

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

Item No.		2022 Fee	2023 Fee
	<b>GENERAL</b> <sup>1,2,3</sup>		
1	<b>Administrative Meetings or Appeal Hearings:</b>		
	<b>Pre-Application 1 Hour Conference Review Fee</b>	-	150
	Administrative Review Meeting with Environmental Health Director	150	150
	Appeal Hearing with Health Officer	450	450
	Appeal Hearing with Board of Health (Hearing with Health Officer is a required prerequisite)	600	600
2	<b>Standard Hourly Rate</b>	150	150
3	<b>Delinquent Service/Payment &gt; 30 days Overdue</b>	1%/day up to 30 days	1%/day up to 30 days
	Non-Sufficient Funds (NSF) Fee	25	25
	Refund Handling Fee <sup>4</sup>	25	25
4	<b>Photocopies</b> (Plus postage and handling when applicable)	\$0.15/copy	\$0.15/copy
5	<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	Project Specific
	<b>WATER</b> <sup>2,3</sup>		
	(*Note: Please refer to Onsite Sewage Program section for Building Site Applications and Building Clearance service charges.)		
6	<b>Group B public water system annual operating permit</b>	75	75
7	<b>Water Status Reports:</b>		
	<b>Water Status Reports - Public Water Supply - Group A or B</b>	145	145
	<b>Water Status Reports - Private Individual and Private Two-Party</b> (includes bacteriological water sample)	315	315
	<b>Water Status Reports - Private Individual and Private Two-Party</b> (Includes bacteriological and nitrate water samples)	345	345
	<b>Water Status Reports - Private Individual and Private Two-Party</b> (no water samples)	295	295
	Amended Water Status Report (following correction of items of non-compliance - includes a site inspection and water sample)	165	165
	Amended Water Status Report (following correction of items of non-compliance, no site inspection and no KPHD sampling)	110	110
8	<b>Building Clearances for Sewered Properties:</b>		
	Properties with a public water supply	90	90
	Properties with a private water supply	145	145
9	<b>Water System Plan Reviews:</b>		
	New, Expanding, or Existing Unapproved Group B <sup>5</sup>	1,030	1,030
	<del>Expanding Alterations to Approved Group B <sup>6</sup> or Group A <sup>7</sup></del>	145	580
10	<b>Sanitary Surveys:</b>		
	Group A	735	735
	Group B	440	440
11	<b>Surface Seal Inspection</b>	145	145
12	<b>Well Decommissioning</b>	225	225
13	<b>Waiver Applications</b>	145	145
14	<b>Irrigation Well Waiver Applications</b>	295	295
15	<b>Well Site Inspections</b> (Not Associated with BSA):		
	Replacement, Group A or B Public Well Site, Irrigation or other Water Well	590	590
	Amended Well Site Inspection	145	145
16	<b>Coordinated Water System Plan Review</b>	145	145
17	<b>Miscellaneous:</b>		
	Copy of local regulations (Plus postage and handling when applicable)	10	10
	Re-inspection for Compliance	145	145
18	<b>Water System Designer Certifications: Private Water Supply Review</b>		
	<del>Annual Renewal <sup>8</sup> Private Water Supply Treatment Design Review <sup>6</sup></del>	-	435
	<del>Delinquent Certification Renewal Fee</del>	-	-
19	<b>Environmental Monitoring Services:</b> Environmental Monitoring/Reporting <sup>7</sup> (Labor Only).	145	145
	<b>ONSITE SEWAGE</b> <sup>2,3</sup>		
	<b>New/Alteration/Expansion Building Site Applications (BSA) <sup>9</sup></b> (Total includes mandatory Drinking Water service charges as shown):		
20	<b>Single Family Residential Onsite Sewage System w/Private Water Supply</b> (Existing or proposed water source)	1,085	1,085
21	<b>Single Family Residential Onsite Sewage System on Public Water Supply</b>	820	820
22	<b>Multi-Family/Community, Residential or Commercial Onsite Sewage System on Private Water Supply</b>	1,250	1,250
23	<b>Multi-Family/Community Residential or Commercial Onsite Sewage System on Public Water Supply</b>	955	955
24	<b>Redesign BSA</b>	330	330
25	<b>Redesign BSA:</b> (Design package change only, no site visit)	145	145

