



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 20-24

RESOLUTION SUBJECT: ADOPTING THE ENVIRONMENTAL HEALTH FEE SCHEDULE

WHEREAS, the Board of Health is authorized pursuant to RCW 70.05.060 to establish fees for services; and

WHEREAS, RCW 70.05.060(7) provides that such fees for services shall not exceed the actual cost of providing any such services; and

WHEREAS, the Board of Health recognizes individuals should pay for services through fees, and such fees should be based on the reasonable cost of providing the service; and

WHEREAS, the Board of Health has determined that the existing fee structure requires amendments to recover the reasonable cost of providing a wide array of local environmental health services as well as providing responsible cost recovery for staff and consultant time required to provide certain services and functions; and

WHEREAS, the Board of Health wishes to make adjustments to fees to more closely reflect actual cost of services while not exceeding the actual cost of providing such services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HEALTH AS FOLLOWS:

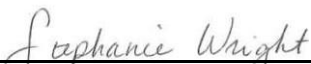
Section 1. The schedule of fees and charges attached hereto and incorporated by this reference as Exhibit A is hereby adopted effective November 1, 2020.

Section 2. The Board of Health hereby finds that the fees and charges set forth in Exhibit A reflect the reasonable costs of providing the services set forth therein and do not exceed the actual cost of providing such services.


Section 3. This Resolution and the attached Exhibit A shall replace any previous fee schedule related to Environmental Health Services.

ADOPTED this 13th day of October 2020.

ATTEST:



Stephanie Wright, Chair
Board of Health



Shawn Frederick, MBA
Administrative Officer

2021 Environmental Health Proposed Fee Schedule - Revised Exhibit A

Contents:

2021 EH Fee Schedule Proposed Summary

Fee Schedule Food Safety – redlined with proposed edits - Revised

Food Service Establishment Plan Review Justification Data 2020

Fee Schedule Land Use – redlined with proposed edits

Fee Schedule Safe Environments – redlined with proposed edits

Fee Schedule Solid Waste Handling – redlined with proposed edits

Fee Schedule Vital Records – redlined with proposed edits

	A	C	D	E	F
1	2021 Fee Schedule Proposal Summary and Justifications				
2	Program	Decription	Current fee	Proposed fee	Notes for changes
3	All	All annual permit late fees need to be the same amount. Some are \$300 and others are \$317			
4	Food	Change limited grocery/tap room/tasting room fee from 1 hour to 2 hours of work	\$195.00	\$ 390.00	See PDF "Food Service Establishment Plan Review Justification Data 2020". Changing from one hour to two will still not provide full cost recovery; however, a smaller change will be more palatable for customers. Additional changes can be made in future years to reflect actual cost of doing business.
5	Food	Change the expedited plan review fee to 1.5 times the new fee	\$292.50	\$ 585.00	
6	Food	Remove food stand concession and mobile plan review application and combine with the general plan review application	\$464.00	\$ 740.00	The time it takes to conduct a food stand concession (3.5 hours) is the same time as it takes to conduct a general food plan review (3.4) hours. One application will be less confusing for the public.
7	Food	Remodel / Plan Revision	\$195.00	\$ 390.00	See PDF "Food Service Establishment Plan Review Justification Data 2020". Changing the fee from one hour to two will provide full cost recovery.
8	Food	Office Conference	\$327.00	\$ 390.00	See PDF "Food Service Establishment Plan Review Justification Data 2020". Changing the fee to two hours will provide full cost recovery.
9	Food	Low (Limited) Risk Temporary Food Service Events	\$ 69.00	\$ 78.00	Minor increase to reflect an average of .4 hours spent on each low risk permit. Deleted Additional location discount because data shows we spent the same amount of staff time reviewing and inspecting an operator regardless of whether they have multiple locations.
10	Food	Medium Risk Temporary Food Service Events	\$ 95.00	\$ 117.00	Minor increase to reflect an average of .6 hours spent on each medium risk permit. Deleted Additional location discount because data shows we spent the same amount of staff time reviewing and inspecting an operator regardless of whether they have multiple locations.

	A	C	D	E	F
1	2021 Fee Schedule Proposal Summary and Justifications				
2	Program	Decription	Current fee	Proposed fee	Notes for changes
11	Food	High Risk Temporary Food Service Events	\$211.00	\$ 195.00	Decrease to reflect an average of 1 hour spent on each high risk permit. Deleted Additional location discount because data shows we spent the same amount of staff time reviewing and inspecting an operator regardless of whether they have multiple locations.
12	Food	Food Demonstration Permit	\$ 53.00	\$ 59.00	Minor increase to reflect an average of .3 hours spent on each Food Demonstration permit.
13	Land Use	Late fee for holding tanks annual monitoring fee not paid by 1/1	NEW	\$ 317.00	Create a late fee for HT who do not pay on time. As of 7/13/20 there are 3 HT who have not paid their 2020 invoices (1 also owes their 2019 fee) which were due on 1/1/20. Currently there are no late fees or penalties for late payment/non-payment. \$317 is a late fee common to other programs.
14	Vital Records	Change wording to "Certified Birth Certificate"	\$ 20.00	\$ 25.00	On 1/1/21 State law changes and we will have 2 types of birth certificates, certified and informational. Currently we only give certified ones. The fee change is dictated by the state. Of the \$5 additional being charged, SHD will receive \$2.
15	Vital Records	Informational Birth Certificate	NEW	\$ 25.00	
16	Vital Records	Certified death certificate first copy	\$ 20.00	\$ 25.00	On 1/1/21 State law changes and we will have 3 types of death certificates, certified, short and informational. Currently we only give certified ones. The fee change is dictated by the state. Of the \$5 additional being charged, SHD will receive \$2.
17	Vital Records	Certified death certificate additional copies	\$ 20.00	\$ 25.00	
18	Vital Records	Informational death certificate first copy	NEW	\$ 25.00	
19	Vital Records	Informational death certificate additional copies	NEW	\$ 25.00	
20	Vital Records	Short death certificate first copy	NEW	\$ 25.00	
21	Vital Records	Short death certificate additional copies	NEW	\$ 25.00	
22	Vital Records	Certified death certificate reissue first copy	\$ 10.00	TBD	Waiting for information from DOH to determine this fee.
23	Vital Records	Certified death certificate reissue additional copies	\$ 5.00	TBD	Waiting for information from DOH to determine this fee.

	A	C	D	E	F
1	2021 Fee Schedule Proposal Summary and Justifications				
2	Program	Decription	<u>Current fee</u>	<u>Proposed fee</u>	<u>Notes for changes</u>
24	Vital Records	Review and file of each Snohomish Conty Death admin fee (EDRS)	NEW	\$ 10.00	This would be billed to Funeral Homes monthly. TPCHD currently charges \$10 per record. King's Medical Examiner charges \$70 per death disposition review. Snohomish County has ~5000 deaths per year.
25	Vital Records	Vitalchek kiosk fee for customer identity verification	NEW	\$ 3.50	This fee is a pass through fee that is charged by the kiosks and goes to VitalChek.
26	Vital Records	Over the counter fee for customer identity verification and records collection and retention	NEW	\$ 13.50	This fee would cover staff time to verify relationship of customer to vital record for over the counter orders. DOH is charging \$13.50 for their services. This will need to be reassessed in mid-2021 to ensure it is covering our costs.
27	Vital Records	weekly death list	\$989.00	Eliminate	Discontinued this service on 7/3/20. Delete from fee schedule.

