

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF UPDATING THE ) RESOLUTION 08-2011  
NORTHEAST TRI COUNTY HEALTH )  
DISTRICT FEE SCHEDULE FOR ) UPDATING FEE SCHEDULE FOR  
ENVIRONMENTAL HEALTH SERVICES ) NORTHEAST TRI COUNTY HEALTH  
DISTRICT ENVIRONMENTAL HEALTH ) SERVICES

**WHEREAS**, the Northeast Tri County Health District Board of Health is authorized under RCW 70.05.060 and RCW 70.45.060 to establish fee schedules for services; **AND**

**WHEREAS**, the Northeast Tri County Health District Board of Health previously adopted a fee schedule for Environmental Health activities; **AND**


**WHEREAS**, the schedule needs to be updated.


**NOW, THEREFORE:**

**IT IS HEREBY RESOLVED** by the Northeast Tri County Health District Board of Health that the attached fee schedule be established.

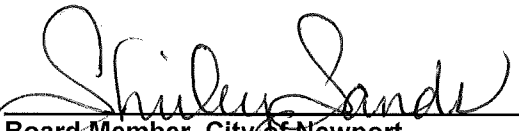
Done this 26<sup>th</sup> day of October, 2011 in Colville, Washington and effective January 1, 2012 upon signatures as of this date.

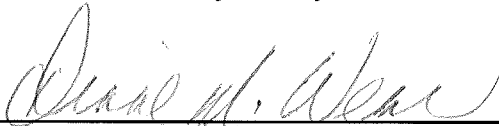
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Board Member, City of Republic

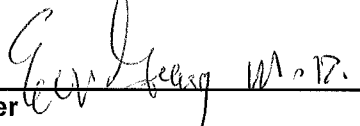
  
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Board Member, Ferry County

  
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Board Member, City of Colville

  
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Board Member, Ferry County

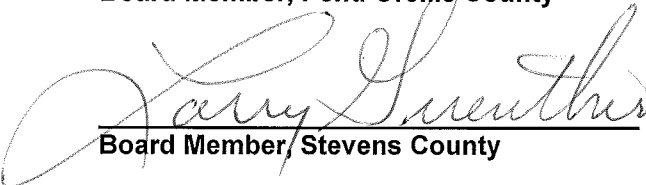
  
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Board Member, City of Newport

  
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Board Member, Pend Oreille County

  
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Health Officer

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Board Member, Pend Oreille County

  
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Board Member, Stevens County

  
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Board Member, Stevens County

