



**City of Biddeford  
Policy Committee**

January 26, 2026 at 6:00 PM  
Due to weather this will be Teams Only

[Click to Join Teams Meeting Online](#)

Dial in by phone  
+1 872-242-8054,,28215749#  
Phone conference ID: 282 157 49#

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Approval of Minutes
  - 4.a Policy minutes 11-10-25
5. Discussion/Review
  - 5.a Proposed Shellfish Licensing ordinance changes
  - 5.b Proposed Changes to Code Enforcement Fees
6. Adjourn

**City of Biddeford**  
**Policy Committee**  
**November 10, 2025 at 6:00 PM**  
**City Hall Council Chambers & Zoom**

**1. Roll Call - all present**

Councilor Belanger

Councilor Beaupre

Councilor LaFountain

Jake Pierson

Marie Potvin

**2. Pledge of Allegiance**

**3. Adjustment(s) to Agenda**

None

**4. Approval of Minutes**

*4.a Minutes of September 22, 2025*

Motion: Councilor Beaupre

Second: Councilor LaFountain

Marie Potvin – motion to amend item 6.g. Pollinator Friendly to reflect that Jake Pierson voted yes and Marie Potvin voted no.

Second: Councilor Beaupre

Vote on the amendment: Unanimous in favor.

Amendment passed.

Vote on the minutes as amended: Unanimous in favor.

Minutes approved.

*4.b Minutes of October 27, 2025*

Motion: Councilor Beaupre

Second: Marie Potvin

Vote: Unanimous in favor.

Minutes approved

**5. Discussion/Review**

*5.a Review/Amend Code of Ordinances, Ch. 2, Art. 1, Sec. 2-3 Code of Ethics (from City Council)*

Councilor Beaupre– motion to amend as follows:

Change all “condemnation” and replace with “reprimand”

(B) Grounds

(c) change “acting” to “attempting to act”

(d) change “shall avoid” to “including” and delete the last sentence.

(g) delete the last sentence.

(h) Change “failure to make decisions only after” to “making decisions before all”

(j) change to “failure to attend meetings without providing notice to the chairperson”

(k) change “his or her” to “their”

D. Procedure –

Add: “ 8. If the Council determines that a censure is not an adequate remedy for the board/committee/commission member’s actions, the Council by a two-thirds vote of the entire Council and not just those present at a meeting, may remove the member from the relevant board, committee, or commission. This removal provision shall not apply to elected officials.”

Second: Marie Potvin

Councilor LaFountain – motion to keep section 2.3 and add sections 2.4 Applicability and 2.5 Censure and Removal.

Second: Councilor Beaupre

Vote on the amendment adding 2.4 and 2.5: Unanimous in favor.

Amendment passed.

Vote on the amendments motioned by Councilor Beaupre: Unanimous in favor.

Amendments passed.

Motion to send this ordinance as amended to Council: Unanimous in favor.

Motion passed.

#### *5.b Discussion - Comprehensive Board/Committee/Commission Review Next Steps*

The committee discussed several options for the sequence that these will be reviewed in the future. The new template will be used to standardize the format for each during the review process. The Committee should invite the existing committee members when those are discussed.

Jake Pierson suggested they review the statutory committees next.

Councilor LaFountain suggested the Shellfish/Harbor Commissions, Cable TV and Veterans committees.

Councilor Belanger suggested the Veterans and Planning Board as priorities.

#### *5.c Review - Revise Code of Ordinances — Add Veterans Committee*

The committee would like to move this from ad hoc to permanent status. They request that staff use the new template to draft an ordinance for review. Councilor Beaupre will have the Veterans' Committee provide input over the next few months before an ordinance is created. They will bring their feedback to the Policy Committee, especially duties, responsibilities and membership. Councilor Belanger suggested the new committee might also collaborate with other communities.

Other – Councilor LaFountain asked for an update on the Clifford Park Conservation Easement process. City Manager Truc Dever will check into it.

## **6. Adjourn**

Motion to adjourn at 6:40 pm by Councilor Beaupre

Second: Marie Potvin

Vote: Unanimous in favor.

Meeting adjourned.



## Policy Committee

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<b>Meeting Date:</b>	January 26, 2026
<b>Meeting Time:</b>	6:00 PM
<b>Agenda Item No:</b>	5.a
<b>Item Description:</b>	Proposed Shellfish Licensing ordinance changes
<b>Submitted By:</b>	Robin Patterson, City Clerk

### Key Terms:

### Executive Summary:

The City Clerk worked with the Maine Department of Marine Resources, the Policy Committee and Council in 2025 to make the changes recommended by DMR.

The following changes are being proposed by the City Clerk to address some remaining issues with the Shellfish Licensing program.

### Detailed Review:

The City Clerk added recreational shellfish licenses to the City's online offerings in 2025 by using the parking ticket/beach pass online platform. This worked for the licenses with a fee. However, it is a payment system and does not allow for a payment of zero dollars, so the recreation licenses issued to people 70 years of age and older have to be processed in person. The City would need to add a fee to that category in order to add it to the online offerings.

