

## Approving 2023 Environmental Health Division Service Fees

**WHEREAS**, the Kitsap Public Health Board is empowered by RCW 70.05.060(7) and RCW 70.46.120 to establish and charge fees for issuing or renewing licenses, permits, or for such other services as are authorized by law; and

**WHEREAS**, Board Budget Policy, Article XI, Budget Administration --- Fees, directs the Health District to recover the cost of services for fee related activities; and

**WHEREAS**, the Board previously passed resolution 2019-06 amending the Environmental Health Division fee schedule and providing for yearly increases based on the April Consumer Price Index – Urban Wage Earners and Clerical Workers Index for Seattle – Tacoma – Bremerton (“CPI”) for years 2020 through 2026; and

**WHEREAS**, the April 2022 Consumer Price Index – Urban Wage Earners and Clerical Workers Index for Seattle – Tacoma – Bremerton (“CPI”) was 9.1%; and

**WHEREAS**, the Board may determine that some individual fees may be modified or held as unchanged as needed; and

**WHEREAS**, the Board’s Finance and Operations Committee considered this issue on September 21 and October 19, 2022, and, due to continuing impacts to the economy related to the COVID-19 pandemic, recommends to the full Board that all environmental health division service fees should not be increased by the full 9.1% CPI for 2023; and

**WHEREAS**, the Food and Living Environment (FLE) Program is projected to have an estimated 2023 budget shortfall of approximately \$316,000; and

**WHEREAS**, the Finance and Operations Committee recommends to the full Board that yearly CPI-related fee adjustments should still be considered as needed based on the April Consumer Price Index – Urban Wage Earners and Clerical Workers Index for Seattle – Tacoma – Bremerton (“CPI”) of the current year for future years of 2023 through 2026, with a minimum increase of 3% per year and a maximum of 6% per year; and

**WHEREAS**, the Drinking Water/Onsite Sewage, Solid and Hazardous Waste, and Pollution Identification and Correction programs are not in need of fee increase adjustments for 2023; and

**WHEREAS**, the Finance and Operations Committee recommends a fee decrease for several Drinking Water/Onsite Sewage Program fees;

**NOW, THEREFORE, BE IT RESOLVED** that the Kitsap Public Health Board does authorize and approve Resolution 2022-09, Approving 2023 Environmental Health Division Service Fees, effective January 1, 2023, and until further notice, as follows and as specified the attached fee schedule:

1. Food and Living Environment Program fees shall be increased by 6%;
2. Drinking Water/Onsite Sewage, Solid and Hazardous Waste, and Pollution Identification and Correction program fees generally be held status quo at 2022 rates;
3. Certain Drinking Water/Onsite Sewage Program fees shall be reduced for 2023; and
4. Miscellaneous administrative updates to the fee schedule shall be implemented.

**CONFLICTING RESOLUTIONS:** To the extent that the fee schedule described above is inconsistent with prior provisions of the Kitsap Public Health Board Resolutions, the prior provisions are hereby repealed.

