

Code Enforcement

Accessible

Approachable

Accountable

Monthly Report – December 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 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 December 2017 there were (404) walk in customers.

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 plans to implement the updated MUBEC codes in January 2018, but the 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

December 2017		December 2016	
Walk-in	404	Walk-in	430
Inspections:	309	Inspections:	363
Permits:	99	Permits:	101
New Single Family	5	New Single Family	6
Replacement	0	Replacement	1
Multi-Unit	0	Multi-Unit	0
Building, Plumbing and Electrical Permit	\$18,034.00	Permit Fees:	\$26,016.54
Recreation Impact Fees:	\$5,400.00	Recreation Impact Fees:	\$5,400.00
Route 302 Road Improvements Impact	\$38.65	Route 302 Road Improvements Impact	\$1,159.44
Sidewalk Impact	0	Sidewalk Impact	0
Fiscal YTD 2017		Fiscal YTD 2016	
Walk In	4543	Walk In	3791
Inspections: (Permit and Code Enforcement)	5646	Inspections: (Permit and Code Enforcement)	5650
Permit Count:	2046	Permit Count:	2094
Total Dwelling	137	Total Dwelling	148
Breakdown of Dwelling Unit Types		Breakdown of Dwelling Unit Types	
Single Family Homes:	104	Single Family Homes:	111
Replacement	13	Replacement	11
Multi-Unit	13	Multi-Unit	24
Accessory	7	Accessory	2

	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	
1	-	-	-	-	-	-	-	-	-	0	76	66	0	44	66	0	64	46	0	74	58	0	74	71	0	0
2	-	-	-	-	-	-	-	-	-	0	64	51	0	17	44	0	66	31	0	30	0	93	75	0	26	
3	-	-	-	-	-	-	-	-	-	46	58	0	43	-	41	36	36	0	38	48	0	66	71	0	57	
4	-	-	-	-	-	-	-	-	-	54	71	0	31	-	0	50	52	0	0	33	0	51	0	51	0	
5	-	-	-	-	-	-	-	-	-	51	0	36	30	-	0	67	76	123	72	0	74	0	74	0	56	
6	-	-	-	-	-	1	-	-	-	82	0	20	32	-	100	51	0	62	76	0	76	82	98	56	0	
7	-	-	-	-	-	-	-	-	-	53	56	46	0	-	43	57	0	38	74	62	91	0	99	60	0	
8	-	-	-	-	-	-	-	-	-	0	43	51	0	-	79	0	36	66	0	68	66	0	66	38	26	
9	-	-	-	-	-	-	-	-	-	0	54	47	46	-	51	0	63	77	0	44	0	0	77	0	34	
10	-	-	-	-	-	-	-	-	-	0	62	0	40	-	57	94	112	0	72	75	0	94	0	0	36	
11	-	-	-	-	-	-	-	-	-	68	0	0	62	-	0	71	46	0	66	70	65	64	0	43	4	
12	-	-	-	-	-	-	-	-	-	96	0	6	51	-	0	50	57	67	71	0	67	65	0	21	-	
13	-	-	-	-	-	-	-	-	-	56	3	52	41	-	55	46	0	71	67	0	66	30	52	28	-	
14	-	-	-	-	-	-	-	-	-	54	36	46	0	-	24	30	0	32	33	56	50	0	44	28	-	
15	-	-	-	-	-	-	-	-	-	0	48	42	8	-	16	0	74	53	0	68	91	0	67	47	-	
16	-	-	-	-	-	-	-	-	-	0	57	46	0	-	66	0	74	70	0	38	0	75	28	0	-	
17	-	-	-	-	-	-	-	-	-	88	38	0	36	-	47	0	76	0	97	46	0	51	43	0	-	
18	-	-	-	-	-	-	-	-	-	64	74	6	54	-	0	38	56	0	52	36	70	70	2	33	-	
19	-	-	-	-	-	-	-	-	-	96	0	38	27	-	0	55	103	72	34	0	63	63	0	47	-	
20	-	-	-	-	-	-	-	-	-	37	0	41	32	-	76	33	0	73	57	0	51	63	57	61	-	
21	-	-	-	-	-	-	-	-	-	60	56	38	0	-	40	66	0	57	58	56	52	0	30	26	-	
22	-	-	-	-	-	-	-	-	-	0	56	32	2	-	82	0	32	41	0	60	41	0	53	30	-	
23	-	-	-	-	-	-	-	-	-	0	46	45	33	-	66	0	36	73	0	81	0	66	0	0	-	
24	-	-	-	-	-	-	-	-	-	37	0	0	46	-	53	74	66	0	77	46	0	52	0	0	-	
25	-	-	-	-	-	-	-	-	-	74	0	0	66	-	0	38	37	0	47	73	66	57	0	0	-	
26	-	-	-	-	-	2	74	0	0	0	0	0	42	-	0	36	46	96	53	0	72	72	0	26	-	
27	-	-	-	-	-	63	40	0	60	66	0	80	66	-	66	56	0	75	52	0	62	48	112	11	-	
28	-	-	-	-	-	95	36	42	46	0	46	46	0	-	47	62	0	73	64	76	51	0	46	38	-	
29	-	-	-	-	-	72	0	31	35	4	0	104	0	-	104	0	0	68	0	60	83	0	51	33	-	
30	-	-	-	-	-	64	0	38	0	56	0	53	0	-	53	0	76	30	0	64	0	0	50	2	-	
31	-	-	-	-	-	-	66	-	-	66	-	46	32	-	46	-	96	-	120	64	-	40	-	0	-	
Total	0	0	0	0	0	0	0	0	297	1291	1017	861	891	61	1337	1260	1438	1603	1363	1361	1317	1348	1245	808	197	

