

Approving 2024 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 Board previously passed Resolution 2022-09 which established that 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 April 2023 Consumer Price Index – Urban Wage Earners and Clerical Workers Index for Seattle – Tacoma – Bremerton (“CPI”) was 6.8%; and

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

WHEREAS, the Food and Living Environment (FLE) Program is projected to have an estimated 2024 budget shortfall of approximately \$404,000; 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 2024; and

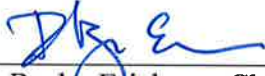
NOW, THEREFORE, BE IT RESOLVED that the Kitsap Public Health Board does authorize and approve Resolution 2023-06, Approving 2024 Environmental Health Division Service Fees, effective January 1, 2024, and until further notice, as follows and as specified the attached fee schedule:

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 2023 rates; and
3. 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 7, 2023

EFFECTIVE: January 1, 2024



Mayor Becky Erickson, Chair
Kitsap Public Health Board

Kitsap Public Health Board Resolution 2023-06

**Kitsap Public Health District
Environmental Health Division
Fee Schedule (Effective January 1, 2024)**

<u>GENERAL</u> ^{1,2,3}	2024 Fee
Administrative Meetings or Appeal Hearings:	
Pre-Application / Administrative Review Conference Fee ⁷	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
Standard Hourly Rate	150
Delinquent Service/Payment > 30 days Overdue	1%/day up to 30 days
Non-Sufficient Funds (NSF) Fee	25
Refund Handling Fee ⁴	25
Photocopies (Plus postage and handling when applicable)	\$0.15/copy
Work without Prior Approval 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
<u>WATER</u>	2024 Fee
(*Note: Please refer to Onsite Sewage Program section for Building Site Applications and Building Clearance service charges.)	
Group B public water system annual operating permit	75
Water Status Reports:	
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
Building Clearances for Sewered Properties:	
Properties with a public water supply	90
Properties with a private water supply	145
Water System Reviews:	
New, Expanding, or Existing Unapproved Group B ⁵	1,030
Alterations to Approved Group B ⁶	580
Sanitary Surveys:	
Group A	735
Group B	440
Surface Seal Inspection	145
Well Decommissioning	225
Waiver Applications	145
Irrigation Well Waiver Applications	295
Well Site Inspections (Not Associated with BSA):	
Replacement, Group A or B Public Well Site, Irrigation or other Water Well	590
Amended Well Site Inspection	145
Coordinated Water System Plan Review	145
Miscellaneous:	
Copy of local regulations (Plus postage and handling when applicable)	10
Repeat Inspections for Code Violations ⁷ (When not Otherwise Specified).	145
Private Water Supply Treatment Design Review ⁷	435
Environmental Monitoring Services: Environmental Monitoring/ Reporting ⁷ (Labor Only).	145

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ONSITE SEWAGE ^{2,3}	2024 Fee
New/Alteration/Expansion Building Site Applications (BSA) (Total includes mandatory Drinking Water service charges as shown):	
Single Family Residential Onsite Sewage System w/Private Water Supply (Existing or proposed water source)	1,085
Single Family Residential Onsite Sewage System on Public Water Supply	820
Multi-Family/Community, Residential or Commercial Onsite Sewage System on Private Water Supply	1,250
Multi-Family/Community Residential or Commercial Onsite Sewage System on Public Water Supply	955
Redesign BSA - with site visit	330
Redesign BSA - Design package change only, no site visit	145
Repair or Replacement BSA (No Alteration or Expansion) - Includes OSS Waiver(s)	550
OSS Remediation Application	295
Drainfield Aeration Report	115
BSA Revisions (Minor Site Plan changes)	75
BSA Wet Weather Review ¹⁰	295
Building Clearance (BC) - Residential	335
Building Clearance - Commercial	550
Building Clearance Exemption ¹¹	110
Commerical Building Clearance Exemption ¹¹	145
Accepted BSA/BC Records Replacement for Building Permit	10
BSA - Compliance: (For Reserve area/Records establishment for Onsite Sewage System (OSS) when submitted independently)	295
Sewage System Permits:	
New, Replacement, or Repair Installation	600
Tank Replacement/Connection, Component Repair/Replacement, Remediation	225
Re-Inspection for Sewage Disposal Permit Violation	225
OSS Installation Wet Weather Review	145
Monitoring and Maintenance Fees: ¹³	
Annual Contract fee	30
Incomplete/Erroneous Report Resubmittal Fee	30
Pumping or Inspection Report Submittal Fee (RESERVED)	TBD
OSS Waiver Requests	145
Installer, Pumper and Maintenance Specialist (including Residential Homeowner) Certifications:	
Initial Certification	440
Annual Renewals of Valid Certifications: ⁸	
Installer, Maintenance Specialist & Pumper (1st Truck)	225
Annual Pumper Renewal for Each Additional Truck	75
Homeowner Monitoring & Maintenance	145
Delinquent Certification Renewal Fee	295
Administrative Conference Fee for Health District Certified Contractors	295
State Licensed Designer/Engineer: Local Referral List Publishing & Maintenance (Optional)	75
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
Amended OSS and/or Drinking Water Supply Evaluation Report - without a site visit (at Health District discretion)	110
Amended OSS and/or Drinking Water Supply Evaluation Report - with site visit	145
Land Use Applications (Total Includes Mandatory Drinking Water Service Charges as Shown): ⁷	
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
Miscellaneous:	
Copy of Local OSS Regulations (Plus Postage and Handling if Applicable)	10
Repeat Inspections for Code Violations ⁷ (When not Otherwise Specified).	145