Staff request the Committee's consideration of a revised fee schedule for shellfish licensing. Recreation licenses are valid for a period of one year, and the harvest is open 365 days, with a limit of one peck (12 pounds) per day. Other programs in the area limit licenses to partial year, some with weekends only. This makes the City's recreational licenses a very good value.

In 2025 the City issued the following:

- 70 residential recreation permits at full price (\$30) and 44 (39%) at no charge.
- 31 nonresident permits at full price (\$60) and 21 (35%) at no charge.

A suggested 50% discount could be considered reasonable. At today's shellfish market prices,

the average daily harvest of 12 pounds would cost \$96 at \$8 per pound.

Another point to consider in the program allocation is that the State requires municipalities to issue 10% of the recreation category to nonresidents. Other programs in York County are only issuing the minimum required. The City of Biddeford is required to issue 12; however, it issues 60. The Committee may consider reducing that number.

The current Shellfish Warden lives outside of the municipality. He has been with the City for 6 years and purchases a nonresident recreational permit each year. Staff recommends the Committee considers allowing that purchase to be administered in the residential recreational allocation, which is unlimited instead of the nonresident allocation which is limited.

The City Clerk is requesting that the license period be moved up 30 days to begin on May 1st. This is to eliminate the crossover with other peak activities in the Clerk's office, particularly in-person voting for June elections. Licenses from 2025 will still be allowed to expire on May 31, 2026.

Other language changes are suggested to reduce repetition and clean up the language.

**Funding Source:**

n/a

**Staff Recommendation:**

Staff recommends approval to address remaining issues with the shellfish licensing process.

**Next Steps:**

If approved, this would go to the Council for two readings. It will also go to Maine Department of Marine Resources for their approval. DMR has already provided a preliminary approval.

**Attachments:**

- 1. Biddeford Allocation Approval 2025
- 2. Shellfish Licensing ordinance 2026 revisions



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF MARINE RESOURCES  
MARINE RESOURCES LABORATORY  
P.O. BOX 8, 194 MCKOWN POINT RD  
W. BOOTHBAY HARBOR, MAINE  
04575-0008

PATRICK C. KELIHER  
COMMISSIONER

February 26, 2025

Robin Patterson, Town Clerk  
P.O. Box 586  
Biddeford, ME 04005

Re: 2025 Allocation Approval- Biddeford

Dear Ms. Patterson:

We have reviewed the proposed shellfish license allocations for 2025, and hereby approve them as follows:

The required 10% rule for issuing non-resident licenses is a minimum requirement and the town may choose to issue more than 10% if desired.

<i>Class</i>	<i>Subclass</i>	<i>Amount</i>	<i>Cost</i>
Commercial	Resident	9	\$200
Commercial	Nonresident	1	\$400
Recreational	Resident	No Limit Set	\$30.00
Recreational	Nonresident	60 or 10%, whichever is greater	\$60.00
Recreational	Resident day	10/day	\$20.00
Recreational	Nonresident day	10/day	\$20.00

Licenses may be issued starting on June 2, 2025, following a minimum of 10 days advertising pursuant to Title 12. §6671 3-A. C. For categories of licenses which have limited numbers for both residents and non-residents: after August 31, 2025, any unsold licenses must be made available without regard to residency (Title 12. §6671 3-A. C.) for the original allocated fee (DMR Chapter 7.40 (1)).

Please feel free to reach out with any questions.

Sincerely,

Kohl Kanwit  
Bureau of Public Health and Aquaculture Director  
Cc: Ari Leach, Marine Resource Scientist II

**Sec. 74-105. Licensing. [Ord. No. 2000.20, § 5, 4-4-2000; Ord. No. 2002.33, 4-2-2002; Ord. No. 2004.8, 3-2-2004; amended 4-7-2009 by Ord. No. 2009.11; 11-17-2015 by Ord. No. 2015.75; 3-18-2025 by Ord. No. 2025.22]**

It is unlawful for any person to dig or take shellfish from the shores and flats of this municipality without having a current license issued by this municipality as provided by this division. A commercial digger must also have a valid State of Maine Commercial Shellfish License issued by the Department of Marine Resources. All recreational licenses are for personal use only.

(a) Designation, scope and qualifications:

1. Resident commercial shellfish license. The license is available to residents of the municipality and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality and reciprocating municipalities.
- ~~2. Resident commercial over 62 shellfish license. The license is available to residents of the municipality who can and do provide age verification legally attaining the age of older than 62 years of age at the time of purchase, and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality and reciprocating municipalities.~~
3. Nonresident commercial shellfish license. The license is available to nonresidents of this municipality and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality.
4. Residential recreational shellfish license. The license is available to residents and real estate taxpayers of this municipality and entitles the holder and guest(s) to dig and take no more than one peck of shellfish per any one day from the shores and flats of this municipality.
5. Nonresident recreational shellfish license. The license is available to any person not a resident of this municipality and entitles the holder and guest(s) to dig and take not more than one peck of shellfish per any one day from the shores and flats of this municipality.
6. Resident/nonresident one-day recreational shellfish license. The license is available to any resident or nonresident, and entitles the holder to dig and take not more than one peck of shellfish during the one and only day, or any part thereof, for which the license has been purchased.
7. Individuals 12 years or younger do not need a license to assist a recreational shellfish license holder in harvesting not more than one peck of shellfish in total per any 1 day.
8. The Shellfish Warden will be allowed to purchase a recreational shellfish license at the Residential Recreation rate and as part of the resident recreational license allocation, regardless of their residency.
9. Resident and nonresident student commercial shellfish licenses. The student must be at least 16 years of age or older and under 23 years of age, based upon the May 1 of the year of application. A person issued a student license is enrolled:
  - a. A person must show proof of age and proof of school attendance, except that

students attending college must show proof of 12 credit hours per semester by a state-recognized accrediting agency or body.

- b. A person attending a public day school in accordance with the attendance requirement of 20-A M.R.S.A. § 5001-A, Subsection 1.
- c. A person meeting the requirements of an alternative to attendance at public day

school in accordance with 20-A M.R.S.A. § 5001-A, Subsection 3.

- d. A person under the age of 18 as of May 1 of the year of application must have a parent or legal guardian signature on the shellfish application.
- e. A person may not be considered to have ceased to be a student during any interim between school years if the interim does not exceed five months and if it is shown that the person has a bona fide intention of continuing to pursue a full-time course of study during the semester or other enrollment period immediately following the interim period. For purposes of this subsection, "full-time course of study" means at least 60% of the usual course load for the program in which the person is enrolled.
- f. The Shellfish Committee may revoke a student license if the licensee fails to maintain required student status

~~10. Nonresident student commercial shellfish license. The student must be at least 16 years of age or older and under 23 years of age, based upon the May 1 of the year of application. A person issued a student license is enrolled:~~

- ~~a. A person must show proof of age and proof of school attendance, except that students attending college must show proof of 12 credit hours per semester by a state-recognized accrediting agency or body.~~
- ~~b. A person attending a public day school in accordance with the attendance requirement of 20-A M.R.S.A. § 5001-A, Subsection 1.~~
- ~~c. A person meeting the requirements of an alternative to attendance at public day school in accordance with 20-A M.R.S.A. § 5001-A, Subsection 3.~~
- ~~d. A person under the age of 18 as of May 1 of the year of application must have a parent or legal guardian signature on the shellfish application.~~
- ~~e. A person may not be considered to have ceased to be a student during any interim between school years if the interim does not exceed five months and if it is shown that the person has a bona fide intention of continuing to pursue a full-time course of study during the semester or other enrollment period immediately following the interim period. For purposes of this subsection, "full-time course of study" means at least 60% of the usual course load for the program in which the person is enrolled.~~
- ~~f. The Shellfish Committee may revoke a student license if the licensee fails to maintain required student status~~

11. License must be signed. The licensee must sign the license to make it valid.

(b) Application procedure. Any person may apply to the Clerk for the licenses required by this division on forms provided by the municipality.

- 1. Contents of application. The application must be in the form of an affidavit and must contain the applicant's name, current address, birth date, height, weight, signature and

whatever information the municipality may require.

2. Misrepresentation. Any person who gives false information on a license application will cause said license to become invalid and void.
  3. All recreational licenses will be available on a first-come, first-served basis, regardless of residency.
- (c) Fees. The fees for the licenses are as stated below and must accompany in full the application for the respective license. The Clerk shall pay all fees received to the Treasurer except for \$3 of each license that will be retained by the Clerk as payment for issuing the license. Shellfish license fees and fines shall be used by the municipality for shellfish management, conservation and enforcement.
1. Resident commercial: determined annually.
  - ~~2. Resident commercial over 62: determined annually.~~
  3. Nonresident commercial: determined annually.
  4. Resident student commercial: determined annually.
  5. Nonresident student commercial: determined annually.
  6. Resident recreational: determined annually.
  7. (Reserved)
  8. Nonresident recreational: determined annually.
  9. (Reserved)
  - ~~10.~~ Resident recreational 70 years old or older: ~~free~~ [50% discount](#)
  - ~~11.~~ Nonresident recreational 70 years old or older: ~~free~~ [50% discount](#)
  12. Resident/nonresident one day only license: determined annually.
- (d) Limitation of diggers. Clam resources vary in density and size distribution from year to year and over the limited soft clam producing area of the municipality. It is essential that the municipality carefully husband its shellfish resources. If, following the annual review of the municipality's clam resources, its size distribution, abundance and the warden's reports, as required by Section 74-103, the Shellfish Conservation Committee, in consultation with the DMR marine resource scientist, determines limiting commercial or recreational shellfish licenses is an appropriate shellfish management option for the following year:
1. Prior to April 1, the Committee shall report its findings and document recommendations for the allocation of commercial and recreational licenses to be made available for the following license year to the Commissioner of Marine Resources for concurrence.
  2. After receiving approval of proposed license allocations from the Commissioner of Marine resources and prior to May 1, the Shellfish Conservation Committee shall notify the Clerk in writing of the number and allocation of shellfish licenses to be issued.