**NORTHEAST TRI COUNTY HEALTH DISTRICT  
ENVIRONMENTAL HEALTH SERVICES – EFFECTIVE JANUARY 1, 2012**

<b><u>SEWAGE PERMITS</u></b>	
Single Family Residence or <1,000 gpd	\$525.00
1,000 – 2,000 gpd	\$650.00
2,001 – 3,000 gpd	\$775.00
3,001 – 3,500 gpd	\$900.00
Major Revision of Approved Design	\$150.00
Re-Inspection	\$ 75.00
Design Correction	\$ 50.00
Additional Site Inspection	\$175.00
Renewal	\$ 50.00
Repair Permit	\$250.00
Violation – <b>Plus</b> Permit Fee	\$900.00
Soil Evaluation – 3 test holes OR 1 hour on-site. Not part of permit or plat application process.	\$150.00
Waiver Request and Processing Fee (Except Class A Waivers)	\$120.00
<b><u>PLATTING</u></b>	
Short Plat – (1 - 4 Lots)	\$450.00
Short Plat – (>4 Lots)	\$500.00
Short Plat – Revised Requiring Field Review	\$150.00
Long Plat – Per Lot	\$ 8.00
Minimum	\$800.00
Land Development Review – Office Review Only	\$150.00
Binding Site Plan – Maximum 1,800 gpd	\$500.00
Binding Site Plan – >1,800 Per 450 gpd	\$ 8.00
Minimum	\$800.00
Additional Site Inspection	\$175.00
<b><u>OPERATIONAL SURVEYS</u></b>	
Water Only – (* <b>Plus</b> Laboratory Fee)	\$150.00*
Sewage Only – (* <b>Plus</b> Laboratory Fee)	\$150.00*
Water & Sewage if Applied at the Same Time – (* <b>Plus</b> Laboratory Fee)	\$250.00*
Follow-up Survey (* <b>Plus</b> Laboratory Fee)	\$ 75.00*
<b><u>SEWAGE INSTALLERS AND PUMPERS</u></b>	
Installers – New	\$120.00
Installers – Renewal With Annual Meeting	\$ 50.00
Installers – Renewal Without Annual Meeting	\$100.00
Installers – Retest	\$ 50.00
Pumper – New	\$120.00
Pumper – Renewal	\$ 50.00
Pumper – New Truck Inspection	\$ 60.00
<b><u>SCHOOLS</u></b>	
Plan Review & Inspections	\$60.00/hour
<b><u>WATER RECREATION FACILITY PERMIT</u></b>	
New Permit	\$175.00
Permit Renewal	\$175.00
First Follow-up/Re-Inspection	\$ 60.00
Second Follow-up/Re-Inspection	\$ 90.00
Re-Inspection Following Closure	\$150.00
<b><u>CONTAMINATED PROPERTIES</u></b>	
Work Plan Review – (* <b>Plus</b> Additional Expenses)	\$ 60.00*/hour
Site Inspections – (* <b>Plus</b> Additional Expenses)	\$ 60.00*/hour
<b><u>MISCELLANEOUS SERVICES</u></b>	
Photo Copies	\$ .15/page
Research of Public Records (includes first 25 pages)	\$ 60.00/hour
Per Hour Charge	\$ 60.00/hour
Certificate of Compliance Title Notice	\$385.00

<b>SEPA REVIEW</b>	
(As Lead Agency) – ( <b>Plus</b> Public Notification Expenses)	\$100.00
<b>SOLID WASTE PERMITS</b>	
New Permit – ( <b>*Plus</b> Additional Expenses)	\$700.00*
Permit Renewal – ( <b>*Plus</b> Additional Expenses)	\$250.00*
Variance Request – ( <b>*Plus</b> Additional Expenses)	\$375.00*
<b>Routine Inspection</b>	
Active Landfill – ( <b>*Plus</b> Additional Expenses)	\$150.00*
Closed Landfill – ( <b>*Plus</b> Additional Expenses)	\$100.00*
Biosolids – ( <b>*Plus</b> Additional Expenses)	\$150.00*
Transfer Station – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*
Other (Per Hour)	\$ 60.00/hour
<b>Re-Inspection</b>	
Active Landfill – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*
Closed Landfill – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*
Biosolids – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*
Transfer Station – ( <b>*Plus</b> Additional Expenses)	\$ 25.00*
<b>FOOD ESTABLISHMENTS</b>	
Plan Review – New Food Establishment	\$ 60.00/hour (1 hour minimum)
Pre-Opening Inspection	\$ 70.00
New Owner – No Remodeling	\$ 25.00
Operation Without a Permit – ( <b>Plus</b> Plan Review & Permit Fees)	\$100.00
<b>New Permits</b>	
Simple Menu	\$ 70.00
Moderate Menu	\$105.00
Complex Menu	\$150.00
<b>Renewal*</b>	
Simple Menu	\$ 70.00
Moderate Menu	\$105.00
Complex Menu	\$150.00
*Additional 50% for up to 30 Days Late	
*Additional 100% for up to 60 Days Late	
First Follow-up	\$ 60.00
Second Follow-up	\$ 90.00
Re-Inspection	\$150.00
Administrative Conference	\$150.00
<b>Mobile Units</b>	
Permit	\$ 60.00/unit
Commissary - Unless Already Licensed	\$ 60.00
<b>Temporary Food Establishment</b>	
Low Risk Temporary* – Only serves NETCHD listed low risk foods, fixed menu, single location for maximum 21 consecutive days	\$ 15.00
Moderate Risk Temporary* – Fixed menu, single location for maximum 21 consecutive days	\$ 45.00
Reoccurring Low Risk – Only serves NETCHD listed low risk foods, fixed menu, single location, maximum 3 days/week, in conjunction with a reoccurring event (example – farmers market, school concession)	\$ 30.00
Reoccurring Moderate Risk – Fixed menu, single location, maximum 3 days/week, in conjunction with a reoccurring event (example – farmers market, school concession)	\$ 60.00
Non-Profit / Service Organization Temporary	50% fee reduction (not including late fees)
Late Fee – Application received less than 10 days before event	\$ 10.00 plus permit fee
Late Fee – Application received less than 5 days before event	\$ 25.00 plus permit fee
* If conditions are similar (menu, preparation, etc.) applicants may submit a single application for multiple events. Each event will require a separate permit fee and will be issued separate permits.	
<b>Food &amp; Beverage Worker Permit</b>	\$ 10.00
Replacement Food & Beverage Worker Permit	\$ 5.00
<b>Food Regulation Variance</b> (except for requests with pre-approved mitigation criteria)	\$120.00

