

**Concurring with Kitsap Public Health District's Request to Hold
2021 Fees for Food and Living Environment Program Areas to 2020
Levels Due to Business Restrictions in Response to COVID-19
Pandemic**

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 Kitsap Public Health District to recover the cost of services for fee related activities; and

WHEREAS, the Board previously passed Resolution 2019-06 which amended the fee schedule and provided for yearly fee 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 allowing the Kitsap Public Health District to make requests to the Health Board to hold fees at the current rate for the following year when fee amounts are adequate to recover the costs of services; and

WHEREAS, the COVID-19 pandemic and Governor Inslee’s Stay Home, Stay Healthy and Safe Start proclamations, to help keep Washingtonians safe from transmission of the SARS-CoV-2 virus, have impacted and interrupted the regular operations of many types of businesses; and

WHEREAS, in September 2020, the Board passed Resolution 2020-06, Approving Amended Environmental Health Division Fees for Food Establishments and Public or Semi-Public Swimming Pools and Hot Tubs for 2020 Permit Cycle Due to COVID-19 Pandemic; and

WHEREAS, on November 15, 2020, the Governor reissued additional restrictions targeting social gatherings and businesses like restaurants, bars, fitness facilities, pools, etc., in response to escalating COVID-19 cases statewide; and

WHEREAS, such restrictions have had and will continue to have adverse effects on the Food and Living Environment business sectors that are permitted by the Health District; and

WHEREAS, Resolution 2020-06 will have the effect of pushing approximately \$117,000 of Food and Living Environment Program fee revenues from 2020 into 2021 based on when revenues are received and because the Health District uses cash-based budgeting; and

WHEREAS, Food & Living Environment Program fees held at 2020 levels in combination with delayed 2020 fee revenues are sufficient to cover the associated service costs of the Food & Living Environment Program for 2021 as shown in the 2021 Budget for the Health District; and

WHEREAS, the Board may determine that some individual fees may be modified as needed upon Health District request in accordance with Resolution 2019-06.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap Public Health Board that:

1. 2021 Environmental Health Service Fees for General, Water, Onsite Sewage, and Solid and Hazardous Waste program areas shall be increased by 1.3% and rounded to the nearest \$5 as authorized by Resolution 2019-06; and
2. 2021 Environmental Health Service Fees for Food and Living Environment program areas will be held at published 2020 fee levels for 2021 as allowed by Resolution 2019-06.

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: December 1, 2020

EFFECTIVE: January 1, 2021



Mayor Robert Putaansuu, Chair
Kitsap Public Health Board

Kitsap Public Health Board Resolution 2020-08

**Kitsap Public Health District
Environmental Health Division
Fee Schedule (Effective January 1, 2021)**

Item No.	<u>GENERAL</u> ^{1,2,3}	2021 Fee
1	Administrative Meetings or Appeal Hearings:	
	Administrative Review Meeting with Environmental Health Director	150.00
	Appeal Hearing with Health Officer	450.00
	Appeal Hearing with Board of Health (Hearing with Health Officer is a required prerequisite)	600.00
2	Standard Hourly Rate	150.00
3	Delinquent Service/Payment > 30 days Overdue	1%/day up to 30 days
	Non-Sufficient Funds (NSF) Fee	25.00
	Refund Handling Fee ⁴	25.00
4	Photocopies (Plus postage and handling when applicable)	\$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
Item No.	<u>WATER</u> ^{2,3}	2021 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	75.00
7	Water Status Reports:	
	Water Status Reports - Public Water Supply - Group A or B	145.00
	Water Status Reports - Private Individual and Private Two-Party (includes bacteriological water sample)	315.00
	Water Status Reports - Private Individual and Private Two-Party (Includes bacteriological and nitrate water samples)	345.00
	Water Status Reports - Private Individual and Private Two-Party (no water samples)	295.00
	Amended Water Status Report (following correction of items of non-compliance - includes a site inspection to collect a bacteriological water sample)	165.00
	Amended Water Status Report (following correction of items of non-compliance, no site inspection and no KPHD sampling)	110.00
8	Building Clearances for Sewered Properties:	
	Properties with a public water supply	90.00
	Properties with a private water supply	145.00
9	Water System Plan Reviews:	
	New or Existing Unapproved Group B ⁶	1,030.00
	Expanding Group B or Group A ⁷	145.00
10	Sanitary Surveys:	
	Group A	735.00
	Group B	440.00
11	Surface Seal Inspection	145.00
12	Well Decommissioning	225.00
13	Waiver Applications	145.00
14	Irrigation Well Waiver Applications	295.00
15	Well Site Inspections (Not Associated with BSA):	
	Replacement, Group A or B Public Well Site, Irrigation or other Non-Potable Well	590.00
	Amended Well Site Inspection	145.00
16	Coordinated Water System Plan Review	145.00
17	Miscellaneous:	
	Copy of local regulations (Plus postage and handling when applicable)	10.00
	Re-inspection for Compliance	145.00
18	Water System Designer Certifications:	
	Annual Renewal ⁸	225.00
	Delinquent Certification Renewal Fee	370.00
19	Environmental Monitoring Services: Environmental Monitoring/Reporting ⁷ (Labor Only).	145.00

