

## Environmental Health Fees- Current vs Proposed

Permit/Service	Current	Proposed
ABC Sales Fee (Food Establishments Serving Liquor)	125.00	150.00
Bed and Breakfast Permit	60.00	72.00
Body Piercing Studio Permit	200.00	200.00
Campground (1-10 sites)	60.00	70.00
Campground 11+ sites (per site, no maximum)	6.00	7.00
Care Facilities (Halfway houses, Group Homes, Adult Day Care Facilities, etc.)	60.00	72.00
Child Care Center (26+ children)	185.00	222.00
Child Care Center (13-25 children)	125.00	150.00
DEP Septic Tank Seals (fee is set by another agency)	30.00	30.00
Family Day Care (7-12 children)	60.00	72.00
Farmer's Market Permit (per vendor)	60.00	72.00
Farmers Market Permit (Per Consignment Market)	60.00	72.00
Food Handler's Card (1 year)	10.00	10.00
Food Handler's Class (In-Person)	15.00	15.00
Food Handler's Online Class (2-year card)	30.00	30.00
Food Permit (0-20 seats)	125.00	150.00
Food Permit (21-50 seats)	250.00	300.00
Food Permit (51-80 seats)	375.00	450.00
Food Permit (81+ seats)	500.00	600.00
Food Permit (Bed & Breakfast)	65.00	78.00
Geothermal/Heat Exchange Well (1-50-ton heat pump system)	150.00	150.00
Geothermal/Heat Exchange Well (Over 50-ton system)	300.00	300.00
Home Loan Evaluation- Septic Evaluation/Dye Test/Letter	50.00	50.00
Home Loan Evaluation- Well Evaluation/Water Test/Letter	50.00	50.00
Hotel/Motel (0-20 rooms)	125.00	150.00
Hotel/Motel (21-50 rooms)	250.00	300.00
Hotel/Motel (51-80 rooms)	375.00	450.00
Hotel/Motel (81+ rooms)	500.00	600.00
Information Request Fee (Well & Septic)	25.00	30.00
Industrial Campground	100.00	120.00
Labor Camp Permit	125.00	150.00
Late Fee- 25% of unpaid bill	25%	25%
Mass Gatherings	60.00	72.00
Mobile Food Establishment Permit (Food Truck/Trailer)	125.00	150.00
Manufactured Home Community Permit (0-10 units)	125.00	150.00
Manufactured Home Community Permit (11-20 units)	150.00	180.00
Manufactured Home Community Permit (21-30 units)	225.00	270.00
Manufactured Home Community Permit (31+ units)	275.00	330.00
Organized Camp Permit	90.00	108.00

Fees remained the same because they are set in state code or in our local rule

Fee increase is less than 20% because of the minimum fee and divisibility

Fee increase is more than 20% (40% increase) because of the amount of time spent on subdivisions and reserve changes