**APPROVED:** November 1, 2022

**EFFECTIVE:** January 1, 2023



---

Mayor Greg Wheeler, Chair  
Kitsap Public Health Board

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b><u>GENERAL</u></b> <sup>1,2,3</sup>	<b>2023 Fee</b>
<b>Administrative Meetings or Appeal Hearings:</b>	
Pre-Application 1 Hour Conference Review Fee	150
Administrative Review Meeting with Environmental Health Director	150
Appeal Hearing with Health Officer	450
Appeal Hearing with Board of Health (Hearing with Health Officer is a required prerequisite)	600
<b>Standard Hourly Rate</b>	150
<b>Delinquent Service/Payment &gt; 30 days Overdue</b>	1%/day up to 30 days
Non-Sufficient Funds (NSF) Fee	25
Refund Handling Fee <sup>4</sup>	25
<b>Photocopies</b> (Plus postage and handling when applicable)	\$0.15/copy
<b>Work without Permit Investigation Fee:</b> The cost of the original applicable permit fee the applicant failed to obtain in addition to the cost of the current applicable permit fee.	Project Specific
<b><u>WATER</u></b> <sup>2,3</sup>	<b>2023 Fee</b>
(*Note: Please refer to Onsite Sewage Program section for Building Site Applications and Building Clearance service charges.)	
<b>Group B public water system annual operating permit</b>	75
<b>Water Status Reports:</b>	
Water Status Reports - Public Water Supply - Group A or B	145
Water Status Reports - Private Individual and Private Two-Party (includes bacteriological water sample)	315
Water Status Reports - Private Individual and Private Two-Party (Includes bacteriological and nitrate water samples)	345
Water Status Reports - Private Individual and Private Two-Party (no water samples)	295
Amended Water Status Report (following correction of items of non-compliance - includes a site inspection and water sample)	165
Amended Water Status Report (following correction of items of non-compliance, no site inspection and no KPHD sampling)	110
<b>Building Clearances for Sewered Properties:</b>	
Properties with a public water supply	90
Properties with a private water supply	145
<b>Water System Reviews:</b>	
New, Expanding, or Existing Unapproved Group B <sup>5</sup>	1,030
Alterations to Approved Group B <sup>6</sup>	580
<b>Sanitary Surveys:</b>	
Group A	735
Group B	440
<b>Surface Seal Inspection</b>	145
<b>Well Decommissioning</b>	225
<b>Waiver Applications</b>	145
<b>Irrigation Well Waiver Applications</b>	295
<b>Well Site Inspections</b> (Not Associated with BSA):	
Replacement, Group A or B Public Well Site, Irrigation or other Water Well	590
Amended Well Site Inspection	145
<b>Coordinated Water System Plan Review</b>	145
<b>Miscellaneous:</b>	
Copy of local regulations (Plus postage and handling when applicable)	10
Repeat Inspections for Code Violations <sup>7</sup> (When not Otherwise Specified).	145
<b>Private Water Supply Treatment Design Review</b> <sup>6</sup>	435
<b>Environmental Monitoring Services:</b> Environmental Monitoring/Reporting <sup>7</sup> (Labor Only).	145

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b><u>ONSITE SEWAGE</u></b> <sup>2,3</sup>	<b>2023 Fee</b>
<b>New/Alteration/Expansion Building Site Applications (BSA)</b> <sup>9</sup> (Total includes mandatory Drinking Water service charges as shown):	
<b>Single Family Residential Onsite Sewage System w/Private Water Supply</b> (Existing or proposed water source)	1,085
<b>Single Family Residential Onsite Sewage System on Public Water Supply</b>	820
<b>Multi-Family/Community, Residential or Commercial Onsite Sewage System on Private Water Supply</b>	1,250
<b>Multi-Family/Community Residential or Commercial Onsite Sewage System on Public Water Supply</b>	955
<b>Redesign BSA - with site visit</b>	330
<b>Redesign BSA - Design package change only, no site visit</b>	145
<b>Repair or Replacement BSA</b> (No Alteration or Expansion) - Includes OSS Waiver(s)	550
<b>OSS Remediation Application</b>	295
<b>Drainfield Aeration Report</b>	115
<b>BSA Revisions (Minor Site Plan changes)</b>	75
<b>BSA Wet Weather Review</b> <sup>10</sup>	295
<b>Building Clearance (BC) - Residential</b>	335
<b>Building Clearance - Commercial</b>	550
<b>Building Clearance Exemption</b> <sup>11</sup>	110
<b>Commerical Building Clearance Exemption</b> <sup>11</sup>	145
<b>Accepted BSA/BC Records Replacement for Building Permit</b>	10
<b>BSA - Compliance:</b> (For Reserve area/Records establishment for Onsite Sewage System (OSS) when submitted independently)	295
<b>Sewage System Permits:</b> <sup>12</sup>	
New, Replacement, or Repair Installation	600
Tank Replacement/Connection, Component Repair/Replacement, Remediation	225
<b>Re-Inspection for Sewage Disposal Permit Violation</b>	225
<b>OSS Installation Wet Weather Review</b>	145
<b>Monitoring and Maintenance Fees:</b> <sup>13</sup>	
Annual Contract fee	30
Incomplete/Erroneous Report Resubmittal Fee	30
<b>Pumping or Inspection Report Submittal Fee (RESERVED)</b>	TBD
<b>OSS Waiver Requests</b>	145
<b>Installer, Pumper and Maintenance Specialist (including Residential Homeowner) Certifications:</b>	
Initial Certification	440
<b>Annual Renewals of Valid Certifications:</b> <sup>8</sup>	
Installer, Maintenance Specialist & Pumper (1st Truck)	225
Annual Pumper Renewal for Each Additional Truck	75
Homeowner Monitoring & Maintenance	145
Delinquent Certification Renewal Fee	295
<b>Administrative Conference Fee for Health District Certified Contractors</b>	295
<b>State Licensed Designer/Engineer:</b> Local Referral List Publishing & Maintenance (Optional)	75
<b>Property Conveyance Inspection and Evaluation Report for Onsite Sewage System</b> (Non-refundable; See Water Status Report item in Drinking Water section for water only review) <sup>14</sup>	295
<b>Amended OSS and/or Drinking Water Supply Evaluation Report - without a site visit</b> (at Health District discretion)	110
<b>Amended OSS and/or Drinking Water Supply Evaluation Report - with site visit</b>	145
<b>Land Use Applications</b> (Total Includes Mandatory Drinking Water Service Charges as Shown): <sup>15</sup>	
Subdivision with Public Sewer	215
Subdivision with Onsite Sewage Systems (OSS)	645
Amended Subdivision with OSS	295
Large Lot Subdivision (These include Preliminary/Final/Amendment/Alteration reviews)	145
Conditional Use/Other Land Use Applications	145
<b>Miscellaneous:</b>	
Copy of Local OSS Regulations (Plus Postage and Handling if Applicable)	10
Repeat Inspections for Code Violations <sup>7</sup> (When not Otherwise Specified).	145