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Item No.		2021 Fee
	<u>ONSITE SEWAGE</u> ^{2,3}	
	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)	1,085.00
21	Single Family Residential Onsite Sewage System on Public Water Supply	820.00
22	Multi-Family/Community, Residential or Commercial Onsite Sewage System on Private Water Supply	1,250.00
23	Multi-Family/Community Residential or Commercial Onsite Sewage System on Public Water Supply	955.00
24	Redesign BSA	330.00
25	Redesign BSA: (Design package change only, no site visit)	145.00
26	Repair or Replacement BSA (No Alteration or Expansion) - Includes OSS Waiver(s)	550.00
27	OSS Remediation Application	295.00
28	Pre-Application Meeting for BSA	145.00
29	BSA Revisions (Minor Site Plan changes)	75.00
30	BSA Wet Weather Review ¹⁰	295.00
31	Building Clearance (BC) - Residential	335.00
32	Building Clearance - Commercial	550.00
33	Building Clearance Exemption ¹¹	110.00
34	Commercial Building Clearance Exemption ¹¹	145.00
35	Accepted BSA/BC Records Replacement for Building Permit	10.00
36	BSA - Compliance: (For Reserve area/Records establishment for Onsite Sewage System (OSS) when submitted independently; Does not include Drinking Water review)	295.00
37	Sewage System Permits: ¹²	
	New, Replacement, or Repair Installation	735.00
	Tank Replacement/Connection, Component Repair/Replacement, Remediation	225.00
38	Re-Inspection for Sewage Disposal Permit Violation	225.00
39	OSS Installation Wet Weather Review	145.00
40	Monitoring and Maintenance Fees: ¹³	
	Annual Contract fee	60.00
	Incomplete/Erroneous Report Resubmittal Fee	60.00
41	Pumping or Inspection Report Submittal Fee (RESERVED)	-
42	OSS Waiver Requests (New, Redesign, Alteration BSA, Building Clearance, Building Compliance, Building Permit, and Sewage Disposal Permits)	145.00
43	Installer, Pumper and Maintenance Specialist (including Residential Homeowner) Certifications:	
	Initial Certification	440.00
44	Annual Renewals of Valid Certifications: ⁸	
	Installer, Maintenance Specialist & Pumper (1st Truck)	225.00
	Annual Pumper Renewal for Each Additional Truck	75.00
	Homeowner Monitoring & Maintenance	145.00
	Delinquent Certification Renewal Fee	295.00
45	Administrative Conference Fee	295.00
46	State Licensed Designer/Engineer: Local Referral List Publishing & Maintenance (Optional)	75.00
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) ¹⁴	295.00
48	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance when no site visit is needed)	110.00
49	Amended OSS and/or Drinking Water Supply Evaluation Report (Following correction of items of non-compliance - includes a site inspection)	145.00

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Land Use Applications (Total Includes Mandatory Drinking Water Service Charges as Shown): ¹⁵		2021 Fee
50	Subdivision with Public Sewer	215.00
51	Subdivision with Onsite Sewage Systems (OSS)	645.00
52	Amended Subdivision with OSS	295.00
53	Large Lot Subdivision (These include Preliminary/Final/Amendment/Alteration reviews)	145.00
54	Conditional Use/Other Land Use Applications	145.00
55	Repeat Inspections for Code Violations ⁷ (When not Otherwise Specified).	145.00
Item No.	FOOD ^{2,3,16,17}	2021 Fee
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)	150.00
57	Bakeries	410.00
58	Bed & Breakfasts/Hotel/Motel (Breakfast Only)	330.00
59	Caterers:	
	With Commissary	670.00
	With Restaurant	295.00
60	Demonstrators	295.00
61	Food Handler Permits:	
	(Set by State BOH)	10.00
	Duplicate for Lost Card	10.00
	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)	205.00
62	Groceries:	
	1-3 checkouts	295.00
	3 or more checkouts	630.00
63	High Priority Inspections	225.00
64	Limited Menus	330.00
65	Meat/Fish Markets	410.00
66	Mobile Units	670.00
67	Plan Review and Pre-Op Inspections: ¹⁸	
	Change in Menu and/or Equipment Review	225.00
	Food Establishment Plan Review - Low Risk Establishments	295.00
	Food Establishment Plan Review - High Risk Establishments	370.00
	Variance Request Review	225.00
	Special Process Plan Review	375.00
68	Reinspections - Each Re-Inspection after First Re-Inspection ¹⁹	150.00
69	Restaurants (No Lounge):	670.00
	Seasonal (9 months or less) 75% fee schedule menu	375.00
	Special Process Permit	295.00
70	Restaurants (With Lounge):	740.00
	Special Process Permit	295.00
	Taverns (No Food)	285.00
71	Schools:	
	Central Kitchen	665.00
	Preschools/Headstart/ECAP	295.00
	Warming Kitchen	330.00
Temporary Permits (due 14 days prior to event): ²⁰		
72	Bake Sale/Exempt Food Application Review	No Charge
73	Limited Menu - Single Event	55.00
74	Limited Menu - Seasonal Multiple Events	95.00

