
Road Permit Application	0	1	0.00	\$0.00
Soil & Erosion Permit	3	8	0.00	\$90.00
Board Of Appeals	0	1	0.00	\$0.00
Board of Appeals - Admin Appeal	0	1	0.00	\$0.00
Monthly Meeting	0	1	0.00	\$0.00
Junkyard Renewals	0	5	0.00	\$0.00
Shoreland - Additions / Remodels	2	12	0.00	\$557.20
Shoreland - New SFH	0	2	0.00	\$0.00
Shoreland - SSWW	1	1	0.00	\$285.00
Shoreland Tree Removal Permit	1	1	0.00	\$50.00

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	6	0.00	\$0.00
On Site Inspection	0	3	0.00	\$0.00
Residential - In Office Appointment	0	29	0.00	\$0.00
Walk in appointment	0	1	0.00	\$0.00
Residential - Accessory Building	3	1	1,600.00	\$323.20
Residential - Additions / Remodels	14	27	2,024.00	\$2,769.65
Residential - Demolition	2	1	0.00	\$60.00
Residential - Electrical Permit	34	63	0.00	\$1,100.00
Residential - Foundation / Basement	0	2	0.00	\$0.00
Residential - New SFH	4	82	11,286.00	\$6,537.45
Residential - Plumbing Permit	18	30	0.00	\$2,570.00
Residential - Replacement Home	1	0	1,100.00	\$385.00
Residential - SSWW	4	13	0.00	\$1,140.00
Residential Change of Use	0	1	0.00	\$0.00
Residential Multi-Unit	4	19	9,276.00	\$4,669.60
Commercial - Addition / Remodels	4	25	0.00	\$2,331.50
Commercial - Demolition	1	0	0.00	\$30.00
Commercial - Electrical Permit	4	10	0.00	\$140.00
Commercial - Foundation / Basement	0	2	0.00	\$0.00
Commercial - New	1	14	0.00	\$692.79
Commercial - Plumbing Permit	2	8	0.00	\$190.00
Commercial Change of Use	1	1	0.00	\$50.00
Home Occupation 1	1	0	0.00	\$30.00
Mechanical Systems	20	13	0.00	\$2,032.75
Permanent Sign	7	0	0.00	\$330.00
Soil & Erosion Permit	8	3	0.00	\$260.00
Temporary Sign Permit	1	0	0.00	\$30.00
Board of Appeals - Admin Appeal	1	2	0.00	\$400.00
Planning Staff Review	0	1	0.00	\$0.00
Shoreland - Additions / Remodels	0	10	0.00	\$0.00
Shoreland - Replacement Home	1	2	2,256.00	\$660.50
Shoreland - SSWW	1	0	0.00	\$285.00
Tree Removal Permit	1	1	0.00	\$50.00
Totals	138	370	27,542.00	\$27,067.44

Town of Windham's
Fiscal Year Activity Comparison
End Date 03/31/18

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	81	118	\$0.00	\$0.00
On Site Inspection	0	0	182	160	\$0.00	\$0.00
Residential - In Office Appointment	0	0	404	507	\$0.00	\$0.00
Walk in appointment	0	0	1	17	\$0.00	\$0.00
Residential - Accessory Apartments	7	2	33	11	\$4,476.75	\$1,162.30
Residential - Accessory Building	56	67	143	177	\$3,908.30	\$5,538.70
Residential - Additions / Remodels	229	246	638	709	\$29,414.49	\$29,209.64
Residential - Demolition	32	40	30	24	\$960.00	\$1,300.00
Residential - Electrical Permit	473	478	1,005	933	\$14,630.00	\$14,450.00
Residential - Foundation / Basement	26	22	64	63	\$4,620.40	\$2,921.90
Residential - New SFH	112	125	1,214	1,181	\$198,192.81	\$228,623.04
Residential - Plumbing Permit	245	255	524	533	\$30,140.00	\$29,400.00
Residential - Pool Permit	11	14	9	7	\$380.00	\$470.00
Residential - Replacement Home	5	6	51	47	\$2,145.55	\$2,649.65
Residential - SSWW	194	221	569	623	\$51,600.00	\$58,325.00
Residential Change of Use	3	3	4	2	\$150.00	\$150.00
Residential Multi-Unit	25	24	165	193	\$29,084.54	\$30,913.34
Commercial - Accessory	5	3	16	2	\$1,129.20	\$214.80
Commercial - Addition / Remodels	45	55	206	245	\$27,031.01	\$24,500.68
Commercial - Demolition	8	13	2	0	\$240.00	\$430.00
Commercial - Electrical Permit	90	94	171	152	\$2,800.00	\$2,540.00
Commercial - Foundation / Basement	3	1	13	2	\$1,933.95	\$499.95
Commercial - New	10	11	103	108	\$27,655.00	\$22,453.51
Commercial - Plumbing Permit	34	39	87	90	\$4,780.00	\$5,150.00
Commercial - Pool Permit	1	0	2	0	\$30.00	\$0.00
Commercial - SSWW	21	17	43	49	\$6,305.00	\$5,075.00
Commercial - Towers	10	5	1	3	\$3,387.00	\$1,290.00
Commercial Change of Use	17	14	33	12	\$900.00	\$700.00
Commercial Multi Unit Building	1	4	23	29	\$720.00	\$1,209.60
Banner sign	18	20	0	0	\$660.00	\$630.00
Chimney	5	3	4	5	\$150.00	\$90.00
Home Occupation 1	5	10	0	0	\$150.00	\$300.00
Life Safety Inspection	0	0	0	3	\$0.00	\$0.00
Mechanical Systems	248	190	207	127	\$28,106.75	\$24,923.75
Permanent Sign	49	37	0	0	\$1,760.00	\$1,260.00
Road Permit Application	26	11	3	2	\$10,272.50	\$3,755.75
Soil & Erosion Permit	183	219	122	131	\$5,620.00	\$6,680.00
Temporary Sign Permit	9	21	0	0	\$270.00	\$630.00
Board Of Appeals	0	0	11	15	\$0.00	\$0.00