3. Notice of the number of licenses to be issued and the procedure for application shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the period of issuance and shall be posted in the municipal offices until the period concludes.
  4. The Clerk shall issue licenses to residents and nonresidents as allocated starting ~~June~~ May 1 on a first-come, first-served basis.
  5. Licenses may be returned to the municipality voluntarily, and reissued to another person at the current fee according to the priorities established in this section. Any license returned is nonrefundable.
  6. (Reserved)
  7. All clam diggers/harvesters must use hand implements only – no assisted air harvesting (scuba diving).
  8. There shall be no night digging of shellfish. "Night" is defined as 1/2 hour after sunset and 1/2 hour before sunrise.
  9. All recreational clam diggers/harvesters shall not possess more than one container while harvesting. The container must have a maximum volume of not more than 10 quarts. NOTE: A 10-quart pail filled to within one inch of the rim is approximately one peck of clams.
- (e) Open license sales. When the Shellfish Conservation Committee determines limiting shellfish licenses is not an appropriate shellfish management option for one or more license categories for the following year:
1. Notice of the dates, places, times and the procedures for the license sales shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the initial sale date and shall be posted in the municipal offices. A copy of the notice shall be provided to the Commissioner of Marine Resources.
  2. For each commercial license category, the Clerk shall issue one license to nonresidents when six licenses are issued to residents and one more to nonresidents when five more are issued to residents; thereafter, one nonresident license will be issued for every 10 additional resident licenses issued. A total of no less than 10% of the total number of resident licenses shall be issued to non-residents in accordance with DMR regulation 70.43.
- (f) License expiration date. Each license issued under authority of this article expires at midnight on the last day of ~~May~~ April next following the date of issuance.
- ~~(g) Fee waivers. Recreational shellfish license fees will be waived for license holders 70 years or older. Individuals 12 years or younger do not need a license to assist a recreational shellfish license holder in harvesting not more than one peck of shellfish in total per any one~~

~~day.~~

- (h) Suspension. Any shellfish licensee having three convictions for a violation of this division shall have their shellfish license automatically suspended for a period of 30 days.
  - 1. A licensee whose shellfish license has been suspended pursuant to this division may reapply for a license only after the suspension period has expired.
  - 2. The suspension shall be effective from the date of mailing of a notice of suspension by the Clerk to the licensee.
  - 3. Any licensee whose shellfish license has automatically been suspended pursuant to this section shall be entitled to a hearing before the Shellfish Conservation Committee upon the filing of a written request for hearing with the Clerk within 30 days following the effective date of suspension. The licensee may appeal the decision of the Shellfish Conservation Committee before the Council by filing a written request for appeal with the Clerk within seven days of the decision of the Shellfish Conservation Committee.
- (i) Biddeford commercial shellfish license holders who have purchased their licenses during the period of issuance for the previous license year will be entitled to renew their license the first week preceding the regular sale date of ~~June~~ May 1.



## Policy Committee

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**Meeting Date:** January 26, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.b  
**Item Description:** Proposed Changes to Code Enforcement Fees  
**Submitted By:** Roby Fecteau, Director of Code Enforcement

**Key Terms:**

NA

**Executive Summary:**

The City of Biddeford last updated Code Enforcement fees in 2017.

**Detailed Review:**

As part of standard procedure, Code Enforcement staff compare the City's fees with other communities. The fees that were checked this year included building permits, electrical permits and plumbing permits. The code office is also proposing adjustments to other fees including re-inspection fees, letter request fees, and certificate of occupancy fees.

Comparable communities for building permit fees include Portland, South Portland and Westbrook. Comparable communities for electrical permit fees include Saco, Sanford, South Portland, Portland, Lewiston, Scarborough, Arundel and Auburn. Plumbing fees are generally standard, and the only adjustment is re-inspection fees.

**Funding Source:**

NA

**Staff Recommendation:**

Staff recommends adjustments to fees to become more in-line with other communities.

**Next Steps:**

**Attachments:**

1. Code Enforcement Fees
2. ELECTRICAL CODE - PERMITS - Required; posting. - Application. - Fees. - through Sec.18-170. (Reserved)
3. Portland
4. South Portland
5. Westbrook
6. NEIGHBORING TOWN ELECTRICAL PERMIT FEES

**DIVISION 3**  
**PERMITS; FEE SCHEDULE**

**Sec. 18-60. Permit regulations. [Added 6-1-2010 by Ord. No. 2010-44]**

- (a) A fee shall be charged for every permit issued by the Code Enforcement Office, and no permit shall be issued until the fees prescribed in this section have been collected by the Code Enforcement Office.
- (b) Professional consultant review fees are to be paid for by the applicant prior to issuance of permits. An increase of 20% will be added to this fee by the City for handling cost.
- (c) Belated permits. For permits applied for after work has been started (penalty), the amount of the fee shall be doubled.
- (d) Refund of fees. All permit fees are nonrefundable.
- (e) Expiration of permits. All building and electrical permits expire after one year from date of issuance. Per state statute, 30-A.M.R.S.A. § 4215, plumbing permits are valid for work commenced within 24 months after the permit is issued.