Our credit card transaction fees will be charged for use of credit or debit card as posted.

AUTHORIZED BY RESOLUTION 08-2011: ADOPTED BY THE BOARD OF HEALTH ON OCTOBER 26, 2011

**NORTHEAST TRI COUNTY HEALTH DISTRICT  
ENVIRONMENTAL HEALTH SERVICES – EFFECTIVE JANUARY 1, 2012**

<b><u>SEWAGE PERMITS</u></b>	Current	Proposed
Single Family Residence or <1,000 gpd	\$525.00	
1,000 – 2,000 gpd	\$650.00	
2,001 – 3,000 gpd	\$775.00	
3,001 – 3,500 gpd	\$900.00	
Major Revision of Approved Design	\$150.00	
Re-Inspection	\$ 75.00	
Design Correction	\$ 50.00	
Additional Site Inspection	\$175.00	
Renewal	\$ 50.00	
Repair Permit	\$250.00	
Violation – <b>Plus</b> Permit Fee	\$900.00	
Soil Evaluation – 3 test holes OR 1 hour on-site. Not part of permit or plat application process.	\$150.00	
Waiver Request and Processing Fee (Except Class A Waivers)		\$120.00
<b><u>PLATTING</u></b>		
Short Plat – (1 - 4 Lots)	\$450.00	
Short Plat – (>4 Lots)	\$500.00	
Short Plat – Revised Requiring Field Review	\$150.00	
Long Plat – Per Lot	\$ 8.00	
Minimum	\$800.00	
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Binding Site Plan – Maximum 1,800 gpd	\$500.00	
Binding Site Plan – >1,800 Per 450 gpd	\$ 8.00	
Minimum	\$800.00	
Additional Site Inspection		\$175.00
<b><u>OPERATIONAL SURVEYS</u></b>		
Water Only – (* <b>Plus</b> Laboratory Fee)	\$150.00*	
Sewage Only – (* <b>Plus</b> Laboratory Fee)	\$150.00*	
Water & Sewage if Applied at the Same Time – (* <b>Plus</b> Laboratory Fee)	\$160.00*	\$250.00*
Follow-up Survey (* <b>Plus</b> Laboratory Fee)		\$ 75.00*
<b><u>SEWAGE INSTALLERS AND PUMPER</u></b>		
Installers – New	\$ 75.00	\$120.00
Installers – Renewal With Annual Meeting	\$ 25.00	\$ 50.00
Installers – Renewal Without Annual Meeting	\$ 75.00	\$100.00
Installers – Retest	\$ 50.00	
Pumper – New	\$ 60.00	\$120.00
Pumper – Renewal	\$ 25.00	\$ 50.00
Pumper – New Truck Inspection		\$ 60.00
<b><u>SCHOOLS</u></b>		
Plan Review & Inspections	\$60.00/hour	
<b><u>WATER RECREATION FACILITY PERMIT</u></b>		
New Permit	\$150.00	\$175.00
Permit Renewal	\$150.00	\$175.00
First Follow-up/Re-Inspection		\$ 60.00
Second Follow-up/Re-Inspection		\$ 90.00
Re-Inspection Following Closure		\$150.00
<b><u>CONTAMINATED PROPERTIES</u></b>		
Work Plan Review – (* <b>Plus</b> Additional Expenses)	\$ 60.00*/hour	
Site Inspections – (* <b>Plus</b> Additional Expenses)	\$ 60.00*/hour	
<b><u>MISCELLANEOUS SERVICES</u></b>		
Photo Copies	\$ .15/page	
Research of Public Records (includes first 25 pages)	\$ 60.00/hour	
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<b><u>SEPA REVIEW</u></b>		
(As Lead Agency) – ( <b>Plus</b> Public Notification Expenses)	\$100.00	
<b><u>SOLID WASTE PERMITS</u></b>		
New Permit – ( <b>*Plus</b> Additional Expenses)	\$700.00*	
Permit Renewal – ( <b>*Plus</b> Additional Expenses)	\$250.00*	
