

Kitsap Public Health Board Resolution 2018-04
Kitsap Public Health District
Environmental Health Division
Fee Schedule (Effective September 4, 2018)

Item No.		2018 Fee	2019 Fee
	<u>GENERAL</u> ^{1,2,3}		
1	Administrative Meetings or Appeal Hearings:		
	Administrative Review Meeting with Environmental Health Director	130	145
	Appeal Hearing with Health Officer	390	435
	Appeal Hearing with Board of Health (Hearing with Health Officer is a required prerequisite)	520	580
2	Standard Hourly Rate	130	145
3	Delinquent Service/Payment > 30 days Overdue	1%/day up to 30 days	1%/day up to 30 days
	Non-Sufficient Funds (NSF) Fee	25	25
	Refund Handling Fee ⁴	25	25
4	Photocopies (Plus postage and handling when applicable)	\$0.15/copy	\$0.15/copy
5	Work without Permit Investigation Fee: 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
Item No.	<u>WATER</u> ^{2,3}	2018 Fee	2019 Fee
	(*Note: Please refer to Onsite Sewage Program section for Building Site Applications and Building Clearance service charges.)		
6	Group B public water system annual operating permit	75	75
7	Water Status Reports - Public Water Supply:		
	Group A or B	130	145
	Water Status Reports - Private Individual and Private Two-Party (includes bacteriological water sample)	280	310
	Water Status Reports - Private Individual and Private Two-Party (Includes bacteria and nitrate water samples)	310	340
	Water Status Reports - Private Individual and Private Two-Party (no water samples)	260	290
	Amended Water Status Report (following correction of items of non-compliance - includes a site inspection to collect a bacteriological water sample)	150	165
	Amended Water Status Report (following correction of items of non-compliance, no site inspection and no KPHD sampling)	100	110
8	Building Clearances for Sewered Properties		
	Properties with a public water supply	80	90
	Properties with a private water supply	130	145
9	Water System Plan Reviews:		
	New or Existing Unapproved Group B ⁶	910	1,015
	Expanding Group B or Group A ⁷	130	145
10	Sanitary Surveys:		
	Group A	650	725
	Group B	390	435
11	Surface Seal Inspection	130	145
12	Well Decommissioning	195	220
13	Waiver Applications	130	145
14	Irrigation Well Waiver Applications	260	290
15	Well Site Inspections (Not Associated with BSA):		
	Replacement, Group A or B Public Well Site, Irrigation or other Non-Potable Well	520	580
	Amended Well Site Inspection	130	145
16	Coordinated Water System Plan Review	130	145
17	Miscellaneous:		
	Copy of local regulations (Plus postage and handling when applicable)	12	12
	Re-inspection for Compliance	130	145
18	Water System Designer Certifications:	2018 Fee	2019 Fee
	Annual Renewal ⁸	195	220
	Delinquent Certification Renewal Fee	325	365
19	Environmental Monitoring Services:		

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	Environmental Monitoring/Reporting ⁷ (Labor Only).	130	145
Item No.	<i>ONSITE SEWAGE</i> ^{2,3}	2018 Fee	2019 Fee
	New/Alteration/Expansion Building Site Applications (BSA) ⁹ (Total includes mandatory Drinking Water service charges as shown):		
20	Single Family Residential Onsite Sewage System w/ Private Water Supply (Existing or proposed water source):		
	Onsite Service Charge	500	555
	Drinking Water Service Charge	460	515
	Total	960	1,070
21	Single Family Residential Onsite Sewage System on Public Water Supply:		
	Onsite Service Charge	500	555
	Drinking Water Service Charge	225	255
	Total	725	810
22	Multi-Family/Community, Residential or Commercial Onsite Sewage System on Private Water Supply:		
	Onsite Service Charge	650	725
	Drinking Water Service Charge	455	510
	Total	1,105	1,235
23	Multi-Family/Community Residential or Commercial Onsite Sewage System on Public Water Supply:		
	Onsite Service Charge	650	725
	Drinking Water Service Charge	195	220
	Total	845	945
24	Redesign BSA:		
	Onsite Service Charge	165	180
	Drinking Water Service Charge	130	145
	Total	295	325
25	Repair or Replacement BSA (No Alteration or Expansion) - Includes OSS Waiver(s)		
	Onsite Service Charge	390	435
	Drinking Water Service Charge	100	110
	Total	490	545
26	OSS Remediation Application	260	290
27	Pre-Application Meeting for BSA	130	145
28	BSA Revisions (Minor Site Plan changes)	65	75
29	BSA Wet Weather Review ¹⁰	260	290
30	Building Clearance (BC) - Residential		
	Onsite Service Charge	195	220
	Drinking Water Service Charge	100	110
	Total	295	330
31	Building Clearance - Commercial		
	Onsite Service Charge	390	435
	Drinking Water Service Charge	100	110
	Total	490	545
32	Building Clearance Exemption ¹¹	100	110
33	Commercial Building Clearance Exemption ¹¹	130	145
34	Accepted BSA/BC Records Replacement for Building Permit	10	10
35	BSA - Compliance: (For Reserve area/Records establishment for Onsite Sewage System (OSS) when submitted independently; Does not include Drinking Water review)	260	290
36	Sewage System Permits: ¹²	2018 Fee	2019 Fee
	New, Replacement, or Repair Installation	650	725
	Tank Replacement/Connection, Component Repair/Replacement, Remediation	195	220
37	Re-Inspection for Sewage Disposal Permit Violation	195	220
38	OSS Installation Wet Weather Review	130	145
39	Monitoring and Maintenance Fees: ¹³		