Fee Schedule – Food Safety
EFFECTIVE ~~November 1, 2019~~ November 1, 2020

PE #	TITLE	FEE	DESCRIPTION
	FOOD SERVICE ESTABLISHMENT PERMIT FEES		Permits expire annually on the last day of the month that is 12 full months after date of initial permit issuance. Permits are non-transferable. Change of ownership requires, at a minimum, payment of annual operating permit fee and plan review fee. <u>Additional permits maybe prorated to correspond with existing permit expiration dates for each facility.</u>
5635	LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS	\$317.00 \$300.00	Additional charge if annual permit renewal fee has not been received by the Health District by 5 p.m. on the last business day that the permit is valid.
	Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Food Safety Program: Limited Grocery Plan Review, General Plan Review, and Multiple Permit Facility Plan Review. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis.
BAKERY			
5630	Establishments Selling Baked Goods ONLY	\$385.00	Annual Permit Fee
BED AND BREAKFASTS			
56A1	Bed and Breakfast	\$385.00	Annual Permit Fee
CAMPGROUNDS / PARKS – FOOD SERVICE			
5629	a) Food Service - All Year (Valid <u>Sept 1 through Aug 31, June 1 through May 31</u>) b) Food Service - Seasonal (No more than <u>six</u> three consecutive months)	\$401.00	**USE GENERAL FOOD FEES <u>Seasonal Annual</u> Permit Fee
CATERER (All Caterers Will Be Permitted Separately)			
5632	a) Low Risk	\$385.00	Annual Permit Fees
5633	b) Medium Risk	\$580.00	
5634	c) High Risk	\$797.00	
CATERING ENDORSEMENT			
5643	For Permitted Food Service Establishments That ALSO Offer Catering Services.	\$195.00	Annual Permit Fee (In Addition to General Food Fee)

Commented [RG1]: If BOH is able to approve in October, an effective date of November 1st is desirable.

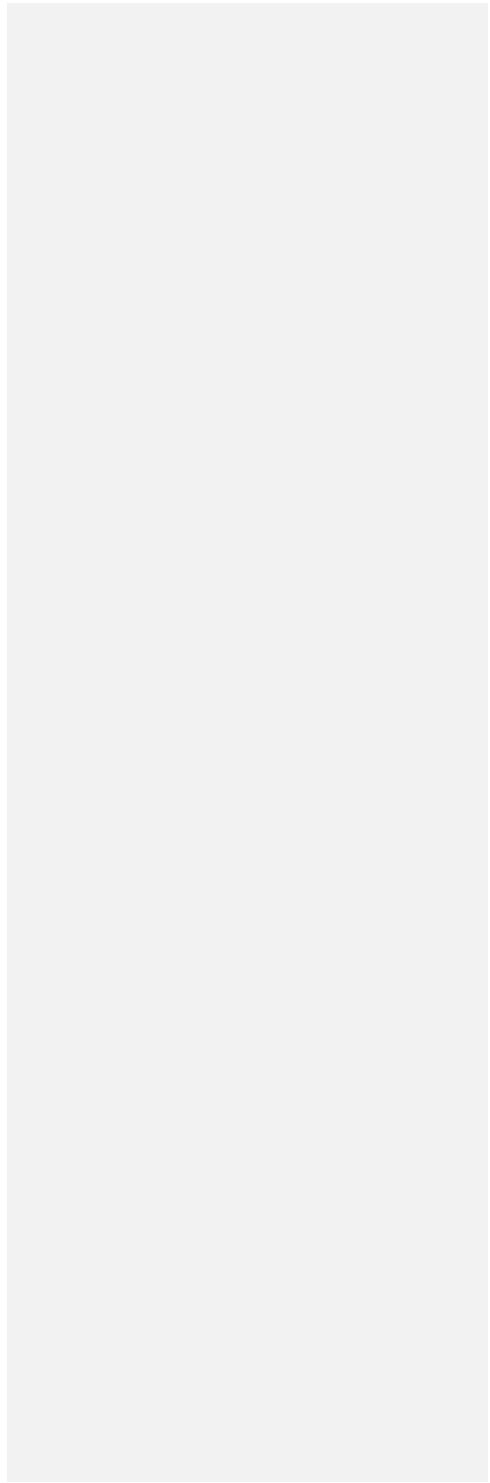
Commented [RG2]: Other EH late fees are \$317. This changed to be consistent across all programs.

