

**JEFFERSON COUNTY BOARD OF HEALTH  
ENVIRONMENTAL HEALTH FEES FOR PERMITS AND SERVICES RULE**

**General.**

- 1.1. Scope -- This rule establishes the fees for permits issued by the Jefferson County Board of Health.
- 1.2. Authority. -- W. Va. Code §16-2-11(a)(9), §16-2-11(b)(3).
- 1.3. Filing Date. – April 1, 2024.
- 1.4. Effective Date. – (date approved).

**Application and Enforcement.**

- 2.1. Application - This rule applies to the Jefferson County Board of Health which charges a fee for the issuance of permits and services that are covered by this rule.
- 2.2. Enforcement - The enforcement of this rule is vested with the Jefferson County Health Officer or his or her designee.

**Definitions.**

- 3.1. Bed and Breakfast - An establishment providing lodging facilities in the form of sleeping accommodations and at a minimum, a breakfast for a fee.
- 3.2. Body Piercing Studio - means any room or space where body piercing is practiced or where the business of body piercing or any part thereof is conducted.
- 3.3. Bureau- The Bureau for Public Health in the West Virginia Department of Health and Human Resources.
- 3.4. Campground - A tract of land maintained and offered to the public for payment for the location or placement of two or more camping units as defined in the bureau’s “General Sanitation” rule, 64CSR18.
- 3.5. Care Facility – Facilities included, but not limited to, public or private halfway houses, adult day care facilities, residential care facilities (such as juvenile group homes and work release centers), and non-disaster emergency shelters (such as homeless shelters and family violence protection centers). The term does not include health care facilities licensed by the Office of Health Facility Licensure and Certification in the Office of the Inspector General.
- 3.6. Child Care Center - A facility where care is provided for seven or more children in a 24-hour period. The term does not include facilities excluded in the bureau’s “Child Care Centers” rule, 64CSR21.
- 3.7. Developed Site - A location for placement and hookup of a manufactured home.
- 3.8. Family Daycare Facility – A child care center which is used to provide nonresidential child care for seven (7) to twelve (12) children, including children who are living in the household who are less than six

(6) years of age. No more than four (4) of the total number of children may be less than twenty-four (24) months of age.

3.9. Fixed Expiration Date - An annual date at which time all permits of the same type expire. The fixed expiration date for each of the permits covered by this rule is derived from the state code or the rule which authorizes the issuance of the particular permit.

3.10. Food Service Establishment - Any fixed or mobile restaurant; coffee shop; cafeteria; short-order cafe; soda fountain; tavern; bar; cocktail lounge; delicatessen; nightclub; roadside stand; industrial feeding establishment; private, public, or non-profit organization or institution routinely serving food; catering kitchen; commissary or similar place in which food or drink is prepared for sale or service on the premises or elsewhere; and any other eating or drinking establishment or operation where food is served or provided for the public with or without charge.

3.11. Hotel/Motel - Any temporary or permanent buildings or structures which are maintained, offered, or used as sleeping quarters for pay.

3.12. Individual Sewage Disposal System - A system for the collection, treatment and disposal of sewage which serves a single dwelling or establishment.

3.13. Industrial Campground – A campground for the location or placement of two or more camping units as defined in 64CSR18, and to be occupied by workers employed for an industrial purpose and intended for long term stays of over 60 days.

3.14. Innovative Alternative Type Sewage System - A method of sewage disposal for a single-family dwelling or establishment for which design standards have been prepared and listed in the West Virginia Bureau for Public Health rule, "Sewage Treatment and Collection System Design Standards," 64CSR47, as an innovative or alternative system.

3.15. Labor Camp - A labor camp includes any lumber, mining, agricultural, construction, or other industrial camp where 10 or more persons are employed and housed in temporary quarters, such as cars, motor homes, camper vehicles, wagons, tents, cabins, buildings, or other similar enclosures.

3.16. Mass Gathering - Any group of 250 or more persons assembled together for a meeting, festival, social gathering, concert or other similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped and intended for use by large numbers of people. The term shall not include assembly in any outdoor venue ordinarily used and equipped for such events. For the purposes of this rule, "equipped" means supplied with adequate sanitary facilities for the intended use.

3.17. Mobile Food Establishment - A food establishment that is mobile by means of mechanical, electrical, manual, or otherwise propelled vehicle operating on land or water that complies with 64CSR17 Food Establishment Rule - FDA Food Code Mobile Food Establishment Matrix recommendations based on the menu of food items provided.

3.18. Manufactured Home Community - Any site, area, tract, or parcel of land upon which four or more manufactured homes, used or occupied for dwelling purposes, are parked, either free of charge or for a monetary consideration.

3.19. Organized Camp - Any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group living experience for children or adults, or where one or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation, provided, that this definition shall not be construed to include a hunting, fishing, or other camp privately owned and used exclusively for the personal pleasure of the owner.