**Sec. 18-61. Permit fee schedule. [Ord. No. 2002.10, 2-5-2002; amended 6-1-2010 by Ord. No. 2010.44; 7-5-2011 by Ord. No. 2011.32; 6-3-2014 by Ord. No. 2014.40; 6-6-2017 by Ord. No. 2017.52; 8-20-2024 by Ord. No. 2024.124]**

Effective ~~July 1, 2017~~ [March 23, 2026](#) Building Permit Fee Schedule.

- (1) Building/demolition permit application fee: \$60.
- (2) Minimum building permit fee: \$40.
- (3) Construction permits, per thousand dollars of value (after square footage is calculated):  
~~\$14.35-~~ [\\$15.00](#)
  - a. For projects of \$5,000 or less, permit fees shall be waived. This does not include the application fee for processing.
  - b. Exception: Projects started without proper permits shall pay double permit fees. The application fee shall not be doubled.
- (4) Reinspection fee: ~~\$50.~~ [Per Inspector: \\$75.00](#)
- (5) Swimming pools:
  - a. Aboveground: \$50.
  - b. Inground: \$100.
- (6) Demolition permit: \$50.
  - a. For structures with less than a \$5,000 tax assessment, the fee shall be waived. This does not include the application fee for processing.
- (7) Renewal permits, per thousand dollars of value prorated to remaining value of structure: \$14; minimum fee of \$40.

- (8) Certificate of occupancy (not related to building permit): ~~\$50.~~ \$ 100.00
- (9) Letters to attorneys, realtors, brokers, Zoning verification etc.: ~~\$25.~~ \$ 75.00
- (10) Sign permits: \$50 per sign.
- (11) Zoning Board of Appeals: application fee of \$100, plus first class postage per abutter with 200 feet, plus publication costs.

## **Sec. 18-62. (~~Reserved~~) Plumbing Permit Fees**

### ~~(a) —Plumbing; septic systems.~~

#### (1) Internal Plumbing permit fee schedule:

- a. Per fixture, no maximum: \$10 with a minimum of \$40.
- b. Reinspection fee, including septic system reinspections: ~~\$50.~~ \$75

#### (2) Septic system permit fee schedule:

- a. Complete systems:
  - 1. Nonengineered system: \$200.
  - 2. Engineered system: \$200.
  - 3. Separate laundry system: \$50.
  - 4. Seasonal conversion system: \$50.
  - 5. Variance: additional \$40.
- b. Separate parts:
  - 1. Disposal field (nonengineered): \$100.
  - 2. Disposal field (engineered): \$150.
  - 3. Treatment tank (nonengineered): \$75.
  - 4. Treatment tank (engineered): \$80.
  - 5. Variance (state or local for septic systems): Add \$40.

- (3) NOTE: Unless otherwise stated, each permit issued under this Subsection (b) will be valid for work commenced within 24 months after the permit is issued.

**Sec. 18-63. Issuance of occupancy permits subject to adequate access to premises. [Ord. No. 2002.10, 2-5-2002]**

- (a) In reviewing applications for occupancy permits for new residential structures, the Building Inspector shall consider the adequacy of access to the subject premises; and should he have any uncertainties as to whether or not such access is adequate, he shall request an inspection by the City Engineer and the Director of Public Works jointly, who shall make a written report to the Building Inspector. If the report is affirmative, the Building Inspector may then issue the requested occupancy permit. If the report is negative, the Building Inspector may not issue the permit without further authorization by the City Council.
- (b) In making a determination as to the adequacy of access to any house lot, the inspector (Building Inspector, City Engineer or Director of Public Works) will consider the width, grades, condition of surface, drainage features, and any other condition which may result in future deterioration of the adequacy of access to the subject lot.

**Sec. 18-64. through Sec. 18-75. (Reserved)**



DIVISION 3

**PERMITS**

**Sec. 18-156. Required; posting. [Ord. No. 2002.10, 2-5-2002]**

All persons shall, before beginning any installation, alteration or change of electrical wiring or equipment in the City, obtain a permit for such work. Permits for installation, alteration and use of electrical equipment shall be issued upon receipt of an application made out on a printed form furnished by the Electrical Inspector. The fee is to be paid in advance as provided for in this division. Permits shall be posted in plain view, inside the building near the entrance switch or inside the service switch when installed.

**Sec. 18-157. Application. [Ord. No. 2002.10, 2-5-2002]**

The application for an electrical permit shall contain the name of the owner or user of the electrical equipment to be installed, altered or changed, and the location of such work by correct address, street and number, and the name and address of the person making the installation.