Commented [RG3]: Changed to match Group Camp schedule

Commented [MJ4]: Matches Safe Environments seasonal definition

Environmental Health Division

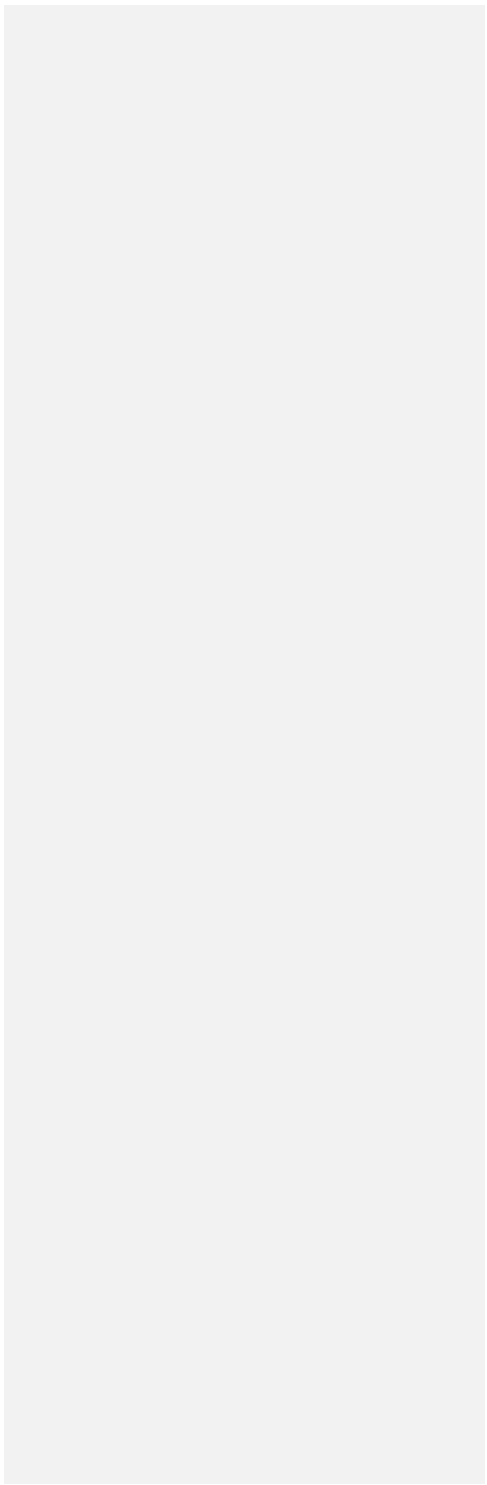
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FOOD SERVICE ESTABLISHMENT PERMIT FEES			
	GENERAL FOOD Includes but not limited to restaurant (with or without lounge), concession stand, mobile food vehicle, food stand concession, commissary, bakery, caterer, grocery with multiple permits, limited grocery with or without food prep, private club, retail meat dealer, retail fish dealer, tavern with or without food prep, year round campground/park food service. Additional onsite sewage system review fee and catering endorsement fee may apply.		
5631	LOW RISK PERMIT (All Low Risk Food Service Establishments)	\$385.00	Annual Permit Fee
5645	0 – 50 SEATS: a) Medium Risk	\$580.00	Annual Permit Fees
5647	b) High Risk	\$797.00	
5621	51 – 150 SEATS: a) Medium Risk	\$665.00	Annual Permit Fees
5622	b) High Risk	\$918.00	
5649	OVER 151 SEATS: a) Medium Risk	\$728.00	Annual Permit Fees
5651	b) High Risk	\$992.00	
FOOD SERVICE OPERATING WITHOUT A PERMIT			
5636	Double Prescribed Permit Fee	**	**Double Permit Fee
FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW			
5438	Review	\$195.00	<u>Fee Charged at Time of Annual Food Service Permit Fee, Food Service Establishment Plan Review Submittal or with Change of Ownership. Fee Charged- Annually With Food Service Permit.</u>
FOOD WORKER CARDS			
5658	a) 2-Year Initial or 3-Year Renewal	\$10.00	
5660	b) Replacement For Lost Card	\$10.00	
MANAGER COURSES <u>No longer offering with changes to WAC 246-215</u>			
5662	a) Manager Certification (SHD Curriculum and Test) (Valid for 5 Years)	\$211.00	Instructional and Supplies Fee
5664	b) Manager Recertification (Valid for 3 Years)	\$158.00	Instructional and Supplies Fee
5665	c) Manager Recertification Without Book (Valid for 3 Years)	\$95.00	Instructional Fee
	d) Manager Self-Inspection Program Establishment Fee Credit. **For qualified food establishments with certified managers, up to 25% of the prior year's annual establishment permit fee will be credited to the establishment upon completion of the current year's inspection program per SHD procedures.	**	
MOBILE FOOD VEHICLE (All Mobile Food Vehicles Will Be Permitted Separately)			

Commented [MJ5]: No longer offering manager courses with changes to WAC 246-215

5646	a) Low Risk	\$385.00	Annual Permit Fees
5648	b) Medium Risk	\$580.00	Annual Permit Fees
5650	c) High Risk	\$797.00	Annual Permit Fees



PLAN REVIEWS			
5670	a) Limited Grocery/ Tap Room / Tasting Room	\$390.00 \$195.00	Plan Review & Pre-Operation Inspection Fee
56AJ	b) Limited Grocery/ Tap Room / Tasting Room - Expedited Review Fee	\$585.00 \$292.50	Expedited Plan Review & Pre-Operation Inspection Fee
5672	c) General Plan Review	\$740.00	Plan Review & Pre-Operation Inspection Fee
56AK	d) General Plan Review – Expedited Review Fee	\$1110.00	Expedited Plan Review & Pre-Operation Inspection Fee
5676	e) Multiple Permit Facility	\$740.00	Plan Review & Pre-Operation Inspection Fee Plus:
56AL	f) Multiple Permit Facility – Expedited Review Fee	\$1110.00	Expedited Plan Review & Pre-Operation Inspection Fee Plus:
5675	g) Multiple Permit Facility (Additional Permits)	\$195.00	Each Additional Permit
5678	h) Food Stand Concession, Mobile Food Vehicle	\$464.00	Plan Review & Pre-Operation Inspection Fee
5642	i) Change of Ownership <u>Plan Review</u>	\$390.00	<u>Includes Preopening Inspection. Charged with the addition or subtraction of owner name or change in UBI number.</u>
56AM	j) Variance without Hazard Critical Control Point (HACCP) Review	\$195.00	
5683	k) Variance with Hazard Analysis Critical Control Point (HACCP) Review (When Required by WAC for Menu Items)	\$390.00	Plus Lab Fees
5685	l) Remodel / Plan Revision	\$390 \$195.00	For Alteration to Existing Establishment or Revision of Approved Plan. <u>Includes Pre-Operation Inspection.</u>
5677	m) Plan Review Consultation (On and/or Offsite)	\$195.00	
5687	n) Reactivate Plan Review	\$195.00	Projects Idle for More Than 1 Year.
56AN	o) Mobile Approval by Reciprocity Processing Fee	\$195.00	
REINSPECTION AND REINSTATEMENT FEES			
5688	a) Reinspection and Office Conference per III.B.3, Enforcement Procedures (Includes Reinspection)	\$390.00 \$327.00	Reinspection and Office Conference Fee
5689	b) Pre-Operation <u>Reinspection after First Preoccupancy Inspection</u>	\$195.00	Reinspection Fee
5690	c) Reinstatement Following Closure by Health Officer's Order	\$390.00	Reinstatement Fee

Commented [RG6]: These are typically taking 2+ hours of staff time to complete. Propose changing fee from a single hour of \$195 to two hours of \$390.

Commented [RG7]: Double this fee in accordance with comment directly above.

Commented [MJ8]: Already have 5672 - General Plan Review fee which is the same application and fee. 5676 is rarely used and redundant.

Commented [MJ9]: Mobile plan review should be part of general food plan review. Consistent with time it takes to review plan review and King County and Pierce County fee schedule

Commented [RG10]: Consistent with comment above, increasing from 1 hour of staff time to 2.

Commented [RG11]: This is no longer used.

Commented [RG12]: Increase to reflect 2 hours of staff time.

5692	d) Food Service Establishment Reinspection	\$195.00	Reinspection Fee. Applies to All Permitted Food Service Operations.
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SCHOOL – FOOD SERVICE			
5637	a) Central Kitchen, No Direct Food Service (Valid Sept 1 through Aug 31)	\$612.00	Annual Permit Fee
5638	b) Satellite Kitchen With Food Service (Valid Sept 1 through Aug 31)	\$390.00	Annual Permit Fee
5639	c) School Kitchen With Food Service (Valid Sept 1 through Aug 31)	\$464.00	Annual Permit Fee
<u>New permits may be prorated to correspond with existing permit expiration dates.</u>			
SCHOOL / YOUTH ACTIVITY CONCESSION STAND			
5641	a) Low Risk	\$148.00	Annual Permit Fees
5640	b) Medium Risk	\$243.00	Annual Permit Fees
5653	c) High Risk	\$348.00	Annual Permit Fees
TEMPORARY FOOD SERVICES			
5600	LATE FEE CHARGE TEMPORARY FOOD SERVICES Non-refundable fee charged if the application is not received in the Environmental Health Division office fourteen (14) days before the event.	\$56.00	Late Charge Fee
5699	OPERATING WITHOUT A PERMIT Temporary Food Services Operating Without a Permit	**	**Double Permit Fee
5667	LOW LIMITED RISK a) Single Event	\$78.00 \$69.00	Event Permit Fee
5669	b) Recurring Event - One Location , Must Meet WAC 246-215-01115	\$158.00	Annual Permit Fee
56RA	e) Recurring Limited Risk - Additional Location	\$121.00	Annual Permit Fee
5655	LOW / MEDIUM RISK a) Single Event	\$140.00 \$95.00	Event Permit Fee
5657	b) Recurring Event - One Location , Must Meet WAC 246-215-01115	\$243.00	Annual Permit Fee
5659	c) Recurring Med - Additional Location	\$121.00	Annual Permit Fee
5661	HIGH RISK a) Single Event	\$195.00 \$211.00	Event Permit Fee
5663	b) Recurring Event - One Location , Must Meet WAC 246-215-01115	\$570.00	Annual Permit Fee
5666	c) Recurring High Risk - Additional Location	\$121.00	Annual Permit Fee