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	Annual Contract fee	50	60
	Incomplete/Erroneous Report Resubmittal Fee	50	60
40	Pumping or Inspection Report Submittal Fee (RESERVED)	TBD	TBD
41	OSS Waiver Requests (New, Redesign, Alteration BSA, Building Clearance, Building Compliance, Building Permit, and Sewage Disposal Permits)	130	145
42	Installer, Pumper and Maintenance Specialist (including Residential Homeowner) Certifications:		
	Initial Certification	390	435
43	Annual Renewals of Valid Certifications: ⁸		
	Installer, Maintenance Specialist & Pumper (1st Truck)	195	220
	Annual Pumper Renewal for Each Additional Truck	65	75
	Homeowner Monitoring & Maintenance	130	145
	Delinquent Certification Renewal Fee	260	290
44	Administrative Conference Fee	260	290
45	State Licensed Designer/Engineer		
	Local Referral List Publishing & Maintenance (Optional)	65	75
46	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) ¹⁴	260	290
47	Property Conveyance Inspection and Evaluation Report for Onsite Sewage System for property connected to a Group A public water system (Non-refundable; See Water Status Report item in Drinking Water section for water only review) ¹⁴ (RESERVED)	TBD	TBD
48	Property Conveyance Inspection and Evaluation Report for Onsite Sewage System for property connected to a Group B public water system or private water supply (Non-refundable; See Water Status Report item in Drinking Water section for water only review) ¹⁴ (RESERVED)	TBD	TBD
49	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance when no site visit is needed)	100	110
50	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance - includes a site inspection)	130	145
	Land Use Applications (Total Includes Mandatory Drinking Water Service Charges as Shown): ¹⁵		
51	Subdivision with Public Sewer:		
	Onsite Service Charge	95	105
	Drinking Water Service Charge	95	105
	Total	190	210
52	Subdivision with Onsite Sewage Systems (OSS):		
	Onsite Service Charge	395	440
	Drinking Water Service Charge	175	195
	Total	570	635
53	Amended Subdivision with OSS:		
	Onsite Service Charge	130	145
	Drinking Water Service Charge	130	145
	Total	260	290
54	Large Lot Subdivision (These include Preliminary/Final/Amendment/Alteration reviews)	130	145
55	Conditional Use/Other Land Use Applications	130	145
56	Miscellaneous:		
	Copy of Local OSS Regulations (Plus Postage and Handling if Applicable)	12	12
	Technical Assistance ⁷	130	145
	Repeat Inspections for Code Violations ⁷ (When not Otherwise Specified).	130	145
Item No.	FOOD ^{2,3,16,17}	2018 Fee	2019 Fee
57	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)	130	145
58	Bakeries	360	400
59	Bed & Breakfasts/Hotel/Motel (Breakfast Only)	295	325
60	Caterers:		
	With Commissary	585	655
	With Restaurant	260	290
61	Demonstrators	260	290

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62	Food Handler Permits:		
	(Set by State BOH)	10	10
	Duplicate for Lost Card	10	10
	Food Worker Class Fee - Regular business day by appointment Only (minimum 20 people; includes card fee for up to 20 people. \$10/person additional for each person over the first 20)	200	200
63	Groceries:		
	1-3 checkouts	260	290
	3 or more checkouts	555	615
64	High Priority Inspections	195	220
65	Limited Menus	295	325
66	Meat/Fish Markets	360	400
67	Mobile Units	585	655
68	Plan Review and Pre-Op Inspections: ¹⁸		
	Change in Menu and/or Equipment Review	195	220
	Food Establishment Plan Review - Low Risk Establishments	260	290
	Food Establishment Plan Review - High Risk Establishments	325	365
	Variance Request Review	195	220
	Special Process Plan Review	325	365
69	Reinspections - Each Re-Inspection after First Re-Inspection ¹⁹	130	145
70	Restaurants (No Lounge):	585	655
	Seasonal (9 months or less) 75% fee schedule menu	440	365
	Special Process Permit	260	290
71	Restaurants (With Lounge):	650	725
	Special Process Permit	260	290
	Taverns (No Food)	255	280
72	Schools:		
	Central Kitchen	585	650
	Preschools/Headstart/ECAP	260	290
	Warming Kitchen	295	325
	Temporary Permits (due 14 days prior to event): ²⁰		
73	Bake Sale/Exempt Food Application Review	No Charge	No Charge
74	Limited Menu - Single Event	55	55
75	Limited Menu - Seasonal Multiple Events	95	95
76	Non-Complex Menu:		
	During Work Hours Single Event	85	85
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	95	95
	Seasonal Multiple Events	125	125
77	Complex Menu:		
	During Work Hours Single Event	110	110
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	115	115
	Seasonal Multiple Events	175	175
78	Single Menu, Single Event, Multiple Vendors	350	350
Item No.	<u>LIVING ENVIRONMENT</u> ^{2,3,16}	2018 Fee	2019 Fee
	Public or Semi Public Swimming Pools and Hot Tubs: ²¹		
79	One Pool - Year Round Operation	880	980
	Each Additional Year Round Pool	165	180
80	One Pool - Seasonal Operation	685	760
	Each Additional Seasonal Operation Pool	130	145
81	Residential Neighborhood Private Pools ⁷	195	220
82	Pre-op Inspections Pools, Camps ^{7,18}	195	220
83	Reinspections: Each Re-Inspection after First Re-Inspection ¹⁹	130	145
84	School Plan Reviews ⁷	130	145