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75	Non-Complex Menu:	2021 Fee
	During Work Hours Single Event	85.00
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	95.00
	Seasonal Multiple Events	130.00
76	Complex Menu:	
	During Work Hours Single Event	110.00
	Non-Work Hours (Weekends, Holidays, etc.) Single Event	115.00
	Seasonal Multiple Events	180.00
77	Single Menu, Single Event, Multiple Vendors	355.00
Item No.	<u>LIVING ENVIRONMENT</u> ^{2,3,16}	2021 Fee
	Public or Semi Public Swimming Pools and Hot Tubs: ²¹	
78	One Pool - Year Round Operation	1,000.00
	Each Additional Year Round Pool	185.00
79	One Pool - Seasonal Operation	775.00
	Each Additional Seasonal Operation Pool	150.00
80	Residential Neighborhood Private Pools ⁷	225.00
81	Pre-op Inspections Pools, Camps ^{7,18}	225.00
82	Reinspections: Each Re-Inspection after First Re-Inspection ¹⁹	150.00
83	School Plan Reviews ⁷	150.00
84	Camps ²²	445.00
Item No.	<u>SOLID AND HAZARDOUS WASTE</u> ^{2,3}	2021 Fee
	Permit Application/Permit Modification Service Charges: ^{7,23}	
85	Compost Facilities	145.00
86	Land Application Facilities	145.00
87	Energy Recovery/Incineration	145.00
88	Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	145.00
89	Storage/Treatment Piles	145.00
90	Surface Impoundments/Tanks	145.00
91	Waste Tire Storage Facility	145.00
92	Mixed Municipal Waste Landfill	145.00
93	Limited Purpose Landfill	145.00
94	Inert Waste Landfills	145.00
95	Other Methods of Solid Waste Handling	145.00
	Annual Permit Renewal Service Charges: ²⁴	
96	Recycling Facilities Conditionally - Exempt Facility Fee ²⁵	145.00
97	Compost Facilities:	
	Conditionally Exempt Facility Fee ²⁵	145.00
	Commercial Compost Facilities	2,940.00
98	Land Application Facilities:	
	Sites Without Monitoring	880.00
	Sites With Monitoring	1,765.00
99	Energy Recovery/Incineration	1,765.00
100	MMSW Haulers	180.00
	Plus Per Truck	15.00
101	Site Restoration Haulers	145.00
102	Biomedical Waste Hauler	265.00
	Plus Per Truck	15.00
103	CRT Haulers	170.00

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104	Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	2021 Fee
	Conditionally Exempt MRF Facility Fee ²⁵	145.00
	Transfer Stations	2,940.00
	Compaction/Baling Sites	1,765.00
	Drop Boxes	1,615.00
	Decant Facilities	880.00
105	Storage/Treatment Piles:	
	Conditionally Exempt Facility Fees - Wood and Inert Waste Piles ²⁵	145.00
	Piles	1,765.00
106	Surface Impoundments/Tanks:	
	Tanks	880.00
	Surface Impoundments With Leak Detection	1,765.00
	Surface Impoundment With GW Monitoring	2,645.00
107	Waste Tire Storage Facility	880.00
108	Moderate Risk Waste Handling Facility:	
	Conditionally Exempt Facility Fees ²⁵ (Mobile Systems, Collection Events, and Limited MRW Facilities)	145.00
	Moderate Risk Waste Facility	2,645.00
109	Mixed Municipal Waste Landfill: ⁷	145.00
110	Limited Purpose Landfill	2,645.00
111	Inert Waste Landfills > 250 CYDS Landfill	2,940.00
112	Landfill Closure Permit ⁷	145.00
113	Landfill Post Closure Permit ^{7,26}	145.00
114	Secure Medicine Return Plan Review Fee ²⁷	17,625.00
115	Secure Medicine Return Plan Annual Operating Fee ²⁸	7,345.00
116	Secure Medicine Return Revised Plan Review Fee ²⁹	440.00
117	Secure Medicine Return Plan Enforcement Fee ⁷	145.00
118	Secure Medicine Return Plan Alternative Disposal Review Fee ²⁹	440.00
119	Other Methods of Solid Waste Handling ⁷	145.00
	Plan Reviews ³⁰	145.00
	Site Development Activity Permit (SDAP-Fill & Grading)	145.00
	Bio-Solids State Permit, Plan, and Report Reviews ³¹	145.00
	Environmental Monitoring Activities (Labor Only)	145.00
	Illegal Drug Manufacturing Operation Inspection, Notification, Assessment, Plan and Record Review	145.00
120	Copy of Local Regulations (Plus Postage and Handling if Applicable)	10.00

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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 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.

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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 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.