Commented [RG14]: Minor increase to reflect an average of .4 hours spent on each limited risk permit

Commented [RG13]: Data shows we spend the same amount of staff time reviewing and inspecting an operator, regardless of whether they have multiple locations. The discount for an additional location may not make sense for full cost recovery.

Commented [RG16]: A reduction from \$140 to \$117 to reflect an average of .6 hours spent on each medium risk permit

Commented [RG15]: See comment above re: locations

Commented [RG17]: High risk operations require more staff time because they involve raw meats, and therefore more careful inspections. This reflects one hour of staff time.

56AO	BLANKET EVENT PERMIT	\$540.00	Judged Cooking Events
	FOOD DEMONSTRATOR PERMIT (Non-Potentially Hazardous Foods Only)		
5671	a) Single Event	\$53.00	Event Permit Fee
5673	b) Recurring Event - One Location , Must Meet WAC 246-215-01115	\$59.00 \$106.00	Annual Permit Fee

Commented [RG18]: Reflects an average of .3 hours of staff time

TEMPORARY FOOD SERVICES <i>Continued</i>			
56EP	<u>EXEMPT FROM PERMIT</u>	\$47.00	Only Processing Fee Required
VENDING MACHINES			
5652	With Potentially Hazardous Foods – Risk Level – Low	\$195.00	Annual Permit Fee
ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees			
	<u>APPEAL PROCEDURE</u> <i>Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled <u>Presumptively Reasonable Distance</u>.</i>		
9519	a) Step One	NO FEE	Except for Illegal Drug Manufacturing or Storage Sites.
9520	b) Step Two	\$1266.00	Fee Refundable if Appellant Prevails in Step Two Decision.
9512	<u>HOURLY CHARGE</u> For Project/Permit/Enforcement Investigations & Reviews.	\$195.00	Per Hour
	<u>MISCELLANEOUS PERMIT FEE</u>		
9510	a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or \$195.00 per hour . b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.		
ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees - <i>Continued</i>			
	<u>RECORD RETRIEVAL</u>		
9513	a) Duplicating	\$0.15	(Fee Set by RCW) Per Page
9514	b) Color Copies	\$0.26	Per Page
9518	c) Other (Oversized Doc, Postage, etc)	Varies	
9525	<u>REFUND PROCESSING FEE</u>	\$30.00	May Be Waived Upon Approval By Director.
9986	<u>SERVICE CHARGE</u>	\$30.00	Returned Check (Bank Service Charge)

Activity	Average hours	Average Hours with preop Inspections	Average Hours without Preop Inspections
Mobile Reciprocity		2.94	2.78
Plan Revision, Remodel		1.68	1.50
Variance w/ HACCP	6.50		
Mobile, Food Stand		3.51	2.97
Consultation	1.47		
Multiple Permit Facility		8.85	7.88
General Plan Review Exp		4.24	3.13
General Plan Review		3.41	3.11
Grocery, Tag, Taste Exp		4.00	2.71
Limited Grocery, Tap, Tasting		3.29	2.52

Fee Schedule – Land Use
EFFECTIVE ~~November 1, 2019~~ **November 1, 2020**

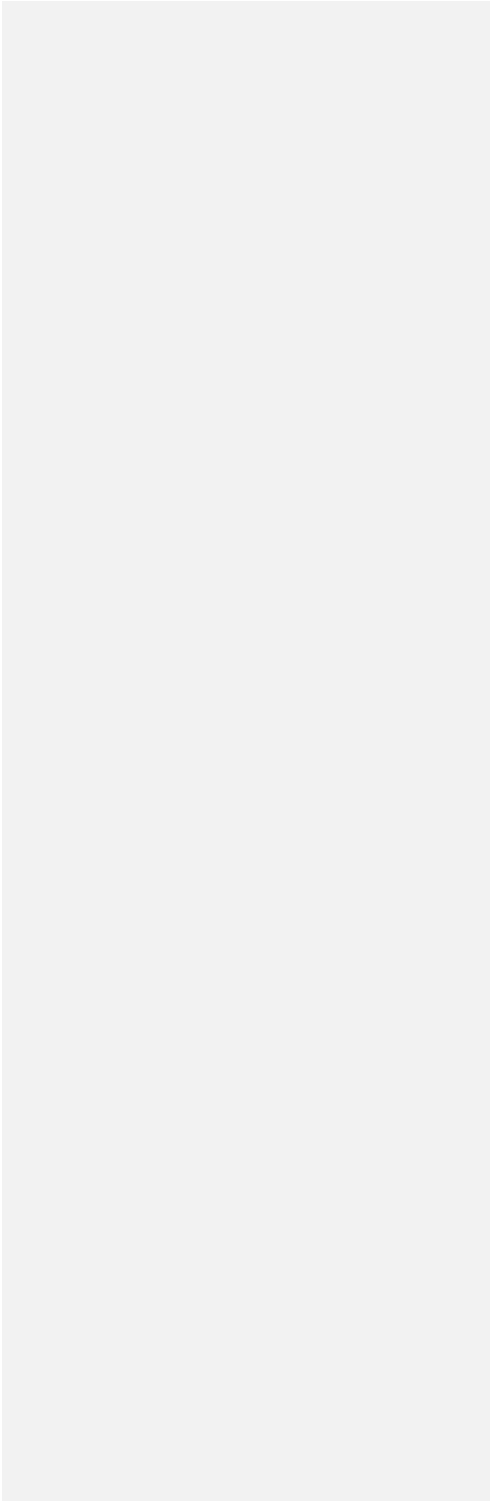
Commented [RG1]: If BOH is able to approve in October, an effective date of November 1st is desirable.