**Sec. 18-158. Fees. [Ord. No. 2002.10, 2-5-2002; Ord. No. 2003.68, 7-1-2003; Ord. No. 2004.35, 6-1-2004; amended 6-1-2010 by Ord. No. 2010.44; 6-6-2017 by Ord. No. 2017.52]**

(a) Effective July 1, 2017, Electrical Permit Fee Schedule.

(1) New Residential Electrical Permit Fee Schedule. All permits for residential installations shall be charged an administrative fee of \$25.

a. One- and two-family dwelling:

1. Less than 2,000 square feet: ~~\$100 per unit.~~ \$150 per unit
2. Greater than 2,000 square feet: ~~\$100~~ \$150 plus ~~\$0.55~~ \$0.075 for additional square feet.

b. Three-or-more-family dwelling Not including garages:

1. Less than 2,000 square feet: ~~\$75 per unit.~~ \$0.075 Per Square Foot. Includes living area and all other areas within building. Exclusion Heating/Cooling/ Fire equipment.

c. Garage (per bay), under, attached, unattached: \$20.

d. Service entrance, including meter and disconnect:

1. One hundred amps: ~~\$45.~~ \$50.
2. Two hundred amps: ~~\$50.~~ \$60.
3. Four hundred amps: ~~\$55.~~ \$80.
4. Sub-panel: ~~\$25.~~ \$35.
5. Temporary: ~~\$50.~~ \$60

e. General wiring, outlets:

1. One to 10 outlets: \$10.
2. Eleven to 30 outlets: \$15.

3. Thirty-one to 60 outlets: \$20.
  4. Sixty-one or more outlets: \$20 plus \$0.50 per additional outlet.
  - f. Dedicated circuit:
    1. One hundred twenty volts: \$5.
    2. Two hundred forty volts: \$10.
  - g. Swimming pools: \$75
    1. ~~Above ground: \$40.~~
    2. ~~Inground: \$50.~~
  - h. Central heating/cooling: \$1 per BTU.
  - i. Electrical heating: \$1 per kilowatt.
  - j. Exhaust fan: \$5.
  - k. Pump(s), water, sewage, other: \$10, each.
  - l. Low voltage wiring (i.e., fire, security, voice, data): \$50.
  - m. Smoke/carbon monoxide/heat detectors (not part of a system): \$10 each.
  - n. GFCI/AFCI: \$5 each.
  - o. Alternate energy source:
    1. Geothermal, solar, wind: \$1 per kilowatt.
    2. Generator (fixed): \$1 per kilowatt.
    3. Transfer switch: \$1 per kilowatt.
  - p. Permit not specified: \$50.
  - q. Minimum fee: \$50.
  - r. NOTE: For fee purposes, outlets will be classified as lights, lighting and small appliance receptacles and lighting switches. Unless otherwise stated, each permit issued under this Subsection (a)(1) will be valid for one year from date of issuance.
- (2) New Commercial-Industrial Electrical Permit Fee Schedule. All permits for commercial-industrial installations shall be charged an administrative fee of \$50.
- a. New building (does not include electrical service): ~~\$0.055~~ \$0.095 per square foot.
  - b. Service entrance:
    1. Up to 100 amps: \$55.
    2. One hundred one to 200 amps: \$60.

3. Each additional 100 amps: \$20 per 100 amps.
4. Three-phase meter with C.T. cabinet: ~~\$125.~~ [\\$135](#)
5. Additional panel: \$35 each.
- c. Temporary service: \$60.
- d. General wiring, outlets:
  1. One to 10 outlets: \$10.
  2. Eleven to 30 outlets: \$15.
  3. Thirty-one to 60 outlets: \$20.
  4. Sixty-one or more outlets: \$20 plus \$0.50 per additional outlet.
- e. Dedicated circuit:
  1. One hundred twenty volts: \$5.
  2. Two hundred forty volts: \$10.
- f. Illuminated sign(s): ~~\$20 each.~~ [\\$30](#)
- g. Area light pole(s): \$5 each.
- h. Air conditioning:
  1. Up to 12,000 BTUs: \$10.
  2. Over 12,000 BTUs: \$10 plus \$2 per BTU.
- i. ~~Central heating/cooling:~~ [Heat Pump/Mini-split/ AC:](#) \$1 per [K](#)BTU.
- j. Electrical heating: \$1 per kilowatt.
- k. Exhaust fan: \$5.
- l. Pump(s), water, sewage, other: \$10 each.
- m. Low voltage wiring (i.e., fire, security, voice, data): \$50.
- n. Smoke/carbon monoxide/heat detectors (not part of a system): \$10.
- o. GFCI/AFCI: \$5 each.
- p. Alternate energy source:
  1. Geothermal, solar, wind: \$1 per kilowatt.
  2. Generator (fixed): \$1 per kilowatt.
  3. Transfer switch: \$1 per kilowatt.

- q. Motor(s):
  - 1. Up to one horsepower: \$5.
  - 2. Additional horsepower: \$0.50 per horsepower.
- r. Permit not specified: \$50.
- s. Minimum fee: \$50.
- t. NOTE: For fee purposes, outlets will be classified as lights, lighting and small appliance receptacles and lighting switches. Unless otherwise stated, each permit issued under this Subsection (a)(2) will be valid for one year from date of issuance.
- u. Each commercial permit is entitled to eight inspections without additional fees. A fee of \$25 will be charged for each additional inspection.