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

26	Repair or Replacement BSA (No Alteration or Expansion) - Includes OSS Waiver(s)	550	550
27	OSS Remediation Application	295	295
28	Pre-Application Meeting for BSA - Drainfield Aeration Report	115	115
29	BSA Revisions (Minor Site Plan changes)	75	75
30	BSA Wet Weather Review <sup>10</sup>	295	295
31	Building Clearance (BC) - Residential	335	335
32	Building Clearance - Commercial	550	550
33	Building Clearance Exemption <sup>11</sup>	110	110
34	Commercial Building Clearance Exemption <sup>11</sup>	145	145
35	Accepted BSA/BC Records Replacement for Building Permit	10	10
36	BSA - Compliance: (For Reserve area/Records establishment for Onsite Sewage System (OSS) when submitted independently; Does not include Drinking Water review)	295	295
37	Sewage System Permits: <sup>12</sup>		
	New, Replacement, or Repair Installation	735	600
	Tank Replacement/Connection, Component Repair/Replacement, Remediation	225	225
38	Re-Inspection for Sewage Disposal Permit Violation	225	225
39	OSS Installation Wet Weather Review	145	145
40	Monitoring and Maintenance Fees: <sup>13</sup>		
	Annual Contract fee	60	30
	Incomplete/Erroneous Report Resubmittal Fee	60	30
41	Pumping or Inspection Report Submittal Fee (RESERVED)	TBD	TBD
42	OSS Waiver Requests	145	145
43	Installer, Pumper and Maintenance Specialist (including Residential Homeowner) Certifications:		
	Initial Certification	440	440
44	Annual Renewals of Valid Certifications: <sup>8</sup>		
	Installer, Maintenance Specialist & Pumper (1st Truck)	225	225
	Annual Pumper Renewal for Each Additional Truck	75	75
	Homeowner Monitoring & Maintenance	145	145
	Delinquent Certification Renewal Fee	295	295
45	Administrative Conference Fee for Health District Certified Contractors	295	295
46	State Licensed Designer/Engineer: Local Referral List Publishing & Maintenance (Optional)	75	75
47	Property Conveyance Inspection and Evaluation Report for Onsite Sewage System (Non-refundable; See Water Status Report item in Drinking Water section for water only review) <sup>14</sup>	295	295
48	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance when no site visit is needed)	110	110
49	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance - <u>includes a site inspection</u> )	145	145
	Land Use Applications (Total Includes Mandatory Drinking Water Service Charges as Shown): <sup>15</sup>		
50	Subdivision with Public Sewer	215	215
51	Subdivision with Onsite Sewage Systems (OSS)	645	645
52	Amended Subdivision with OSS	295	295
53	Large Lot Subdivision (These include Preliminary/Final/Amendment/Alteration reviews)	145	145
54	Conditional Use/Other Land Use Applications	145	145
55	Copy of Local OSS Regulations (Plus Postage and Handling if Applicable)	10	10
	Technical Assistance <sup>7</sup>	150	150
	Repeat Inspections for Code Violations <sup>7</sup> (When not Otherwise Specified).	145	145
Item No.	<b>FOOD</b> <sup>2,3,16,17</sup>	<b>2022 Fee</b>	<b>2023 Fee</b>
56	Change of ownership application (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	150
57	Bakeries	410	435
58	Bed & Breakfasts/Hotel/Motel (Breakfast Only)	330	350
59	Caterers:		
	With Commissary	670	710
	With Restaurant	295	315
60	Demonstrators	295	315
61	Food Handler Permits:		
	(Set by State BOH)	10	10
	Duplicate for Lost Card	10	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)	200	355
62	Groceries:		
	1-2 checkouts	295	315