PE #	TITLE	FEE	DESCRIPTION
	Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Land Use Program: New Onsite Sewage Disposal System Applications and Well Site Reviews. As shown below. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis
ALTERATION (Licensed Designer Submittal)			
5450	a) Absorption System and/or Approved Reserve Area	\$396.00	Fee Includes Application Review & Permit
N/A	b) Complete System	**	**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE
5458	c) Tank Only	\$317.00	Fee Includes Application Review & Permit
5462	d) As-Built Submittal / Reserve Area Designation – Concurrent with Building Clearance Review	\$195.00	
BUILDING CLEARANCE (For Building Permit)			
5413	a) Review	\$195.00	
5414	b) Expedited Review	\$195.00	When Requested by Building Dept
5208	c) GMA Drinking Water Determination	\$123.00	When Requested by Building Dept
5409	d) Preliminary Clearance Review	No Fee	
COMPOSTING TOILET Non Residential (No Drinking Water Under Pressure to the Site)			
5416	a) Review and Permit (DOH Approved Listing)	\$317.00	
5422	b) Annual Monitoring (per site)	\$195.00	
CONTRACTORS CERTIFICATION - INSTALLERS, M & M SPECIALISTS OR PUMPERS			
5424	a) Installer Annual Certificate	\$422.00	PER CERTIFICATION
5430	b) Monitor & Maintenance Specialist Annual Cert.	\$422.00	PER CERTIFICATION
5434	c) Pumper Annual Certificate	\$422.00	PER CERTIFICATION
5406	d) Examination (INSTALLERS or PUMPERS ONLY)	\$317.00	Late Fee Charged for Certificate
5407	e) Late Fee Charge	\$317.00	Not Renewed Prior to March 1st through March 31st. Beginning April 1st, reexamination is required along with annual certification fee.
FOOD SERVICE WITH ON-SITE SEWAGE SYSTEM REVIEW			
5438	Review	\$195.00	Fee Charged at Time of Annual Food Service Permit Fee. Food

Environmental Health Division

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			<u>Service Establishment Plan Review Submittal or with Change of Ownership-</u>
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HOLDING TANK			
5440	a) Preliminary Review	\$923.00	
5442	b) Permit Fee	\$528.00	
5444	c) Annual Monitoring Fee	\$390.00	
<u>NEW</u>	<u>e)d) Late Fee</u>	<u>\$317.00</u>	<u>Late fee for annual monitoring fee not paid by January 1st</u>
LAND USE REVIEWS Includes, but not limited to, Boundary Line Adjustment, Conditional Use, Binding Site Plan, Administrative Site Plan, Grading Permit			
5446	Review	\$195.00	
ON-SITE SEWAGE DISPERSAL SYSTEMS			
<u>COMMUNITY SYSTEM</u>			
5464	a) Application Review	\$1794.00	Fee Includes Site Review & Permit
5466	b) Permit	\$633.00	Per Each Service Connection
5468	<u>GRAVITY DISTRIBUTION SYSTEM</u> Approval Valid for 2 Years	\$923.00	Application Review Fee Includes One Resubmittal Following Disapproval
5469	<u>GRAVITY DISTRIBUTION SYSTEM - EXPEDITED REVIEW FEE</u>	\$1384.50	Expedited Application Review Fee Includes One Resubmittal Following Disapproval
5470	<u>PRESSURE DISTRIBUTION SYSTEM</u> Approval Valid for 2 Years	\$923.00	Application Review Fee Includes One Resubmittal Following Disapproval
5471	<u>PRESSURE DISTRIBUTION SYSTEM - EXPEDITED REVIEW FEE</u>	\$1384.50	Expedited Application Review Fee Includes One Resubmittal Following Disapproval
5472	<u>ALL OTHER SYSTEMS (Approved by DOH)</u> Approval Valid for 2 Years	\$1055.00	Application Review Fee Includes One Resubmittal Following Disapproval
5473	<u>ALL OTHER SYSTEMS - EXPEDITED REVIEW FEE</u>	\$1582.50	Expedited Application Review Fee Includes One Resubmittal Following Disapproval
5474	<u>PRODUCT DEVELOPMENT SYSTEM</u>	\$1161.00	Base Plus:
5478	Approval Valid for 2 Years	\$195.00	Each Additional Hour Over 6 Hours
5476	<u>SYSTEMS OVER 1000 GALLONS PER DAY</u> Approval Valid for 2 Years	**	**USE DOUBLE OSS REVIEW FEE
5477	<u>SYSTEMS OVER 1000 GALLONS PER DAY - EXPEDITED REVIEW FEE</u>	**	**USE DOUBLE OSS REVIEW FEE PLUS 50% APPLICATION REVIEW FEE
OPERATION CHECK (Request for Report on)			

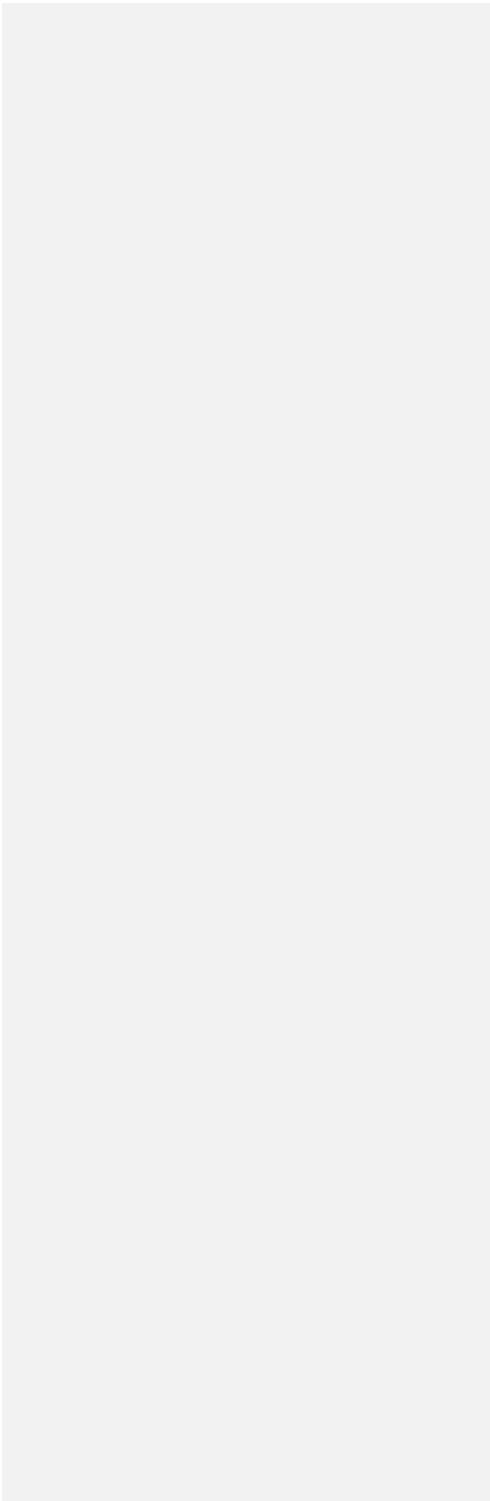
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54AA	a) On-Site Sewage System Only	\$369.00	
54AB	b) On-Site Sewage System and Drinking Water System	\$844.00	Includes "Short List" Inorganics & Bacteriological
5218	c) Drinking Water System Only	\$528.00	Includes "Short List" Inorganics & Bacteriological
5220	d) Re-Inspection	\$190.00	
PERMIT FOR ON-SITE SEWAGE DISPERSAL SYSTEM			
5497	Permit	\$317.00	All System Types Except Community
REDESIGN / RESUBMITTAL			
5498	Redesign / Resubmittal	\$317.00	Subsequent resubmittal of previously disapproved application or change in dispersal area or treatment component
54A W	Resubmittals of Disapproved Application	No Fee	First resubmittal of a previously disapproved application, no change in dispersal area or treatment component
RENEWAL (Within 30 Days of Expiration)			
5492	Approval Valid for 2 Years	\$353.00	No Redesigns
REPAIR (Licensed Designer Submittal)			
5499	a) Single Family Residence	\$317.00	Fee Includes Application Review & Permit
	b) All Other Repairs	**	**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE, Permit Fee Not Required.
REPLACEMENT			
		**	**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE
REPORT SUBMITTAL			
N/A	Monitoring & Maintenance Report Submittal	\$32	Paid Via OnlineRME
N/A	Septic Tank Pumping Report Submittal	\$7	Paid Via OnlineRME
SOIL SURVEY			
54AE	Optional Service Performed at Health District Discretion	\$686.00	Base Fee Plus per Acre Fee
54AF		\$190.00	Per Acre Fee