## Environmental Health Fees- Current vs Proposed

Permit/Service	Current	Proposed
Plan Review Small Establishments <ul style="list-style-type: none"> <li>• Bed &amp; Breakfast</li> <li>• Body Piercing Studio</li> <li>• Campground (1-10 sites)</li> <li>• Care Facilities (1-12 residents)</li> <li>• Family Day Care (7-12 children)</li> <li>• Food Service Establishment (0-20 seats)</li> <li>• Industrial Campground (2-10 camping units)</li> <li>• Manufactured Home Community (4-10 units)</li> <li>• Mobile Food Establishment</li> <li>• Retail Food Store (3 checkouts or less)</li> <li>• Short-Term Rental</li> </ul>	125.00	150.00
Plan Review Medium Establishment <ul style="list-style-type: none"> <li>• Campground (11-25 sites)</li> <li>• Care Facilities 13-25 residents)</li> <li>• Child Care Center (13-25 children)</li> <li>• Food Service Establishment (21-50 seats)</li> <li>• Hotel/Motel (1-50 rooms)</li> <li>• Industrial Campground (11-25 camping units)</li> <li>• Labor Camp (10-25 employees housed)</li> <li>• Manufactured Home Community (11-20 units)</li> <li>• Organized Camp (1-25 campers)</li> <li>• Retail Food Store (4-6 checkouts)</li> </ul>	225.00	270.00
Plan Review Large Establishment <ul style="list-style-type: none"> <li>• Campground (26+ sites)</li> <li>• Care Facilities (26+ residents)</li> <li>• Child Care Center (26+ children)</li> <li>• Food Service Establishment (51+ seats)</li> <li>• Hotel/Motel (51+ rooms)</li> <li>• Industrial Campground (26+ camping units)</li> <li>• Labor Camp (26+ employees)</li> <li>• Manufactured Home Community (21+ units)</li> <li>• Organized Camp (26+ campers)</li> <li>• Retail Food Store (7+ checkouts)</li> <li>• School</li> </ul>	325.00	390.00
Recreation Water Facility Permit (Swimming Pool)	125.00	150.00
Reinspection Fee (Well/Septic/Food/Other Establishments)	75.00	90.00
Reissue Establishment Permit (lost, etc.)	25.00	30.00
Retail Food Store per check out (no maximum)	60.00	72.00
School Permit	60.00	72.00
Septic Application Alternative/Class II	375.00	450.00
Septic Application Conventional/Class I	185.00	222.00
Septic Permit Renewal	35.00	42.00
Septic Reserve Change: 11+ lots (per lot, no maximum)	10.00	14.00
Septic Reserve Change (1-10 lots- minimum fee)	100.00	140.00
Septic Permit- Reissue	35.00	35.00
Septic/Sewage Tank Cleaner/ Hauler Permit	16.00	16.00
Subdivision Eval (1-8 lots- minimum fee)	100.00	140.00
Subdivision Eval 9+ lots (fee per lot, no maximum)	12.00	14.00
Tattoo Studio Permit	200.00	200.00
Temporary Food Establishment Permit--One Event not to exceed 14 consecutive days	60.00	72.00
Temporary Food Establishment Permit- One Year (only if serving non-TCS/PHF foods)	60.00	72.00
Vending Machine (per machine)	60.00	72.00
Vending Machine (maximum per site)	360.00	432.00
Well Permit Renewal	35.00	42.00
Well Permit	125.00	150.00

## Environmental Health Fees- Current vs Proposed

---

### Justification for Increased Environmental Health Fees for Permits and Services

- Last time permit fees were increased was November 1, 2020 (20-25% increase)
- The last time the State set a new maximum fee for permits prior to 2020 was in 2006. Our fees could not have been higher than the State's maximum fees set by that rule.
- EH staff salaries have increased since 2020. In 2020, our staffing level was less (3 sanitarians, 1 sanitarian supervisor, and 2 Office Assistants). We have added one sanitarian position that is no longer funded by the NEHA grant as of 12/31/2024.
  - Total EH salaries in 2020 including benefits was **\$325,000**. (Benefits were estimated)
  - Current EH Staff Salaries Total including benefits is **\$389,000**. (This number will likely increase in FY 2025 due to staff raises).
  - The total mileage reimbursement for EH Staff in FY23 was **\$10,485** (we anticipate an increase in FY25 since we now have 4 fully trained sanitarians).
  - The estimated amount of time a Sanitarian spends on each well and septic application and inspection is 5 hours and for each food and other establishment inspection is 3 hours. These estimates include travel time and paperwork. The current average hourly salary for our Sanitarians is \$30.28 (including benefits).
  - Based on the FDA's calculation for how many Full Time Equivalent (FTE) Sanitarians are required to complete the minimum number of food establishment inspections annually and our Sanitarians time spent in other programs, we need 4 full-time Sanitarians and a Sanitarian Supervisor.
- Revenue from EH fees for permits and services was **\$307,466** in FY 2023. Based on the budget estimates for FY25, the proposed increase in fees could bring that revenue to about **\$365,000** (conservative estimate because some fees remain the same).
- NEHA Grant funding:
  - The 3-year \$228,000 grant that covered a new Sanitarian's salary ends 12/31/2024 (last payment for that grant was received FY 2024 **so it is not in the budget for FY 25**)
  - Mentorship grant for CY2024 of \$24,000 will be paid after it is completed in FY 25.
  - Travel/Training Grant for CY 2024 of \$5,500 will be paid after it is completed (by Feb 2025)
  - Special Project Grant for CY 2024 of \$20,000 will be paid after it is completed (by Feb 2025)
  - We do not yet know what grant funding may be available for CY2025, but it is not likely we will be able to obtain another large grant award since we have almost met all 9 Program Standards
  - By the end of this calendar year EH salaries will only be paid out of the general fund
- Without additional funding from the State or the County, and anticipating less grant funding in FY25, increasing fees is a way to increase our revenue and help keep the health department from operating at a deficit without having to cut staff positions. The budget that was just approved by the Board of Health has us operating at a \$15,700 deficit for FY25, but increasing the Environmental Health fees would have the Health Department operating with a slight surplus for FY25.