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

	3 or more checkouts	630	670
63	<b>High Priority Inspections</b>	225	Eliminate
64	<b>Limited Menus</b>	330	350
65	<b>Meat/Fish Markets</b>	410	435
66	<b>Mobile Units</b>	670	710
67	<b>Plan Review and Pre-Op Inspections:</b> <sup>18</sup>		
	Change in Menu and/or Equipment Review	225	240
	Food Establishment Plan Review - Low Risk Establishments-Mobile Units	295	900
	Food Establishment Plan Review - High Risk All Other Establishments	370	775
	Variance Request Review	225	240
	Special Process Plan Review	375	400
68	<b>Additional Inspections</b>	150	-
	Reinspection with a site visit (after first reinspection) <sup>19</sup>	-	150
	Reinspection without a site visit (at Health District discretion)	-	85
69	<b>Restaurants (No Lounge):</b>	670	710
	Seasonal (9 months or less) 75% fee schedule menu	375	375
	Special Process Permit	295	315
70	<b>Restaurants (With Lounge):</b>	740	785
	Special Process Permit	295	315
	Taverns (No Food)	285	300
71	<b>Schools:</b>		
	Central Kitchen	665	705
	Preschools/Headstart/ECAP	295	315
	Warming Kitchen	330	350
	<b>Temporary Permits (due 14 days prior to event):</b> <sup>20</sup>		
72	<b>Bake Sale/Exempt Food Application Review</b>	No Charge	No Charge
73	<b>Limited Menu - Single Event</b>	55	60
74	<b>Limited Menu - Seasonal Multiple Events</b>	95	100
75	<b>Non-Complex Menu:</b>		
	During Work Hours Single Event	85	85
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	95	100
	Seasonal Multiple Events	130	140
76	<b>Complex Menu:</b>		
	During Work Hours Single Event	-	-
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	115	120
	Seasonal Multiple Events	185	195
77	<b>Single Menu, Single Event, Multiple Vendors</b>	355	375
Item No.	<b><u>LIVING ENVIRONMENT</u></b> <sup>2,3,16</sup>	<b>2022 Fee</b>	<b>2023 Fee</b>
	<b>Public or Semi Public Swimming Pools and Hot Tubs:</b> <sup>21</sup>		
78	One Pool - <b>Year Round Operation</b>	1,000	1,060
	Each Additional Year Round Pool	185	195
79	One Pool - <b>Seasonal Operation</b>	775	820
	Each Additional Seasonal Operation Pool	150	160
80	<b>Residential Neighborhood Private Pools</b> <sup>7</sup>	225	240
81	<b>Pre-op Inspections</b> Pools, Camps <sup>7,18</sup>	225	240
82	<b>Reinspections:</b> Each Re-Inspection after First Re-Inspection <sup>19</sup>	150	160
83	<b>School Plan Reviews</b> <sup>7</sup>	150	-
	<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
84	<b>Camps</b> <sup>22</sup>	445	470
Item No.	<b><u>SOLID AND HAZARDOUS WASTE</u></b> <sup>2,3</sup>	<b>2022 Fee</b>	<b>2023 Fee</b>
	<b>Permit Application/Permit Modification Service Charges:</b> <sup>7,23</sup>		
85	<b>Compost Facilities</b>	145	145
86	<b>Land Application Facilities</b>	145	145