Town of Windham's
Fiscal Year Activity Comparison
 End Date 12/31/17

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	67	103	\$0.00	\$0.00
On Site Inspection	0	0	153	149	\$0.00	\$0.00
Residential - In Office Appointment	0	0	369	442	\$0.00	\$0.00
Walk in appointment	0	0	1	16	\$0.00	\$0.00
Residential - Accessory Apartments	7	2	20	7	\$3,976.75	\$1,162.30
Residential - Accessory Building	55	61	139	166	\$3,829.90	\$5,165.90
Residential - Additions / Remodels	201	220	544	635	\$23,903.64	\$24,584.99
Residential - Demolition	28	37	27	23	\$840.00	\$1,210.00
Residential - Electrical Permit	412	403	859	775	\$12,640.00	\$12,120.00
Residential - Foundation / Basement	24	21	58	60	\$4,372.20	\$2,789.20
Residential - New SFH	102	108	1,049	958	\$179,729.10	\$199,549.06
Residential - Plumbing Permit	209	214	451	437	\$25,830.00	\$24,080.00
Residential - Pool Permit	11	14	9	7	\$380.00	\$470.00
Residential - Replacement Home	5	4	43	39	\$2,145.55	\$1,902.15
Residential - SSWW	177	197	513	543	\$47,215.00	\$51,800.00
Residential Change of Use	3	2	4	1	\$150.00	\$100.00
Residential Multi-Unit	12	20	137	164	\$14,565.74	\$26,243.74
Commercial - Accessory	5	3	11	2	\$1,129.20	\$214.80
Commercial - Addition / Remodels	38	47	176	206	\$23,816.21	\$20,399.18
Commercial - Demolition	6	11	3	0	\$180.00	\$370.00
Commercial - Electrical Permit	74	78	133	125	\$2,270.00	\$2,040.00
Commercial - Foundation / Basement	3	0	12	0	\$1,933.95	\$0.00
Commercial - New	10	10	91	84	\$27,655.00	\$21,760.72
Commercial - Plumbing Permit	29	31	70	72	\$3,750.00	\$4,350.00
Commercial - Pool Permit	1	0	2	0	\$30.00	\$0.00
Commercial - SSWW	20	15	38	47	\$6,135.00	\$3,815.00
Commercial - Towers	5	5	1	3	\$1,625.00	\$1,290.00
Commercial Change of Use	13	10	23	11	\$650.00	\$500.00
Commercial Multi Unit Building	1	4	23	29	\$720.00	\$1,209.60
Banner sign	13	16	0	0	\$450.00	\$480.00
Chimney	4	3	2	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	210	144	171	96	\$23,350.00	\$19,663.25
Permanent Sign	42	27	0	0	\$1,550.00	\$810.00
Road Permit Application	26	10	1	2	\$10,272.50	\$3,293.50
Soil & Erosion Permit	173	196	109	128	\$5,300.00	\$5,970.00
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	6	9	\$0.00	\$0.00
Development Team Meetings	0	0	7	7	\$0.00	\$0.00
Monthly Meeting	0	0	1	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	25	26	101	61	\$7,711.30	\$9,077.05
Shoreland - Demolition	10	7	6	6	\$300.00	\$210.00
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	16	\$2,897.48	\$3,853.78
Shoreland - Plumbing Permit	3	4	7	14	\$330.00	\$560.00
Shoreland - Replacement Home	8	7	64	51	\$5,101.30	\$4,603.60
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	9	13	23	38	\$1,940.00	\$3,005.00
Shoreland Tree Removal Permit	15	13	21	23	\$750.00	\$650.00
Shoreland Zoning Permit	22	41	11	6	\$1,150.00	\$2,100.00
Tree Removal Permit	6	16	20	31	\$300.00	\$800.00
Totals	2,046	2,094	5,646	5,650	\$453,665.82	\$464,616.82