~~(b) — Plumbing; septic systems.~~

~~(1) — Plumbing permit fee schedule:~~

- ~~a. — Per fixture, no maximum: \$10 with a minimum of \$40.~~
- ~~b. — Reinspection fee, including septic system reinspections: \$50.~~

~~(2) — Septic system permit fee schedule:~~

~~a. — Complete systems:~~

- ~~1. — Nonengineered system: \$200.~~
- ~~2. — Engineered system: \$200.~~
- ~~3. — Separate laundry system: \$50.~~
- ~~4. — Seasonal conversion system: \$50.~~
- ~~5. — Variance: additional \$40.~~

~~b. — Separate parts:~~

- ~~1. — Disposal field (nonengineered): \$100.~~
- ~~2. — Disposal field (engineered): \$150.~~
- ~~3. — Treatment tank (nonengineered): \$75.~~
- ~~4. — Treatment tank (engineered): \$80.~~
- ~~5. — Variance (state or local for septic systems): Add \$40.~~

~~(3) — NOTE: Unless otherwise stated, each permit issued under this Subsection (b) will be valid for work commenced within 24 months after the permit is issued.~~

**Sec. 18-159. through Sec. 18-170. (Reserved)**



**CITY OF PORTLAND**  
Permitting and Inspections Department

## Building Permits and Inspections Fee Schedule

Please submit the cost of work with your application. If the construction cost submitted is less than indicated by national standards, the City of Portland reserves the right to reevaluate project cost and assess the larger fee per RSMean.

All fees are due prior to the issuance of the permit. Once the application has been received by the Permitting and Inspections Department, an invoice will be issued, requesting payment of all fees. We accept cash, Visa, MasterCard, American Express, and checks payable to the City of Portland.

### COST OF WORK FEES

**General Building Permit Fees** (For all construction work. Additional fees may apply—see below.)

Cost of work fees and amendments to application:

Up to \$1,000 worth of work	\$25.00
Each additional \$1,000 worth of work	\$15.00

### **Demolition of structure**

Up to \$1,000 worth of work	\$30.00
Each additional \$1,000 worth of work	\$10.00

### **Heating, Ventilating and Air Conditioning (HVAC)**

Up to \$1,000 worth of work	\$30.00
Each additional \$1,000 worth of work	\$10.00

### **Fire Alarm/Sprinkler System**

Commercial	
Up to \$1,000 worth of work	\$30.00
Each additional \$1,000 worth of work	\$10.00
One and Two Family	No Fee

### ADMINISTRATIVE FEES (in addition to cost of work fees)

**Certificate of Occupancy inspection** \$100.00

**Missed scheduled inspection** \$150.00

### **Stop Work Order Removal**

*Projects with cost of work up to \$10,000 where:*

No work completed during stop work order	\$150.00
Work completed in violation of stop work order	\$300.00

*Projects with cost of work greater than \$10,000 where:*

No work is completed during stop work order	\$1,000.00
Work is completed in violation of stop work order	\$3,000.00

### **Reinspections**

First	\$150.00
Second	\$300.00
Third and subsequent	\$500.00

**City secures building** \$500.00

# South Portland

## Chapter 5 – Buildings

Code/Statute	Type of Fee	Fee
§ 5-66	List Property on the South Portland Inventory of Archaeological and Historic Places	\$150
§ 5-77	<b>Construction activities:</b>	
	Application fee <sup>1</sup>	\$100
	Cost of work	\$15/\$1,000 of cost
	Air conditioning	\$15/\$1,000 of cost
	<b>Signs:</b>	
	Application fee <sup>1</sup>	\$100
	Cost of work	\$15/\$1,000 of cost
	<b>Heating installations only:</b>	
	Single-family dwelling, flat fee:	\$30
	Other:	\$10/\$1,000 of cost
	Minimum fee:	\$30
	HVAC system only	\$15/\$1,000 of cost
	<b>Demolition:</b>	
	Principal structures	\$50
	Accessory structures	\$25
	Relocations	\$15/\$1,000 of assessed valuation
	Home Occupations	\$50
	Change of Occupancy (non-residential)	\$50
	Swimming pools, per \$1,000	\$15
	Minimum fee for every permit (unless otherwise indicated).	\$50
	After-the fact permits (permits not applied for until after the work for which permit is required has already been started)	Triple the amount set forth herein up to maximum of one thousand dollars (\$1,000)
	Reinspection fee for each subsequent inspection determined by the Building Inspector to be necessary because the building or site being inspected has not been completed or is not eligible for a certificate of occupancy	\$50