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
18-00254	03/19/2018	1 Spring Water Dr.	18-0303	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00288	03/27/2018	18 Bristol Rd.	18-0344	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00290	03/28/2018	6 Hazel Dr.	18-0401	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
18-00290	03/28/2018	6 Hazel Dr.	18-0401	Residential - New SFH	Impact Fee - Roads South	\$38.65	\$38.65
							\$3,278.65

Payment Summary

		Account Number Summary	
Check	\$3,278.65	100025001	\$38.65
Total	\$3,278.65	100025002	\$3,240.00
		Total	\$3,278.65

TOTAL Account Number Summary

100025001	\$38.65
100025002	\$3,240.00
TOTAL	\$3,278.65

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-00236	03/02/2017	196 Highland Cliff Rd.	17-0314	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00265	03/08/2017	632 Roosevelt Tr	17-0326	Commercial - New	Impact Fee - Roads South	\$92.79	\$92.79
17-00271	03/09/2017	76 Evans Ridge Rd.	17-0313	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-00293	03/15/2017	16 Matinicus Way	17-0413	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
17-00294	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
17-00294	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Sidewalks North	\$96.62	\$96.62
17-00296	03/15/2017	6 Matinicus Way	17-0407	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
17-00295	03/15/2017	8 Matinicus Way	17-0410	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
17-00297	03/15/2017	16 Matinicus Way	17-0413	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$-800.00	Voided
17-00298	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$-800.00	Voided
17-00298	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Sidewalks North	\$-96.62	Voided
17-00299	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Recreation (Duplex/Condo)	\$800.00	\$800.00
17-00299	03/15/2017	14 Matinicus Way	17-0412	Residential Multi-Unit	Impact Fee - Roads North	\$96.62	\$96.62
17-00300	03/15/2017	8 Matinicus Way	17-0410	Residential Multi-Unit	Impact Fee - Recreation	\$-800.00	Voided

Payment Summary		Voided / Refunded Payment Summary	Account Number Summary	
Check	\$8,828.06		100025001	\$228.06
Total	\$8,828.06	Check	\$5,793.24	
		Total	\$5,793.24	100025002 \$8,600.00
				100025003 \$0.00
				100025004 \$0.00
			Total	\$8,828.06

TOTAL Account Number Summary

100025001	\$228.06
100025002	\$8,600.00
100025003	\$0.00
100025004	\$0.00
TOTAL	\$8,828.06

Code Enforcement Department's
Activity Report - By Violation Type
Month of March, 2018

Complaints (Violation)	Complaints (No Violation)	New Cases	Total Cases	Completed Cases	Total Inspections	Closed - No Violations	Voluntary Compliance	Forced Compliance
All Violations								
Ch 56 Amusement Ordinance	0	0	0	1	1	1	1	0
Junkyard and Automobile Graveyard	0	0	0	0	0	1	0	0
MUBEC VIOLATIONS IBC	0	0	2	2	0	3	0	0
MUBEC VIOLATIONS IRC	0	0	1	1	0	1	0	0
Section 900 Subdivision Review	0	0	0	1	1	2	0	1
Shoreland Zoning Limited Residential	0	0	2	2	0	3	0	0
Site Plan Review	0	0	0	1	1	1	0	1
Soil and Erosion control permit	0	0	1	1	0	1	0	0
Totals	0	0	6	9	3	13	1	2