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<u>FOOD</u> ¹⁶	2024 Fee
Bakeries	460
Bed & Breakfasts/Hotel/Motel (Breakfast Only)	370
Caterers:	
With Commissary	755
With Restaurant	335
Demonstrators	335
Food Handler Permits:	
(Set by State BOH)	10
Duplicate for Lost Card	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)	360
Groceries:	
1-2 checkouts	335
3 or more checkouts	710
Limited Menus	370
Meat/Fish Markets	460
Mobile Units	755
Restaurants (No Lounge):	755
Special Process Permit	335
Seasonal Restaurant Permit (75% of applicable fee)	565
Restaurants (With Lounge):	830
Special Process Permit	335
Warewashing Permit (No Food)	320
Schools:	
Central Kitchen	745
Preschools/Headstart/ECAP	335
Warming Kitchen	370
Change of ownership application (New permit holder without menu or equipment change, must be submitted within 30 days of ownership change or the fee will be two (2) times the approved fee)	160
Plan Review and Pre-Op Inspections: ¹⁸	
Change in Menu and/or Equipment Review	255
Mobile Units	955
Food Establishment Plan Review - All Other Establishments	820
Variance Request Review	255
Special Process Plan Review	425
Additional Inspections ^{17,19}	
Reinspection with a site visit (after first reinspection)	160
Reinspection without a site visit (at Health District discretion)	90
Temporary Permits (due 14 days prior to event): ²⁰	
Bake Sale/Exempt Food Application Review	No Charge
Limited Menu - Single Event	65
Limited Menu - Seasonal Multiple Events	105
Non-Complex Menu:	
Single Event	105
Seasonal Multiple Events	150
Complex Menu:	
Single Event	125
Seasonal Multiple Events	205
Single Menu, Single Event, Multiple Vendors	400

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<u>LIVING ENVIRONMENT</u> ¹⁶	2024 Fee
Public or Semi Public Swimming Pools and Hot Tubs: ²¹	
One Pool - Year Round Operation	1,125
Each Additional Year Round Pool	205
One Pool - Seasonal Operation	870
Each Additional Seasonal Operation Pool	170
Residential Neighborhood Private Pools ⁷	255
Pool Pre-op Inspections	480
Reinspections: Each Re-Inspection after First Re-Inspection ¹⁹	160
Water Recreation Facility Variance Request Review	160
School Plan Reviews ⁷	
Primary School Construction Plan Review (hourly rate will apply after the first 10 hours)	1,500
Secondary School Construction Plan Review (hourly rate will apply after the first 14 hours)	2,100
Playground Construction Plan Review (hourly rate will apply after the first 4 hours)	600
Portable School Building Plan Review (hourly rate will apply after the first 3 hours)	450
Other School Project (hourly rate will apply after first 3 hours)	450
Camps ²²	500
<u>SOLID AND HAZARDOUS WASTE</u>	2024 Fee
Permit Application/Permit Modification Service Charges: ^{7,23}	
Compost Facilities	145
Land Application Facilities	145
Energy Recovery/Incineration	145
Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	145
Storage/Treatment Piles	145
Surface Impoundments/Tanks	145
Waste Tire Storage Facility	145
Mixed Municipal Waste Landfill	145
Limited Purpose Landfill	145
Inert Waste Landfills	145
Annual Permit Renewal Service Charges: ²⁴	
Recycling Facilities Conditionally - Exempt Facility Fee ²⁵	145
Compost Facilities:	
Conditionally Exempt Facility Fee ²⁵	145
Commercial Compost Facilities	2,940
Land Application Facilities:	
Sites Without Monitoring	880
Sites With Monitoring	1,765
Energy Recovery/Incineration	1,765
MMSW Haulers	180
Plus Per Truck	15
Site Restoration Haulers	145
Biomedical Waste Hauler	265
Plus Per Truck	15
CRT Haulers	170

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<i>SOLID AND HAZARDOUS WASTE</i>	2024 Fee
Intermediate SW Handling Facilities: Transfer Stations, Compaction/Baling Sites and Drop Boxes	
Conditionally Exempt MRF Facility Fee ²⁵	145
Transfer Stations	2,940
Compaction/Baling Sites	1,765
Drop Boxes	1,615
Decant Facilities	880
Storage/Treatment Piles:	
Conditionally Exempt Facility Fees - Wood and Inert Waste Piles ²⁵	145
Piles	1,765
Surface Impoundments/Tanks:	
Tanks	880
Surface Impoundments With Leak Detection	1,765
Surface Impoundment With GW Monitoring	2,645
Waste Tire Storage Facility	880
Moderate Risk Waste Handling Facility:	
Conditionally Exempt Facility Fees ²⁵ (Mobile Systems, Collection Events, and Limited MRW Facilities)	145
Moderate Risk Waste Facility	2,645
Mixed Municipal Waste Landfill: ⁷	145
Limited Purpose Landfill	2,645
Inert Waste Landfills > 250 CYDS Landfill	2,940
Landfill Closure Permit ⁷	145
Landfill Post Closure Permit ^{7,26}	145
Other Methods of Waste Handling ⁷	145
Disposal Plan Reviews ²⁷	145
Site Development Activity Permit (SDAP-Fill & Grading)	145
Biosolids State Permit, Plan, and Report Reviews ²⁸	145
Environmental Monitoring Activities (Labor Only)	145
Illegal Drug Manufacturing Operation Inspection, Notification, Assessment, Plan and Record Review	145
Copy of Local Regulations (Plus Postage and Handling if Applicable)	10

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FOOTNOTES	
1	Fees and applications are not transferable, fee prices are rounded to \$5 increments
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 four (4) hours. Fee includes final inspection.
7	The hourly rate will apply after the first hour or the time allocation applicable to the fee based on the hourly rate.
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	Reserved
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	Reserved
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	Reserved
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	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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FOOTNOTES	
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	Service charges will be assessed for the review of plans or proposals not specifically associated with a facility permit application.
28	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.