SUBDIVISION OF PROPERTY (PLATTING)

	<u>SUBDIVISION – (5 Lots or More)</u>		
54AG	a) Preliminary Soil Survey	\$686.00	Base Fee Plus Per Lot Fee
54AH	b) Preliminary Lot Fee	\$153.00	Per Lot
54AI	c) Revision/Redesign Hourly Charge Above Base Time Fee	\$195.00 \$195.00	Base Fee Plus: Per Hour for Each Additional Hour Over 1
54AK	d) Final Plat Review Fee - On-Site Sewage System Subdivision	\$127.00	Per Lot
54AL	e) Sewered Subdivision	\$317.00	Total Fee, Office Review
	<u>SHORT SUBDIVISION – METHOD A (4 Lots or Less)</u>		
54AM	a) Preliminary Soil Survey	\$686.00	Base Fee Plus Per Lot Fee
54AN	b) Preliminary Lot Fee	\$153.00	Per Lot
54AO	c) Final Short Subdivision Review Fee	\$127.00	Per Lot
	<u>SHORT SUBDIVISION – METHOD B (4 Lots or Less)</u>		
54AP	a) Final Short Subdivision Review Fee	\$127.00	Per Lot
54AQ	<u>SHORT SUBDIVISION – SEWERED (4 Lots or Less)</u>	\$317.00	Total Fee, Office Review
VAULT PRIVY			
54AR	a) Review and Permit	\$317.00	
54AS	b) Additional Privy (Same Site)	\$132.00	
54AT	c) Annual Monitoring (Per Site)	\$195.00	
WAIVER REVIEW			
54AU	Review	\$195.00 \$195.00	Base Fee Plus: Per Hour for Each Additional Hour Over 1
WATER			
5226	<u>INDIVIDUAL WATER SYSTEM TREATMENT PROCESS</u>	\$369.00	
5222	<u>SANITARY SURVEY</u>	\$633.00	Includes Arsenic, Nitrate and Bacteriological Samples
	<u>WATER TESTING SERVICES</u>		
5232	a) Arsenic – with 3 Day Processing Time (RUSH)	\$47.00	
5230	b) Bacteriological	\$32.00	
5224	c) Inorganic Chemistry	\$32.00	Per Each Analyte
5228	d) Short List (GMA Required)	\$243.00	Includes Arsenic, Barium, Cadmium, Chromium, Lead, Mercury, Selenium, Silver, Sodium, Fluoride, Nitrate

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WATER CONTINUED			
	<u>WELL SITE REVIEW</u>		
	<u>Individual Water Supply Site Inspection</u>		
5210	a) Group (A & B) (Approval Valid for 2 Years)	\$430.00	
5212	b) Individual / GMA (Approval Valid for 2 Years)	\$307.00	Concurrent With Onsite Application
5213	c) Expedited Individual / GMA (Approval Valid for 2 Years)	\$460.50	Expedited Concurrent With Onsite Application. Must be submitted with Expedited OSS Application
5214	d) Individual / GMA (Approval Valid for 2 Years)	\$430.00	Non-Concurrent Submittal
5215	e) Expedited Individual / GMA (Approval Valid for 2 Years)	\$645.00	Expedited Non-Concurrent Submittal
5216	f) Renewal - (Approval Valid for 2 Years)	\$184.00	Within 30 Days of Expiration
5206	<u>Request For Review: Individual Water Supply</u>	NO FEE	Application must be submitted with Bacteriological, Short List, and Well Log
ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees			
	<u>APPEAL PROCEDURE</u>		
	Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled <i>Presumptively Reasonable Distance</i> .		
9519	a) Step One	NO FEE	Except for Illegal Drug Manufacturing or Storage Sites.
9520	b) Step Two	\$1266.00	Fee Refundable if Appellant Prevails in Step Two Decision.
9512	<u>HOURLY CHARGE</u>	\$195.00	Per Hour
	For Project/Permit/Enforcement Investigations & Reviews.		
	<u>MISCELLANEOUS PERMIT FEE</u>		
9510	a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or \$195.00 per hour .		
	b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.		
	<u>RECORD RETRIEVAL – Duplicating</u>		
9513	a) Duplicating	\$0.15	(Fee Set by RCW) Per Page
9514	b) Color Copies	\$0.26	Per Page
9518	c) Other (Oversized Doc, Postage, etc.)	Varies	
9525	<u>REFUND PROCESSING FEE</u>	\$30.00	May Be Waived Upon Approval By Director.
9524	<u>SERVICE CHARGE</u>	\$30.00	Returned Check (Bank Service Charge)

Fee Schedule – Safe Environments
EFFECTIVE ~~November 1, 2019~~ **November 1, 2020**

PE #	TITLE	FEE	DESCRIPTION
	Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Safe Environments Program: Plan Reviews for Schools, Camps, Pools, Spas and Float Pod Facilities. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis
5818	LATE CHARGE / RENEWAL OF ANNUAL PERMITS EXPIRING MAY 31 (<u>Group Camp, Pools/Spas</u>)	\$31700.00	Additional charge if annual permit renewal fee and completed Health District application has not been received by Health District by the last day of the following May.
	LESS THAN FULL YEAR PERMIT / FOR PERMITS EXPIRING MAY 31		Permits issued on or after the preceding December 1 are charged one-half of annual permit fee.
CHILD CARE HEALTH PROGRAM			
N/A	Child Care Health Program STARS Classes – Per STARS Credit	\$10.00	Classes also hosted through SHD's online learning portal. https://childcare-snohd.talentims.com/index
GROUP CAMP			
5820	a) Group Camp Permit (<u>valid June 1st to May 31st</u>)	\$327.00	Annual Permit Fee
5822	b) Group Camp Plan Review	\$506.00	
5824	c) Group Camp Plan Review – Expedited Review	\$759.00	
ILLEGAL DRUG MANUFACTURING OR STORAGE SITES RESPONSE			
NOTE: These fees do not include civil penalties for violations of <u>Snohomish Health District Sanitary Code</u> , Chapter 11.3, Section IX			
	<u>APPEAL PROCEDURE For Illegal Drug Sites Only</u>		
5360	a) Step One	NO FEE	Fee Refundable if Appellant Prevails
5362	b) Step Two	\$1076.00	

Commented [RG1]: If BOH is able to approve in October, an effective date of November 1st is desirable.