Variance Request – ( <b>*Plus</b> Additional Expenses)	\$375.00*	
<b>Routine Inspection</b>		
Active Landfill – ( <b>*Plus</b> Additional Expenses)	\$150.00*	
Closed Landfill – ( <b>*Plus</b> Additional Expenses)	\$100.00*	
Biosolids – ( <b>*Plus</b> Additional Expenses)	\$150.00*	
Transfer Station – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*	
Other (Per Hour)	\$ 60.00/hour	
<b>Re-Inspection</b>		
Active Landfill – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*	
Closed Landfill – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*	
Biosolids – ( <b>*Plus</b> Additional Expenses)	\$ 50.00*	
Transfer Station – ( <b>*Plus</b> Additional Expenses)	\$ 25.00*	
<b><u>FOOD ESTABLISHMENTS</u></b>		
Plan Review – New Food Establishment	\$ 75.00	\$ 60.00/hour (1 hr. minimum)
Pre-Opening Inspection		\$ 70.00
New Owner – No Remodeling	\$ 25.00	
Operation Without a Permit – ( <b>Plus</b> Plan Review & Permit Fees)	\$100.00	
<b>New Permits</b>		
Simple Menu	\$ 60.00	\$ 70.00
Moderate Menu	\$ 90.00	\$105.00
Complex Menu	\$125.00	\$150.00
<b>Renewal*</b>		
Simple Menu	\$ 60.00	\$ 70.00
Moderate Menu	\$ 90.00	\$105.00
Complex Menu	\$125.00	\$150.00
*Additional 50% for up to 30 Days Late		
*Additional 100% for up to 60 Days Late		
First Follow-up	\$ 50.00	\$ 60.00
Second Follow-up	\$ 75.00	\$ 90.00
Re-Inspection	\$125.00	\$150.00
Administrative Conference	\$150.00	
<b>Mobile Units</b>		
Permit	\$ 50.00/unit	\$ 60.00/unit
Commissary - Unless Already Licensed	\$ 50.00	\$ 60.00
<b>Temporary Food Establishment</b>		
Low Risk Temporary* – Only serves NETCHD listed low risk foods, fixed menu, single location for maximum 21 consecutive days	\$ 5.00	\$ 15.00
Moderate Risk Temporary* – Fixed menu, single location for maximum 21 consecutive days	\$ 15.00	\$ 45.00
Reoccurring Low Risk – Only serves NETCHD listed low risk foods, fixed menu, single location, maximum 3 days/week, in conjunction with a reoccurring event (example – farmers market, school concession)	\$ 15.00	\$ 30.00
Reoccurring Moderate Risk – Fixed menu, single location, maximum 3 days/week, in conjunction with a reoccurring event (example – farmers market, school concession)	\$ 30.00	\$ 60.00
Non-Profit / Service Organization Temporary		50% fee reduction (not including late fees)
Late Fee – Application received less than 10 days before event	\$ 10.00 plus permit fee	
Late Fee – Application received less than 5 days before event	\$ 25.00 plus permit fee	
* If conditions are similar (menu, preparation, etc.) applicants may submit a single application for multiple events. Each event will require a separate permit fee and will be issued separate permits.		
<b>Food &amp; Beverage Worker Permit</b>	\$ 10.00	
Replacement Food & Beverage Worker Permit		\$ 5.00
<b>Food Regulation Variance</b> (except for requests with pre-approved mitigation criteria)		\$120.00