<sup>1</sup> Non-refundable

*This Schedule is subject to amendment by City Council Order.*

Code Chapter/Section	Fee	Amendment Dates
Level 3 - Advanced Response: Claim will include engine response, first responder assignments, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command of the incident, Level A or B suit donning, breathing air and detection equipment, setup and removal of decon center, detection equipment, recovery and identification of material, disposal and environment clean up of materials used at the scene. Includes three hours of scene time, each additional hour or any portion of hour will be billed at \$500 per hour. Consumable items are an additional cost	\$7,000	
<b>EMS Billing Rates</b>	<b>Current rates</b>	
BLS	\$700	
ALS-1	\$1,000	
ALS-2	\$1,400	
Specialty care	\$1,500	
Mileage	\$18	
No transport	\$125	
Medical intercept	\$300	
Lift assist, no injuries	\$300	
Non-emergency transport (basic life support)	\$735	8-5-2024 (2024-89)
Non-emergency transport (advanced life support)	\$1,400	8-5-2024 (2024-89)
<b>Chapter 110 - Animals</b>		
§§ 110-10 and 110-19 Impoundment fees		12-21-2020 (2020-153)
For each animal, first impoundment	\$25	
For each animal, second impoundment	\$50	
For each animal, third and subsequent impoundment	\$100	
<b>Chapter 123 - Building Construction<sup>[2]</sup></b>		
§ 123-12, § 123-15 Building permits (inclusive of demolition of a building, swimming pools or any structure construction/alteration/demolition)	\$50 + \$15/\$1,000 construction costs	4-5-2010; 8-15-2011; 7-6-2015; 4-30-2018 (2018-58); 6-7-2021 (2021-54)
Reinspection fee	\$50	4-5-2010; 1-26-2015

DESCRIPTION	SACO	SANFORD	SO. PORTLAND	PORTLAND	LEWISTON	SCARBORO	ARUNDEL	AUBURN	BIDDEFORD	PROPOSED PRICES
1 & 2 FAM LESS THAN 2000'	0.07					.05/SQ FT	.055/SQ FT	45/UNIT	100	150
MORE THAN 2000'						.05/SQ FT	.055/SQ FT	45/UNIT	100+.055/SQ	150+.075/SQ FT
3 OR MORE FAMILY						.05/SQ FT	.055/SQ FT	45/UNIT	75 EA	.075/ SQ FT
COMM SPACE PER/SQ FT	0.09		20			.05/SQ FT	.055/SQ FT	55	.055/SQ FT	.095/SQFT
TEMP SERVICE RES-	50	50	20			30	75	40	50	
TEMP SERVICE COMM.	60				40	30	75	40	60	
100 AMP RES-	45		20	25	40	30	50	75	45	50
200 AMP RES-	50		20	25	40	30	75	75	50	60
400 AMP RES-	55		20	45	80	30	125	75	55	80
NEW PANEL RES-	25				10	30	50	10	25	35
100 AMP COMM	55	50				30	75	75	55	60
200 AMP COMM	60	50				30	75	75	60	70
ADDITIONAL 100AMPS EA.	20						25	10	35	
3 PHASE	125		30	40-150		30	50	75+10 EA	125	135
NEW COMM PANEL	35	25		15			50	10	35	
1-10 OUTLETS	10	.50 EA	.50 EA	1-20/12.00	1.00 EA		20 UP TP 10	.50 EA	10	
11-30 OUTLETS	15	.50 EA		21-50/25.00	1.00 EA		.50 EA +	.50 EA	15	
31-60 OUTLETS	20	.50 EA		51-100/40.00	1.00 EA		.50 EA +	.50 EA	20	
61+ OUTLETS	20+.50 EA	.50 EA		100+.50EA	1.00 EA		.50 EA +	.50 EA	20+.50 EA	
120 DED. CKT	5	7.50 EA		5				5	5	
240 DED. CKT	10	10 EA	3.00 EA	10			10	10	10	
SWIMMING POOL	50	75	40	50	50	30	15		50	75
A/C CONDENSOR	1/KBTU	25	6/UNIT		20 EA	30	25+2EA ADD	12	1/KBTU	
ELECT HEAT	1/KW	25	6/UNIT		20 EA		5 PER THERM	3/KW	1/KW	
EXHAUST FAN	5	5	6	5			10		5	
SEWER PUMP	10	7.50 EA	6	10	20		15		10	15
SMOKE DETECT	10 EACH						5		10 EA	
GFCI	5 EACH			7.50 EA	40/200/+75		5		5	
SOLAR RESIDENTIAL	1/KW		3 EA PANEL	75/100/150		30//30+1.00 PER KW	50+2 EA ADD		1/KW	1/KW
SOLAR COMMERCIAL	1/KW							25	1/KW	1.5/KW
GENERATOR	50			40	30		50			
OTHER	50						20		50	
AFTER THE FACT	100								100	
ALARMS/LOW VOLT	50	35		25	.50 PER DEV		35	18+.50 EA	50	
SIGNS	20	45	10	30	30	30	50	30	20	30
ADMIN FEE RES-	25						30		25	
ADMIN COMM	50		50	75		30	30		50	
MIN. FEE	75/100	75		75		30	75		75/100	