Town of Windham's
Activity Report by Project Type
 Month of December, 2016

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	5	0.00	\$0.00
On Site Inspection	0	4	0.00	\$0.00
Residential - In Office Appointment	0	12	0.00	\$0.00
Residential - Accessory Apartments	1	0	0.00	\$500.00
Residential - Accessory Building	0	11	0.00	\$0.00
Residential - Additions / Remodels	7	27	672.00	\$643.80
Residential - Demolition	2	4	0.00	\$60.00
Residential - Electrical Permit	26	63	0.00	\$780.00
Residential - Foundation / Basement	1	6	0.00	\$138.80
Residential - New SFH	6	74	8,267.00	\$10,595.14
Residential - Plumbing Permit	14	30	0.00	\$1,980.00
Residential - Replacement Home	0	3	0.00	\$0.00
Residential - SSWW	4	14	0.00	\$1,025.00
Residential Multi-Unit	0	10	0.00	\$0.00
Commercial - Addition / Remodels	2	23	4,992.00	\$725.00
Commercial - Electrical Permit	8	13	0.00	\$210.00
Commercial - New	1	20	0.00	\$3,500.00
Commercial - Plumbing Permit	0	5	0.00	\$0.00
Commercial - SSWW	1	10	0.00	\$315.00
Commercial Change of Use	1	0	0.00	\$50.00
Mechanical Systems	17	11	0.00	\$2,593.00
Permanent Sign	2	0	0.00	\$60.00
Road Permit Application	0	1	0.00	\$0.00
Soil & Erosion Permit	3	6	0.00	\$90.00
Shoreland - Accessory Building	1	0	0.00	\$52.00
Shoreland - Additions / Remodels	1	6	0.00	\$1,125.00
Shoreland - Demolition	1	0	0.00	\$30.00
Shoreland - Foundation / Basement	0	2	0.00	\$0.00
Shoreland - Replacement Home	1	0	4,874.00	\$1,493.80
Shoreland - SSWW	0	2	0.00	\$0.00
Shoreland Tree Removal Permit	0	1	0.00	\$0.00
Shoreland Zoning Permit	1	0	0.00	\$50.00
Totals	101	363	18,805.00	\$26,016.54
Average		11	587.66	\$813.02

Town of Windham's
Impact Fees Collected
 Month of December, 2016

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
16-01826	12/05/2016	92 Harvest Hill Rd.	16-2791	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
16-01826	12/05/2016	92 Harvest Hill Rd.	16-2791	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
16-01844	12/08/2016	9 SWETT Rd.	16-2467	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
16-01847	12/08/2016	31 Land Of Nod Rd.	16-2686	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
16-01853	12/09/2016	77 Harvest Hill Rd.	16-2815	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
16-01853	12/09/2016	77 Harvest Hill Rd.	16-2815	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
16-01898	12/23/2016	74 Harvest Hill Rd.	16-2837	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
16-01898	12/23/2016	74 Harvest Hill Rd.	16-2837	Residential - New SFH	Impact Fee - Roads North	\$386.48	\$386.48
						\$6,559.44	