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AUTHORIZED BY RESOLUTION 08-2011: ADOPTED BY THE BOARD OF HEALTH ON OCTOBER 26, 2011



## 2012 Fee Increase Proposals – Information Only

**On-Site Sewage Regulation Waivers:** Individuals may make application for a waiver of the on-site sewage system regulation criteria. Except for waivers that have pre-approved mitigation criteria (Class A), review of these requests, along with obtaining approval from DOH, takes staff time. Currently there is no fee established to cover time in reviewing and granting waiver requests. Propose \$120 fee (covers two hours of time) for waiver requests (except Class A). Minor revenue increase.

**Platting –Additional Site Visit:** For some time a fee of \$175 has been applied to on-site sewage system applications if the site was not ready for inspection when staff conducted field work. Propose similar fee for short/long plats were the site was not properly prepared (lot lines not marked, test holes not dug, etc.). Proposed fee of \$175. Minor revenue increase.

**Operational Surveys:** NETCHD conducted operational surveys of on-site sewage systems and private drinking water systems upon request. Usually such surveys were at the request of a lending institution (typically FHA or VA) prior to a home sale. The District discontinued offering the practice in 2000. Because of greater scrutiny from lenders during the loan process, there appears to be an increased need for such surveys conducted by local health jurisdictions. To accommodate these requests, NETCHD intends to offer the service again. Minor revenue increase expected.

Classification	Existing Fee	Proposed Fee	Spokane	Lincoln	Adams	Okanogan
Water Only (Plus Laboratory Fee)	\$150	\$150		\$150	\$150	\$235
Sewage Only	\$150	\$150		\$150	\$150	\$235
Water and Sewer if applied at the same time (Plus Laboratory Fee)	\$160	\$250		\$240	\$250	\$235
Follow-up Survey (Plus Laboratory Fee)		\$75				

**Pumper/Installer Fees:** Annual fees are charged for certification of on-site sewage installers and sewage pumpers. Historically, installer and pumper certifications fees have seen little change. In 1991, certifications were \$20 annually. The current fee structure has been in place since the late 1990's. There are approximately 68 certified installers and 17 certified pumpers within NETCHD.

For new installers, approx. two (2) hours is spent on consultation, testing, checking L & I certification, making and providing copies of all reference documents. Therefore fee for new installer adjusted from \$75 to \$120. Renewal fee adjusted from \$25 to \$50. Fees generated from installer certificate renewals go to support annual meetings, training, and follow-up on specific installer issues. For new pumpers, approx. two (2) hours is spent on consultation, truck inspection, licensing. Fee adjusted from \$60 to \$120. Renewal fees for pumpers increased from \$25 to \$50. Fees from renewal go to support review of pumper records, pumper education efforts, follow up on pumper activities.

