

## Town of Windham

Code Enforcement Department  
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### GUIDELINES FOR A GROWTH MANAGEMENT PERMIT

EFFECTIVE DATE: 08/28/2020

A growth management permit is required for all construction, creation or placement of any new dwelling unit within the Town of Windham.

#### Exemptions

1. The repair, replacement, reconstruction, or alteration of any dwelling unit, provided that no new dwelling units are created, and no seasonal dwelling units are converted into year-round dwelling units.
2. A single dwelling unit on a family gift lot.
3. The construction, repair, replacement, reconstruction, or alteration of any dwelling unit meeting the definition of "housing for older persons" as set forth in 5 M.R.S.(S) 4581 (2), and as may be amended from time to time.
4. The construction, repair, replacement, reconstruction, or alteration of an accessory apartment.

Please review/ follow the 4 steps below and attached documents to assist you with your growth permit application.

#### Step 1

- Email your completed growth permit application (and additional submission requirements listed at the bottom of the permit application) for or a single-family, two family, or multi-family dwelling unit to [permits@windhammaine.us](mailto:permits@windhammaine.us) to begin the application process.

#### Step 2

- Staff will reply within 3 business days to confirm that we have received your application, and to process a nonrefundable application fee payment of \$50.00 (plus 3% charge for credit cards), which shall be credited toward the building permit fee if the growth permit is replaced by a building permit

#### Step 3

- Your permit application will be checked for completeness; staff will contact you to discuss what documents are required for your projects.

#### Step 4

- Staff will email or mail your growth permit. *Note: Once issued, a growth permit must be replaced by a building permit ([See Permit Submissions Checklist](#)) for construction, placement or creation of the dwelling unit or units authorized by the growth permit on the specific lot for which the growth permit was issued, not later than 90 days after the date of issuance.*