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85	Camps ²²	390	435
Item No.	<i>SOLID AND HAZARDOUS WASTE</i> ^{2,3}	2018 Fee	2019 Fee
86	Permit Application/Permit Modification Service Charges: ^{7,23}		
87	Compost Facilities	130	145
88	Land Application Facilities	130	145
89	Energy Recovery/Incineration	130	145
90	Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	130	145
91	Storage/Treatment Piles	130	145
92	Surface Impoundments/Tanks	130	145
93	Waste Tire Storage Facility	130	145
94	Mixed Municipal Waste Landfill	130	145
95	Limited Purpose Landfill	130	145
96	Inert Waste Landfills	130	145
97	Other Methods of Solid Waste Handling	130	145
	Annual Permit Renewal Service Charges: ²⁴		
98	Recycling Facilities Conditionally - Exempt Facility Fee ²⁵	130	145
99	Compost Facilities:		
	Conditionally Exempt Facility Fee ²⁵	130	145
	Commercial Compost Facilities	2,600	2,900
100	Land Application Facilities:		
	Sites Without Monitoring	780	870
	Sites With Monitoring	1,560	1,740
101	Energy Recovery/Incineration	1,560	1,740
102	MMSW Haulers	160	180
	Plus Per Truck	15	15
103	Site Restoration Haulers	130	145
104	Biomedical Waste Hauler	235	260
	Plus Per Truck	15	15
105	CRT Haulers	160	170
106	Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes		
	Conditionally Exempt MRF Facility Fee ²⁵	130	145
	Transfer Stations	2,600	2,900
	Compaction/Baling Sites	1,560	1,740
	Drop Boxes	1,430	1,595
	Decant Facilities	780	870
107	Storage/Treatment Piles:	2018 Fee	2019 Fee
	Conditionally Exempt Facility Fees - Wood and Inert Waste Piles ²⁵	130	145
	Piles	1,560	1,740
108	Surface Impoundments/Tanks:		
	Tanks	780	870
	Surface Impoundments With Leak Detection	1,560	1,740
	Surface Impoundment With GW Monitoring	2,340	2,610
109	Waste Tire Storage Facility	780	870
110	Moderate Risk Waste Handling Facility:		
	Conditionally Exempt Facility Fees ²⁵ (Mobile Systems, Collection Events, and Limited MRW Facilities)	130	145
	Moderate Risk Waste Facility	2,340	2,610
111	Mixed Municipal Waste Landfill: ⁷	130	145
112	Limited Purpose Landfill	2,340	2,610
113	Inert Waste Landfills > 250 CYDS Landfill	2,600	2,900
114	Landfill Closure Permit ⁷	130	145

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115	Landfill Post Closure Permit ^{7,26}	130	145
116	Secure Medicine Return Plan Review Fee ²⁷	15,600	17,400
117	Secure Medicine Return Plan Annual Operating Fee ²⁸	6,500	7,250
118	Secure Medicine Return Revised Plan Review Fee ²⁹	390	435
119	Secure Medicine Return Plan Enforcement Fee ⁷	130	145
120	Secure Medicine Return Plan Alternative Disposal Review Fee ²⁹	390	435
121	Other Methods of Solid Waste Handling ⁷	130	145
	Plan Reviews ³⁰	130	145
	Site Development Activity Permit (SDAP-Fill & Grading)	130	145
	Bio-Solids State Permit, Plan, and Report Reviews ³¹	130	145
	Environmental Monitoring Activities (Labor Only)	130	145
	Illegal Drug Manufacturing Operation Inspection, Notification, Assessment, Plan and Record Review	130	145
122	Copy of Local Regulations (Plus Postage and Handling if Applicable)	12	12

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	Reserved
6	The hourly rate will apply after the first seven (7) hours.
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 includes three (3) site visits.
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. Review service charges are minimum charges. Time records will be maintained on all monitoring report reviews. Any costs over the deposit paid will be billed at the hourly rate.
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.

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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.
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 fifty (50) hours.
28	The hourly rate will apply after the first one hundred (120) 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.