

# Code Enforcement

Accessible

Approachable

Accountable

## Monthly Report – February 2017

### 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.
- In the month of February, staff met with approximately five hundred (500) contractors and property owners, both in the field and in the office<sup>2</sup>. The total number of inspections does not include the number of walk in customers or phone calls received each month to the department staff.
- 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 there were approximately two hundred and fifty (250) walk in customers.

#### **2. Application review and permit issuance is timely<sup>3</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>4</sup>. Additionally

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

<sup>2</sup> This number is an estimate. The people counter had a battery failure and stopped counting sometime during the month.

<sup>3</sup> Paraphrased from budget narrative

<sup>4</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.

the number of permits issued does not reflect the number of permits received but 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
- MyGov software automatically emails the applicant when
  - the review process has started; and/or
  - additional information is needed; and/or
  - permit is available.

### **Highlights**

- Reports to the State of Maine were completed and submitted.
- The state plans to implement the updated MUBEC codes in 2017, but effective date has not been determined; In October 2016, the NFPA and plumbing codes were updated. The effective date has not yet been determined.

## Statistics

Monthly Stats –February 2017		Monthly Stats – February 2016	
Walk In Customers:	N/A		
Inspections:	261	Inspections:	236
Permits:	99	Permits:	88
New Single Family Homes:	8	New Single Family Homes:	5
Replacement Homes	0	Replacement Homes	0
Multi-Unit Dwelling Units	0	Multi-Unit Dwelling Units	0
Building, Plumbing and Electrical Permit Fees:	\$ 24,031.26	Permit Fees:	\$ 35,642.00
Recreation Impact Fees:	\$ 8,640.00	Recreation Impact Fees:	\$2,160.00
Route 302 Road Improvements Impact Fees:	\$ 38.65	Route 302 Road Improvements Impact Fees:	
Sidewalk Impact Fees:	0	Sidewalk Impact Fees:	
Fiscal YTD (July 16– June 2017)		Fiscal YTD (July 15 –June 2016)	
Walk In Customers:	4238		
Inspections: (Permit and Code Enforcement)	3165	Inspections: (Permit and Code Enforcement)	2593
Permit Count:	1123	Permit Count:	948
Total Dwelling Units:	83	Total Dwelling Units:	40
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	69	Single Family Homes:	36
Replacement Homes:	5	Replacement Homes:	4
Multi-Unit Dwellings:	8	Multi-Unit Dwellings:	0
Accessory Apartments:	1	Accessory Apartments:	0

### Prior Fiscal Year (July 2015 – June 2016) Totals

Inspections:	4094
Permits:	1587
New Single Family Homes:	71
Replacement Homes:	11
New Multi-Unit Dwellings:	12
Accessory Apartments:	1