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

87	Energy Recovery/Incineration	145	145
88	Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	145	145
89	Storage/Treatment Piles	145	145
90	Surface Impoundments/Tanks	145	145
91	Waste Tire Storage Facility	145	145
92	Mixed Municipal Waste Landfill	145	145
93	Limited Purpose Landfill	145	145
94	Inert Waste Landfills	145	145
95	Other Methods of Solid Waste Handling	145	145
	<b>Annual Permit Renewal Service Charges:</b> <sup>24</sup>		
96	Recycling Facilities Conditionally - Exempt Facility Fee <sup>25</sup>	145	145
97	<b>Compost Facilities:</b>		
	Conditionally Exempt Facility Fee <sup>25</sup>	145	145
	Commercial Compost Facilities	2,940	2,940
98	<b>Land Application Facilities:</b>		
	Sites Without Monitoring	880	880
	Sites With Monitoring	1,765	1,765
99	Energy Recovery/Incineration	1,765	1,765
100	<b>MMSW Haulers</b>	180	180
	Plus Per Truck	15	15
101	<b>Site Restoration Haulers</b>	145	145
102	<b>Biomedical Waste Hauler</b>	265	265
	Plus Per Truck	15	15
103	<b>CRT Haulers</b>	170	170
104	<b>Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes</b>		
	Conditionally Exempt MRF Facility Fee <sup>25</sup>	145	145
	Transfer Stations	2,940	2,940
	Compaction/Baling Sites	1,765	1,765
	Drop Boxes	1,615	1,615
	Decant Facilities	880	880
105	<b>Storage/Treatment Piles:</b>		
	Conditionally Exempt Facility Fees - Wood and Inert Waste Piles <sup>25</sup>	145	145
	Piles	1,765	1,765
Item No.	<b><u>SOLID AND HAZARDOUS WASTE</u></b> <sup>2,3</sup>	<b>2022 Fee</b>	<b>2023 Fee</b>
106	<b>Surface Impoundments/Tanks:</b>		
	Tanks	880	880
	Surface Impoundments With Leak Detection	1,765	1,765
	Surface Impoundment With GW Monitoring	2,645	2,645
107	<b>Waste Tire Storage Facility</b>	880	880
108	<b>Moderate Risk Waste Handling Facility:</b>		
	Conditionally Exempt Facility Fees <sup>25</sup> (Mobile Systems, Collection Events, and Limited MRW Facilities)	145	145
	Moderate Risk Waste Facility	2,645	2,645
109	<b>Mixed Municipal Waste Landfill:</b> <sup>7</sup>	145	145
110	<b>Limited Purpose Landfill</b>	2,645	2,645
111	<b>Inert Waste Landfills &gt; 250 CYDS Landfill</b>	2,940	2,940
112	<b>Landfill Closure Permit</b> <sup>7</sup>	145	145
113	<b>Landfill Post Closure Permit</b> <sup>7,26</sup>	145	145
114	<b>Secure Medicine Return Plan Review Fee</b> <sup>22</sup>	17,625	17,625
115	<b>Secure Medicine Return Plan Annual Operating Fee</b> <sup>28</sup>	7,345	7,345
116	<b>Secure Medicine Return Revised Plan Review Fee</b> <sup>29</sup>	440	440
117	<b>Secure Medicine Return Plan Enforcement Fee</b> <sup>7</sup>	145	145
118	<b>Secure Medicine Return Plan Alternative Disposal Review Fee</b> <sup>29</sup>	440	440
119	<b>Other Methods of Solid Waste Handling</b> <sup>7</sup>	145	145
	Disposal Plan Reviews <sup>30</sup>	145	145
	Site Development Activity Permit (SDAP-Fill & Grading)	145	145
	Bio-Solids State Permit, Plan, and Report Reviews <sup>31</sup>	145	145
	Environmental Monitoring Activities (Labor Only)	145	145
	Illegal Drug Manufacturing Operation Inspection, Notification, Assessment, Plan and Record Review	145	145

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

120	Copy of Local Regulations (Plus Postage and Handling if Applicable)	10	10
-----	---	----	----

**FOOTNOTES**

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.
22	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.
23	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.

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

24	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.
25	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.
26	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).
27	The hourly rate will apply after the first one hundred twenty (120) hours.
28	The hourly rate will apply after the first fifty (50) hours.
29	The hourly rate will apply after the first three (3) hours.
30	Service charges will be assessed for the review of plans or proposals not specifically associated with a facility permit application.
31	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 Bio-Solids State Permit, Plan and Report Reviews, charges are assessed for non-routine regulatory activities associated with facility noncompliance.