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b><u>FOOD</u></b> <sup>2,3,16,17</sup>	<b>2023 Fee</b>
<b>Change of ownership application</b> (New permit holder without menu or equipment change, must be submitted within 30 days of ownership change or a full plan review fee will be required)	150
<b>Bakeries</b>	435
<b>Bed &amp; Breakfasts/Hotel/Motel</b> (Breakfast Only)	350
<b>Caterers:</b>	
With Commissary	710
With Restaurant	315
<b>Demonstrators</b>	315
<b>Food Handler Permits:</b>	
(Set by State BOH)	10
Duplicate for Lost Card	10
Food Worker Class Fee - Regular business day <b>by appointment Only</b> (minimum 20 people; includes card fee for up to 20 people. \$10/person additional for each person over the first 20)	350
<b>Groceries:</b>	
1-2 checkouts	315
3 or more checkouts	670
<b>Limited Menus</b>	350
<b>Meat/Fish Markets</b>	435
<b>Mobile Units</b>	710
<b>Plan Review and Pre-Op Inspections:</b> <sup>18</sup>	
Change in Menu and/or Equipment Review	240
Mobile Units	900
Food Establishment Plan Review - All Other Establishments	775
Variance Request Review	240
Special Process Plan Review	400
<b>Additional Inspections</b>	
Reinspection with a site visit (after first reinspection) <sup>19</sup>	150
Reinspection without a site visit (at Health District discretion)	85
<b>Restaurants (No Lounge):</b>	710
Special Process Permit	315
<b>Restaurants (With Lounge):</b>	785
Special Process Permit	315
Taverns (No Food)	300
<b>Schools:</b>	
Central Kitchen	705
Preschools/Headstart/ECAP	315
Warming Kitchen	350
<b>Temporary Permits (due 14 days prior to event):</b> <sup>20</sup>	
<b>Bake Sale/Exempt Food Application Review</b>	No Charge
<b>Limited Menu - Single Event</b>	60
<b>Limited Menu - Seasonal Multiple Events</b>	100
<b>Non-Complex Menu:</b>	
Single Event	100
Seasonal Multiple Events	140
<b>Complex Menu:</b>	
Single Event	120
Seasonal Multiple Events	195
<b>Single Menu, Single Event, Multiple Vendors</b>	375