Commented [RG2]: Other EH late fees are \$317. This changed to be consistent across all programs.

Commented [RG3]: The Child Care program has been moved into Prevention Services. Fees will likely be moved out of the EH fee schedule in 2021 to reflect this change.

Environmental Health Division

3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250

ILLEGAL DRUG MANUFACTURING OR STORAGE SITES RESPONSE - *Continued*

NOTE: These fees do not include civil penalties for violations of Snohomish Health District Sanitary Code, Chapter 11.3, Section IX

<u>DECONTAMINATION WORKPLAN REVIEW</u>			
5368	a) Stationary Property	\$981.00 \$195.00	Base Fee Plus: Per Hour Fee for Additional Hours Over 5
5370	b) Vehicle	\$591.00 \$195.00	Base Fee Plus: Per Hour Fee for Additional Hours Over 3
5371	<u>ENFORCEMENT</u>	\$195.00	Per Hour Plus Other Costs Including but Not Limited to Analytical Fees, Hearing Examiners Fees, Contractor Costs of Barricading or Otherwise Securing Contaminated Properties and Contractor Fees.
5364	<u>INSPECTION OF SUSPECTED CONTAMINATED PROPERTY</u> (Requested by Property Owner)	\$390.00 \$195.00	Base Fee Plus Analytical Sample Costs Plus: Per Hour Fee for Additional Hours Over 2
SCHOOL SAFETY			
<u>INSPECTIONS</u>			
5823	a) School Safety Inspection	\$195.00	Per Hour
5838	b) School Construction Pre-Occupancy Inspection	\$195.00	Per Hour
<u>PLAN REVIEW</u>			
5828	a) School Construction Plan Review	\$925.00	Plus: Add Food Establishment Plan Review Fee if Review Includes Kitchen (see Food Section) And Add Pool Plan Review if Review Includes School Pool.
5829	b) School Construction Plan Review – Expedited	\$1387.50	
5832	c) Portable Classroom Plan Review	\$290.00	
5833	d) Portable Classroom Plan Review – Expedited	\$435.00	
5835	Addition/Remodel of Existing School Building	\$586.00	

SECURE MEDICINE RETURN			
5389	<u>AGENCY ACTIVITIES TO ENFORCE AGAINST NONCOMPLIANCE</u>	\$195.00	Per Hour
5390	<u>ANNUAL OPERATING FEE</u>	\$20,372.00	Prorated Per Month the Year DOH Assumes Permitting
5392	<u>INITIAL PLAN REVIEW FEE</u>	\$16,975.00	
5393	<u>REVIEW OF PETITION FOR ALTERNATIVE DISPOSAL METHOD</u>	\$427.00	
5394	<u>REVISION OF AN APPROVED PLAN</u>	\$195.00	Per Hour
WATER RECREATIONAL FACILITIES <i>(valid June 1st to May 31st)</i>			
	<u>FLOAT POD FACILITY SAFETY INSPECTION (No Water Quality Testing)</u>		
5841	a) First Facility (Float Pod Unit)	\$496.00	
5842	b) Each Additional Facility (Float Pod Unit)	\$106.00	
5811	<u>OFFICE CONFERENCE</u>	\$306.00	
	<u>POOL PERMITS(Swimming, Spa, Wading & Spray)</u>		
5814	a) Year Round – Open 6 Months or More	\$739.00	Annual Permit Fee for FIRST Pool
5815	b) Each Additional Year Round Pool	\$496.00	Fee for Each Additional Year Round Pool
5816	c) Seasonal – Open Less Than 6 Months	\$496.00	Annual Permit Fee for FIRST Pool
5817	d) Each Additional Seasonal Pool	\$306.00	Fee for Each Additional Seasonal Pool
	<u>POOL PLAN REVIEW</u>		
5810	a) Swimming Pools - 50,000 Gallons or More in Volume	\$981.00	
5809	- Less Than 50,000 Gallons in Volume	\$739.00	
	b) Swimming Pools – Expedited Review		
5843	- 50,000 Gallons or More in Volume	\$1471.50	
5844	- Less Than 50,000 Gallons in Volume	\$1108.50	
5808	c) Spa Pools	\$369.00	
5845	d) Spa Pools – Expedited Review	\$553.50	
5806	e) Spray Pools	\$369.00	
5846	f) Spray Pools – Expedited Review	\$553.50	

WATER RECREATIONAL FACILITIES - Continued			
5807	g) Wading Pools	\$369.00	
5847	h) Wading Pools – Expedited Review	\$553.50	
5805	i) Pre-Occupancy Inspection	\$248.00	
5804	j) Plan Revision - (For Alteration to Existing Facility or Revision of Approved Plan)	\$195.00	
5812	<u>RE-INSPECTION / RE-OPENING FOLLOWING CLOSURE</u>	\$195.00	
ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees			
	<u>APPEAL PROCEDURE</u> Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled <i>Presumptively Reasonable Distance</i> .		
9519	a) Step One	NO FEE	
9520	b) Step Two	\$1266.00	Fee Refundable if Appellant Prevails in Step Two Decision.
9512	<u>HOURLY CHARGE</u> For Project/Permit/Enforcement Investigations & Reviews.	\$195.00	Per Hour
9510	<u>MISCELLANEOUS PERMIT FEE</u> a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or \$195.00 per hour . b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.		
	<u>RECORD RETRIEVAL</u>		(Fee Set by RCW)
9513	a) Duplicating	\$0.15	Per Page
9514	b) Color Copies	\$0.26	Per Page
9518	c) Other (Oversized Doc, Postage, etc)	Varies	
9525	<u>REFUND PROCESSING FEE</u>	\$30.00	May Be Waived Upon Approval By Director.
9524	<u>SERVICE CHARGE</u>	\$30.00	Returned Check (Bank Service Charge)

Fee Schedule – Solid Waste Handling
EFFECTIVE ~~November 1, 2019~~ **November 1, 2020**

Commented [RG1]: If BOH is able to approve in October, an effective date of November 1st is desirable.

PE #	TITLE	FEE	DESCRIPTION
	LESS THAN FULL YEAR PERMIT / FOR PERMITS EXPIRING JUNE 30		Permits issued on or after the preceding January 1 are charged one-half of annual permit fee.
5311	LATE CHARGE / RENEWAL OF ANNUAL PERMITS	\$31700.00	Additional charge if annual permit renewal fee has not been received by the Health District by the end of the last day that the permit is valid.
	MULTIPLE SOLID WASTE & TOXIC PERMITS		Fees for multiple Solid Waste & Toxic Facilities at one location are charged the highest permit fee plus 2/3 the applicable permit fee for each additional permitted operation.
5337	OTHER METHODS OF SOLID WASTE HANDLING	Varies	The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee.
PERMITS FOR SOLID WASTE SITES (Valid July 1 to June 30)			
5314	<u>CLOSURE (ENGAGED IN) or CLOSED (PRIOR TO 2/10/2003) LANDFILL</u>	\$591.00	Includes Abandoned Landfill Permit Review and Inspection
5316	<u>COMPOSTING FACILITY</u> a) 30,000 Tons or Less (Incoming Raw Material)	\$3,703.00 \$195.00	Base Fee Plus: Per Hour For Each Additional Hour Over 19
5318	b) Over 30,000 Tons (Incoming Raw Material)	\$5,064.00 \$195.00	Base Fee Plus: Per Hour For Each Additional Hour Over 26

Commented [RG2]: Other EH late fees are \$317. This changed to be consistent across all programs.