3.20. Potentially Hazardous Food or Drink (time/temperature control for safety food) - Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

3.21. Recreational Water Facility - A body of water, under the control of a person, which has been modified, improved, constructed or installed for the purpose of public swimming or bathing. It includes, but is not limited to, bathing beaches; swimming, wading, and diving pools; water slides, spray pools, lazy rivers, and wave pools; spas, hot tubs, therapeutic pools, hydrotherapy pools and whirlpools. A recreational water facility does not include a private residential swimming pool defined in subsection 2.10 of the bureau's "Recreational Water Facilities" rule, 64CSR16.

3.22. Retail Food Store - Any place, structure, premise, vehicle, or any part thereof in which food is sold retail, offered for retail sale, or served not to be consumed on the premises. For the purpose of this rule, the term "retail food store" does not include establishments which handle only pre-packed non-potentially-hazardous foods; roadside markets that offer only fresh fruits or fresh vegetables; or the delicatessen operation of a retail food store.

3.23. Sewage Tank Cleaner - Any person engaged in the collection, removal, transportation or disposal of sewage.

3.24. School - a public or private organization that provides instruction for the teaching of children. The term includes early childhood/ primary education centers, middle school/junior high education centers, adolescent/high school education centers and vocational education centers. The term does not include child care centers as defined in the bureau's "Child Care Centers" rule, 64CSR21.

3.25. Subdivision - A tract of land which has been divided into two or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development and including the division of land by deed, metes and bounds description, lease, map, plat, or other instrument, or by act of construction.

3.26. Tattoo studio - means any room or space where tattooing is practiced or where the business of tattooing or any part thereof is conducted

3.27. Temporary Food Service Establishment - A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration and required by W. Va. Code §16-6-3 to have a permit.

3.28. Vending Machine - A machine designed for the dispensing of potentially hazardous food or drink

to the public by a self-service method.

3.29. Water Well - Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted for a water supply, for the exploration for water, or for removal of water to dewater construction sites.

3.30. Water Well (Heat Exchange) - Any well constructed to use the heat exchange properties of either groundwater or of geologic material penetrated by the well.

**Option to Charge for Permits and Services; Procedure and Implementation of Fees for Permits and Services Schedule.**

4.1. The Jefferson County Board of Health shall charge a fee for the issuance of permits and provided services covered by this rule.

4.2. The Jefferson County Board of Health shall follow the following procedures prior to implementation of a new or amended Fee Schedule:

- 4.2.1 Present proposed fee schedule to the board of health for initial review and approval.
- 4.2.2 After the local board of health's approval of a proposed schedule of fees, the board shall place notice in the State Register and on the organization's web page setting forth a notice of proposed action, including the text of the new local health department rule or the amendment and the date, time, and place for receipt of public comment [§16-2-11(b)(3)(C)], provide the notice to the board's appointing authority with a request for publication on the authority's website and in its public offices, and allow for a 30-day comment period.
- 4.2.3 Upon completion of the 30-day comment period, the board of health shall meet and review any public comments received prior to final approval of the fee schedule.
- 4.2.4 Once all public comments have been considered, the board shall vote on final approval of the proposed fee schedule and implementation date.
- 4.2.5 The Board of Health shall notify the appointing authority and request approval of the proposed fee schedule and provide the following information:
  - (a) A copy of the proposed fee schedule;
  - (b) A copy of the posted notice of the proposed fees and a description of the public notice process;
  - (c) A copy of comments received on the proposed fees; and
  - (d) A response to the comments.
- 4.2.6 With approval from the appointing authority, the board of health shall implement the Fees for Permits and Services Schedule.
- 4.2.7 A copy of the final approved Fees for Permits and Services Schedule shall be filed with the county clerk.

**Permits and Fees.**

5.1 The list of permits, services and corresponding fees are listed in Table 1 attached below.

**Table 1**

Permit	Permit Fee Guideline	Expiration Date (Annually)
Bed and Breakfast	\$60.00	6/30
Campground		6/30
	Fee per site	\$6.00
	Minimum fee	\$60.00
Care Facility	\$60.00	6/30
Child Care Center		12/31
	Family Day Care Facility (7-12)	\$60.00
	Child Care Center (13-25)	\$125.00
	Child Care Center (26 and over)	\$185.00
Consignment Farmers Market	\$60.00	6/30
Food Service Establishment		6/30
	0 – 20 seats	\$125.00
	21 – 50 seats	\$250.00
	51 – 80 seats	\$375.00
	81+ seats	\$500.00
*	If the facility has a liquor license from the West Virginia Alcoholic Beverage Control Administration – an additional \$150 fee shall be added to each seating capacity amount.	\$125.00
Hotel/Motel		6/30
	0 – 20 rooms	\$125.00
	21 – 50 rooms	\$250.00
	51 – 80 rooms	\$375.00
	81 and over rooms	\$500.00
Individual Sewage Disposal Systems and Innovative Alternative Type Sewage Systems		1 year from date of issue
	Conventional Single-Family Dwelling	\$185.00
	All other types of system	\$375.00
Industrial Campground	\$100.00	6/30