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b><u>LIVING ENVIRONMENT</u></b> <sup>2,3,16</sup>	<b>2023 Fee</b>
<b>Public or Semi Public Swimming Pools and Hot Tubs:</b> <sup>21</sup>	
One Pool - <b>Year Round Operation</b>	1,060
Each Additional Year Round Pool	195
One Pool - <b>Seasonal Operation</b>	820
Each Additional Seasonal Operation Pool	160
<b>Residential Neighborhood Private Pools</b> <sup>7</sup>	240
<b>Pre-op Inspections</b> Pools, Camps <sup>7,18</sup>	240
<b>Reinspections:</b> Each Re-Inspection after First Re-Inspection <sup>19</sup>	160
<b>School Plan Reviews</b> <sup>7</sup>	
<b>Primary School Construction Plan Review</b> (hourly rate will apply after the first 10 hours)	1,500
<b>Secondary School Construction Plan Review</b> (hourly rate will apply after the first 14 hours)	2,100
<b>Playground Construction Plan Review</b> (hourly rate will apply after the first 4 hours)	600
<b>Portable School Building Plan Review</b> (hourly rate will apply after the first 3 hours)	450
<b>Other School Project</b> (hourly rate will apply after first 3 hours)	450
<b>Camps</b> <sup>22</sup>	470
<b><u>SOLID AND HAZARDOUS WASTE</u></b> <sup>2,3</sup>	<b>2023 Fee</b>
<b>Permit Application/Permit Modification Service Charges:</b> <sup>7,23</sup>	
<b>Compost Facilities</b>	145
<b>Land Application Facilities</b>	145
<b>Energy Recovery/Incineration</b>	145
<b>Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes</b>	145
<b>Storage/Treatment Piles</b>	145
<b>Surface Impoundments/Tanks</b>	145
<b>Waste Tire Storage Facility</b>	145
<b>Mixed Municipal Waste Landfill</b>	145
<b>Limited Purpose Landfill</b>	145
<b>Inert Waste Landfills</b>	145
<b>Annual Permit Renewal Service Charges:</b> <sup>24</sup>	
<b>Recycling Facilities</b> Conditionally - Exempt Facility Fee <sup>25</sup>	145
<b>Compost Facilities:</b>	
Conditionally Exempt Facility Fee <sup>25</sup>	145
Commercial Compost Facilities	2,940
<b>Land Application Facilities:</b>	
Sites Without Monitoring	880
Sites With Monitoring	1,765
<b>Energy Recovery/Incineration</b>	1,765
<b>MMSW Haulers</b>	180
Plus Per Truck	15
<b>Site Restoration Haulers</b>	145
<b>Biomedical Waste Hauler</b>	265
Plus Per Truck	15
<b>CRT Haulers</b>	170

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b><i>SOLID AND HAZARDOUS WASTE</i></b> <sup>2,3</sup>	<b>2023 Fee</b>
<b>Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes</b>	
Conditionally Exempt MRF Facility Fee <sup>25</sup>	145
Transfer Stations	2,940
Compaction/Baling Sites	1,765
Drop Boxes	1,615
Decant Facilities	880
<b>Storage/Treatment Piles:</b>	
Conditionally Exempt Facility Fees - Wood and Inert Waste Piles <sup>25</sup>	145
Piles	1,765
<b>Surface Impoundments/Tanks:</b>	
Tanks	880
Surface Impoundments With Leak Detection	1,765
Surface Impoundment With GW Monitoring	2,645
<b>Waste Tire Storage Facility</b>	880
<b>Moderate Risk Waste Handling Facility:</b>	
Conditionally Exempt Facility Fees <sup>25</sup> (Mobile Systems, Collection Events, and Limited MRW Facilities)	145
Moderate Risk Waste Facility	2,645
<b>Mixed Municipal Waste Landfill: <sup>7</sup></b>	145
<b>Limited Purpose Landfill</b>	2,645
<b>Inert Waste Landfills &gt; 250 CYDS Landfill</b>	2,940
<b>Landfill Closure Permit <sup>7</sup></b>	145
<b>Landfill Post Closure Permit <sup>7,26</sup></b>	145
<b>Other Methods of Waste Handling <sup>7</sup></b>	145
Disposal Plan Reviews <sup>27</sup>	145
Site Development Activity Permit (SDAP-Fill & Grading)	145
Biosolids State Permit, Plan, and Report Reviews <sup>28</sup>	145
Environmental Monitoring Activities (Labor Only)	145
Illegal Drug Manufacturing Operation Inspection, Notification, Assessment, Plan and Record Review	145
<b>Copy of Local Regulations</b> (Plus Postage and Handling if Applicable)	10