Environmental Health Division

3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250

PERMITS FOR SOLID WASTE SITES (Valid July 1 to June 30) <i>Continued</i>			
	<u>CONDITIONALLY EXEMPT SITES & FACILITIES</u>		
5320	a) New Sites and Facilities	\$591.00	
5322	b) Existing Sites and Facilities	\$390.00	
	<u>ENERGY RECOVERY AND INCINERATION</u>		
5324	a) Mixed Municipal Waste	\$6.00	Per Ton, Annual Permit Fee
5326	b) Demolition / Industrial Waste	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
5328	<u>INERT WASTE LANDFILL</u>	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
5330	<u>INTERMEDIATE SOLID WASTE HANDLING FACILITIES</u> (Includes Transfer Station, Baling and Compaction Facility, Drop Box)	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
5332	<u>LAND APPLICATION</u>	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
5312	<u>LIMITED PURPOSE LANDFILL</u> (i.e. Contaminated Soil, Woodwaste Landfill)	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
	<u>MODERATE RISK WASTE</u> (For Facilities Not Operated By Snohomish County)		
5334	a) Fixed	\$390.00	Annual Permit Fee
5336	b) Limited	\$195.00	Annual Permit Fee
5338	<u>MUNICIPAL SOLID WASTE LANDFILL</u>	\$6.00	Per Ton, Annual Permit Fee
5340	<u>PILES (For Storage and Treatment)</u> (i.e. Solid Waste, Road Sweeping)	\$3,703.00 \$195.00	Annual Permit Base Fee Plus: Per Hour For Each Additional Hour Over 19
N/A	<u>SNOHOMISH COUNTY FACILITIES</u> a) Permit / Municipal Solid Waste Landfill b) Permit/Transfer Station c) Permit/Drop Box d) Plan Review e) Moderate Risk Waste f) Waste Screening Determination g) Other Activity (Closed Landfills)	**	**System-Wide Negotiated Fee
5346	<u>SURFACE IMPOUNDMENT & TANKS</u>	\$3,703.00	Annual Permit Fee
5352	<u>WASTE TIRE STORAGE</u>	\$1,952.00	Annual Permit Fee

PLAN REVIEW			
5342	Application Review (Applies to Initial Permit Application)	\$2,216.00 \$195.00	Base Fee Plus: Per Hour For Each Additional Hour Over 11, Plus Costs For Publishing SEPA Notices in Newspaper.
REVISED OR AMENDED PLAN REVIEW			
5344	Application Review (Applies to Approved Plans & Permitted Sites/Facilities)	\$591.00 \$195.00	Base Fee Plus: Per Hour For Each Additional Hour Over 3, Plus Costs For Publishing SEPA Notices in Newspaper.
WASTE SCREENING DETERMINATION			
5348	Application Review	\$195.00 \$195.00	Base Fee Plus: Per Hour For Each Additional Hour Over 1
ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees			
	<u>APPEAL PROCEDURE</u> Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled <i>Presumptively Reasonable Distance</i> .		
9519	a) Step One	NO FEE	Except for Illegal Drug Manufacturing or Storage Sites.
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	<u>RECORD RETRIEVAL</u>		(Fee Set by RCW)
9513	a) Duplicating	\$0.15	Per Page
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9518	c) Other (Oversized Doc, Postage, etc)	Varies	
9525	<u>REFUND PROCESSING FEE</u>	\$30.00	May Be Waived Upon Approval By Director.
9524	<u>SERVICE CHARGE</u>	\$30.00	Returned Check (Bank Service Charge)

Vital Records Fee Schedule

PE #	Title	Fee	Description
	Birth Certificates		
7110	Certified Birth Certificate	\$250.00	per copy
NEW	Informational Birth Certificate	\$25.00	per copy
	Death Certificates		
7112	a) Certified Death Certificate – 1 st copy	\$250.00	per copy
7114	b) Certified Death Certificate – Additional copies	\$250.00	per copy
7116	c) Certified Death Certificate – Reissue, 1 st copy	\$TBD	per copy
7118	d) Certified Death Certificate – Reissue, Additional copies	\$TBD	per copy
NEW	e) Informational Death Certificate – first copy	\$25.00	per copy
NEW	f) Informational Death Certificate – additional copies	\$25.00	per copy
NEW	Short Death Certificate	\$25.00	Per copy
NEW	Short Death Certificate – additional copies	\$25.00	Per copy
7120	Weekly Death List	\$802.01	Annual, July 2018 – June 2020
NEW	Review and file of each Snohomish County Death – Administration Fee (EDRS)	\$10.00	Per Death record
7130	Vitalchek Fee - Online	\$7.00	
NEW	Vitalchek Fee - Kiosk	\$3.50	
NEW	Over the counter identity verification and record retention fee	\$13.50	Charged once per customer per visit for certificates ordered over the counter
	Misc Fees		
7124	a) Postage and Handling	\$2.00	
7122	b) Notary Fee	\$1.00	
7126	c) Search Fee	\$8.00	
7128	d) Special Fee	\$1.00	

Commented [RG1]: Fee charged for vital records is set by the State. The fee is being changed from \$20.00 to \$25.00 in 2021.

Commented [RG2]: As of January 1, 2021, when Washington State becomes a closed record state, vital records will now be either certified or informational, depending on the information included, therefore a new category of "informational" was needed for the fee schedule.

Commented [RG3]: For 2021- waiting for reply from DOH. This fee will be set by the State.

Commented [RG4]: For 2021- waiting for reply from DOH. This fee will be set by the State.

Commented [RG5]: We are no longer performing this service for a fee. Entities who wish to obtain a list of deaths must submit a public disclosure request. Therefore, it needs to be removed from the fee schedule.

Commented [RG6]: This would be billed to funeral homes. Similar fees are being charged by other LHJs.

Commented [RG7]: This is the portion of the Vitalchek fee that SHD keeps for orders that are made online.

Commented [RG8]: This fee is collected by Vitalchek at the kiosk and is a pass through fee that Vitalchek keeps.

Commented [RG9]: This would be a new fee charged to customers who order their vital records over the counter, instead of through the kiosk or online. The fee covers staff time to verify customer identity and relationship to the record, and retention of verification records. \$13.50 is the amount that DOH is charging customers who go through their agency, and we recommend mirroring their fee. This will likely need to be assessed in mid-2021 to see if the funds are covering the additional required time.

7101	e) Accounts Receivable	Open Key	
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Additional Notes for Board of Health

- In January 2021, stop accepting personal checks from the public for birth/death certificates as we have no recourse for personal checks returned for insufficient funds since the vital record has already been delivered at the point of discovery, and we will no longer be accepting applications via the mail.