Permit	Permit Fee Guideline	Expiration Date (Annually)
Labor Camp	\$125.00	6/30
Mass Gathering		End of Event
\$60.00 per event	\$60.00	
Mobile Food Establishment	\$125.00	6/30
Manufactured Home Community		12/31
Number of Lots		
Up to 10 units	\$125.00	
11 to 20 units	\$150.00	
21 to 30 units	\$225.00	
More than 30 units	\$275.00	
Organized Camp	\$90.00	6/30
Recreational Water Facility	\$125.00	12/31
Retail Food Store		6/30
Fee per checkout	\$60.00	
Schools (Facility)		6/30
Fee per site	\$60.00	
Subdivision		N/A
Number of Lots		
Fee per lot	\$12.00	
Minimum Fee	\$100.00	
Temporary Food Service Establishment (maximum 14 days per event)		Noted on permit
Fee per unit	\$60.00	
In-State Vendor Temporary Food Service Establishment (non-potentially hazardous food only)		1 year from date of issue
Fee per unit	\$60.00	
Vending Machine		6/30
Fee per machine per site	\$60.00	
Maximum Fee per site	\$360.00	
Water Well	\$125.00	1 year from date of issue

Permit	Permit Fee Guideline	Expiration Date (Annually)
<b>The following permit fees are set by WV Legislative Code or Rule and cannot be changed</b>		
Body Piercing [WV Rule 64CSR80] **	\$200.00	6/30
Tattoo Studio [WV Code §16-38-6(e)]**	\$200.00	6/30
Sewage Tank Cleaner [WV Rule 64CSR9]**	\$16.00	1 year from date of issue
Statewide Mobile Food Permit/Reciprocity...In process with current Legislative Session [WV Code §16-2-18]**	TBD	6/30
Water Well (Heat Exchange) [WV Rule 64CSR19] **		1 year from date of issue
	1 to 50 ton heat pump system	\$150.00
	Over 50 ton system	\$300.00
<b>Prorating of Fixed Expiration Date Permit Fees</b>		
	# of Months from Fixed Expiration Date	% Annual Fee to be Paid
	< 3 months	25%. of annual fee
	3 months to < 6 months	50%. of annual fee
	6 months to < 9 months	75%. of annual fee
	9 months to < 12 months	100%. of annual fee
*	The fee charged for an annual permit with a fixed expiration date.	
**	Proration of fees does not apply to fees set by WV Code or Rule	
<b>Late Fee for Expired Permits</b>		
*	A late fee of 25 percent for all expired permits listed will be applied to the permit fee schedule. Payment must be received within 10 days of the expiration date to avoid the late fee assessment.	25% of permit fee
**	Late fee does not apply to fees set by WV Code or Rule	

Fees for Services	
<b>Plan Review (Small Establishment)</b>	
Bed & Breakfast	\$125.00
Body Piercing Studio	\$125.00
Campground ((1-10 sites)	\$125.00
Care Facilities (1-12 residents)	\$125.00
Family Day Care	\$125.00
Food Service Establishment (0-20 seats)	\$125.00
Industrial Campground (2-10 camping units)	\$125.00
Manufactured Home Community (4-10 units)	\$125.00
Mobile Food Establishment	\$125.00
Retail Food Store (3 checkouts or less)	\$125.00
Short-term Rental	\$125.00
<b>Plan Review (Medium Establishment)</b>	
Campground (11-25 sites)	\$225.00
Care Facilities (13-25 residents)	\$225.00
Child Care Center (13-25 Children)	\$225.00
Food Service Establishment (21-50 seats)	\$225.00
Hotel/Motel (1-50 rooms)	\$225.00
Industrial Campground (11-25 camping units)	\$225.00
Labor Camp (10-25 employees housed)	\$225.00
Manufactured Home Community (11-20 units)	\$225.00
Organized Camp (1-25 campers)	\$225.00
Retail Food Store (4-6 checkouts)	\$225.00
<b>Plan Review (Large Establishment)</b>	
Campground (26+ sites)	\$325.00
Care Facilities (26+ residents)	\$325.00
Child Care Center (26+ children)	\$325.00
Food Service Establishment (51+ seats)	\$325.00
Hotel/Motel (51+ rooms)	\$325.00
Industrial Campground (26+ camping units)	\$325.00
Labor Camp (26+ employees)	\$325.00
Manufactured Home Community (21+ units)	\$325.00
Organized Camp (26+ campers)	\$325.00
Retail Food Store (7+ checkouts)	\$325.00
School	\$325.00
<b>Other Services with Fees</b>	
DEP Septic Tank Seal (GPS Coordinates)	\$30.00
Home Loan Evaluation- Well Evaluation/Water test/Letter	\$50.00
Home Loan Evaluation- Septic Evaluation/Dye Test/Letter	\$50.00
Food Handler's Class (JCHD Staff Instructor)	\$15.00
Food Handler's Card (1-year)	\$10.00
Reinspection (Well, Septic, Food, Permitted Establishments) Refer to Policy	\$75.00
Reissue Permit (lost, etc.)	\$25.00
Well Permit Renewal/Septic Permit Renewal (each)	\$35.00
Well & Septic Information Request (Research Fee)	\$25.00