**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b>FOOTNOTES</b>	
1	Fees and applications are not transferable.
2	The Health Officer may waive all, or part, of any service charge on a case-by-case when just cause is demonstrated. When written application for waiver to a service charge is made and granted, the new service charge shall be based at the standard hourly rate.
3	Activities not specifically identified in this Service Charge Schedule will be billed at the hourly rate.
4	Refunds are at the discretion of the Health Officer; the handling fee will be subtracted from any Health Officer-approved refund.
5	The hourly rate will apply after the first seven (7) hours. Fee includes final inspection.
6	The hourly rate will apply after the first three (3) hours. Fee includes final inspection.
7	The hourly rate will apply after the first hour.
8	If the certification is not paid prior to the due date, the applicant must pay, in addition to the certification service charge, a Delinquent Certification Renewal Fee. After a 90 day delinquent period, a retest for certification will be required. On July 1 of each year all certifications, unless renewed, shall become void and of no effect.
9	New Building Site Applications (BSA) are valid for a period of three (3) years and 30 days from the date of submittal.
10	Wet Weather Review for BSA pays for the number of site visits required in the current review policy.
11	Building Clearance Exemption service charge covers staff time to conduct records search, plan review, and record processing; subject to the Health District's policy covering Building Clearance Exemption Referrals.
12	The Sewage Disposal Permit expires within a period of one (1) year from the date of issuance unless a current valid Building Permit has been obtained for the property site.
13	For each system dispersal component.
14	Duplexes will require full fees for each address unless the duplex shares an individual drainfield. Duplexes with shared drainfields will receive one report for both addresses. If separate Property Conveyance Reports are requested for each address when a drainfield is shared, separate applications must be submitted and full service charges paid for each report.
15	Plat Review service charges are minimum charges. Time records will be maintained on all plats with onsite sewage reviews. Any costs over the deposit paid will be billed at the hourly rate. Plats will not be signed as approved until the Health District receives payment in full.
16	If a permit service charge is not paid prior to the due date, the applicant must pay, in addition to the permit service charge, a late penalty equal to 1% of the regular service charge for each day payment is late. The late penalty of 1% will be assessed only for thirty (30) days. If payment is not made within thirty (30) days of the due date, the establishment will be subject to closure in accordance with food service rules and regulations. The Health Officer may waive penalties, in whole or in part, where it is determined that the delay in payment has been caused by mistake or excusable neglect on the part of the person billed.
17	Inspections of establishments will be made in accordance with provisions of Kitsap Public Health Board Ordinance 2014-01 Food Service Regulations. The requirement for re-inspections is at the discretion of the Health Officer and is determined by the severity of violations in accordance with applicable state and local food regulations.
18	Minimum one (1) hour.
19	The first re-inspection during the permit year will be conducted at no charge. Any additional re-inspections shall be charged at the Standard Hourly Rate. Payment of re-inspection service charges must be made within thirty (30) days of the billing date. If payment is not made prior to annual licensing renewal time, a new permit will not be issued.
20	Single event temporary permits are good for a maximum of 21 days. Applications and service charges for temporary permits are due fourteen (14) calendar days prior to the event to allow for weekend inspection scheduling and coordination with participants for approval. There is a 25% permit fee surcharge for applications submitted from 13 to 2 days prior to an event. There is a 50% permit fee surcharge for applications submitted 48 hours or less prior to an event. Non-complex menu permits are for one-step food preparation procedures for temporary permits. Complex menu permits are for operations that have multiple steps in food preparation.
21	Inspections will be made in accordance with provisions of rules and regulations of the State Board of Health governing swimming pool facilities. The requirement for re-inspections is at the discretion of the Health Officer and is determined by the severity of violations in accordance with applicable state and local regulations.



**Kitsap Public Health Board Resolution 2022-09**

**Kitsap Public Health District  
Environmental Health Division  
Fee Schedule (Effective January 1, 2023)**

<b>FOOTNOTES</b>	
<sup>22</sup>	Camps, which are serving food year round are required to license the food service facility according to the Food Program Service Charge Schedule in effect at the time of application. It is the intent to provide two (2) food service facility inspections per year for those operating year round. Camps operating on a seasonal basis shall license the food service facility according to the seasonal Food Program Service Charge Schedule. Camp pool facilities shall be licensed and inspected according to this Service Charge Schedule. Camp inspections include a bathing beach and one sanitary facility inspection.
<sup>23</sup>	Charge covers completed permit application review, new or modified permit drafting/issuance, facility inspections for permit compliance, required monitoring and data review, and required plan and design review.
<sup>24</sup>	Charges cover annual permit renewal/issuance, facility inspections for permit compliance, required monitoring and data review, and required plan and design review. Charges are assessed based on staff hours expended at the hourly rate approved by the Kitsap County Board of Health for that year. Charges will be billed at a frequency agreed to by the permittee.
<sup>25</sup>	Conditionally exempt hourly fees are assessed to evaluate conditional exemption status, annual reports, and to conduct annual inspections, as needed. These fees include time expended on non-compliance and re-inspection and will be based on the hours spent regulating the facility the previous calendar year.
<sup>26</sup>	A permit issued to a facility once closure construction activities are completed, which governs the requirements placed upon a facility after closure to ensure its environmental safety for at least a twenty-year period or until the site becomes stabilized (i.e., little or no settlement, gas production, or leachate generation).
<sup>27</sup>	Service charges will be assessed for the review of plans or proposals not specifically associated with a facility permit application.
<sup>28</sup>	Fees for Biosolid facilities include time to review permits, review reports and to conduct inspections. Non-compliance issues would be billed separately. In addition to review charges for Biosolids State Permit, Plan and Report Reviews, charges are assessed for non-routine regulatory activities associated with facility noncompliance.