Payment Summary

Check	\$6,559.44
Total	\$6,559.44

Account Number Summary

100025002	\$5,400.00
100025003	\$1,159.44
Total	\$6,559.44

TOTAL Account Number Summary

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

	Permits Issued	Total Inspections	Total SF	Total Fees
Commercial - In Office Appointments	0	6	0.00	\$0.00
On Site Inspection	0	18	0.00	\$0.00
Residential - In Office Appointment	0	8	0.00	\$0.00
Residential - Accessory Apartments	0	3	0.00	\$0.00
Residential - Accessory Building	3	9	1,064.00	\$323.30
Residential - Additions / Remodels	10	22	1,066.00	\$1,510.25
Residential - Demolition	2	0	0.00	\$60.00
Residential - Electrical Permit	27	51	0.00	\$810.00
Residential - Foundation / Basement	1	3	0.00	\$205.40
Residential - New SFH	5	49	19,411.00	\$9,630.40
Residential - Plumbing Permit	6	18	0.00	\$610.00
Residential - Replacement Home	0	6	0.00	\$0.00
Residential - SSWW	6	22	0.00	\$1,710.00
Residential Multi-Unit	0	11	0.00	\$0.00
Commercial - Addition / Remodels	2	13	0.00	\$381.90
Commercial - Electrical Permit	8	17	0.00	\$210.00
Commercial - New	0	3	0.00	\$0.00
Commercial - Plumbing Permit	1	2	0.00	\$70.00
Commercial - SSWW	0	1	0.00	\$0.00
Commercial - Towers	1	0	0.00	\$415.00
Commercial Change of Use	3	0	0.00	\$150.00
Banner sign	1	0	0.00	\$30.00
Mechanical Systems	6	12	0.00	\$705.75
Permanent Sign	1	0	0.00	\$30.00
Soil & Erosion Permit	11	5	0.00	\$330.00
Department Head Meeting	0	2	0.00	\$0.00
Development Team Meetings	0	2	0.00	\$0.00
Shoreland - Additions / Remodels	2	6	0.00	\$702.00
Shoreland - Replacement Home	0	7	0.00	\$0.00
Shoreland - SSWW	0	2	0.00	\$0.00
Tree Removal Permit	3	11	0.00	\$150.00
Totals	99	309	21,541.00	\$18,034.00
Average		10	694.87	\$581.74

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

Permits and Inspections

Receipt ID	Date	Address	Project ID	Project Type	Fee	Fee Amount	Total
17-01724	12/04/2017	9 Overlook Rd.	17-2281	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01730	12/05/2017	7 Kineo Dr.	17-2313	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01748	12/06/2017	331 Pope Rd.	17-2398	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01748	12/06/2017	331 Pope Rd.	17-2398	Residential - New SFH	Impact Fee - Roads South	\$38.65	\$38.65
17-01780	12/12/2017	290 Highland Cliff Rd.	17-2459	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
17-01794	12/14/2017	14 Hazel Dr.	17-2417	Residential - New SFH	Impact Fee - Recreation (NSF)	\$1,080.00	\$1,080.00
						\$5,438.65	

Payment Summary

Check	\$5,438.65
Total	\$5,438.65

Account Number Summary

100025001	\$38.65
100025002	\$5,400.00
Total	\$5,438.65

TOTAL Account Number Summary

100025001	\$38.65
100025002	\$5,400.00

Code Enforcement Department's
Activity Report - By Violation Type
 Month of December, 2017

	Complaints (Violation)	Complaints (No Violation)	New Cases	Total Cases	Completed Cases	Total Inspections	Closed - No Violations	Voluntary Compliance	Forced Compliance
All Violations									
Junkyard and Automobile Graveyard	0	0	2	2	0	2	0	0	0
Totals	0	0	2	2	0	2	0	0	0