2011 Revenue for Certification Fees = \$2,125

2012 Projected Revenue = \$4, 250 (for additional revenue of \$2,125)

Classification	Existing Fee	Proposed Fee	Spokane	Lincoln	Adams	Okanogan
Installers- New	\$75	\$120	\$390	\$200	\$200	\$180
Installers -Renewal with annual meeting	\$25	\$50	\$230	\$150	\$75	\$100
Installers –Renewal without annual meeting	\$75	\$100				
Pumper –New	\$60	\$120	\$390	\$200	\$200	\$180
Pumper -Renewal	\$25	\$50	\$230	\$150	\$75	\$100
Pumper-New Truck Inspection		\$60				

**Water Recreation Facility Fees:** Water recreation facilities are pool and spas. NETCHD issues operational permits and conducts periodic inspections to ensure health and safety requirements are being met. Historically, NETCHD charged an hourly fee to conduct inspections of water recreation facilities. In 2010, NETCHD established a base fee for water recreation facility permits.

2010 Program Costs =\$10,541

2010 Program Revenue for Permit Fees =\$1,650

% of Program Supported by Fees =16%

Goal for Program Fee Support =50%

2012 Proposal= 15% increase in fee for permit renewals, reduce program costs, and add new fees for re-inspections. Would result in additional \$275 for total revenue from permit fees of \$1,925.

Classification	Existing Fee	Proposed Fee	Spokane	Lincoln	Adams	Okanogan
New Water Recreation Facility Permit	\$150	\$175	\$350-900	\$235	\$200	\$255
Permit Renewal	\$150	\$175	\$350-900	\$235	\$300- \$400	\$255
First Follow-up/Re-inspections	none	\$60	\$170			
Second Follow-up/Re-inspection	none	\$90	\$300			
Re-inspection Following Closure	none	\$150	\$440			\$155

**Notice to Property Title "Certificate of Compliance":** New fee proposed to cover the cost of certified mailings, health officer order delivery, recording fees, and staff time for non-compliance with land use regulations. Proposed fee of \$385 (3 hours staff time at \$60/hr., \$11.52 for two certified mailings, \$65 for Health Officer Order delivery, \$128 in recording fees). Minor revenue increase.

**Permanent Food Establishments Fees:** Annual food service operating permit fees are established for all food service facilities such as restaurants, grocery stores, and convenient stores. NETCHD issued 312 permits in 2010. Fee categories (simple, moderate, complex) are based on complexity of food service. The more complex the food service, the more time staff spends with these establishments. Historically, the current fee structure was established in 1996, which set a \$50 fee for simple food service, \$75 for moderate, and \$100 for complex food service. The current fees have been in place since 2009.

2010 Total Program Costs = \$127,282 (27,067 hours at \$46/hour)

2010 Total Program Revenue from Permit Fees =\$29,460

% of Program Supported by Fees = 23%

Goal of Program Fee Support =50%

2012 Proposal =15% increase in Permanent Food Establishment Fees (27% fee supported)—would result in additional \$4,756 in revenue for total revenue from permit fees =\$34, 216

Classification	Existing Fee	Proposed Fee	50% Fee Support (not proposed)	Spokane	Lincoln	Adams	Okanogan
Simple	\$60	\$70	\$100	\$320	\$130	\$175	\$140-180
Moderate	\$90	\$105	\$200		\$160		
Complex	\$125	\$150	\$300	\$790	\$175	\$300 min.	\$280
Mobile Permit Commissary	\$50/Unit \$50	\$60 \$60	\$100	\$550		\$300	\$140-180
First follow up	\$50	\$60	\$60	\$170			
Second Follow up	\$75	\$90	\$120	\$300			
Re-Inspection	\$125	\$150	\$150	\$440	\$55	\$80	
New Food Establishment Plan Review	\$75	\$60 per hour (1 hour minimum)	Same	\$110 per hr	\$55 per hr	\$55 per hr	\$225 min, after 3 hrs \$80 per hr
Pre-opening inspection		\$70	Same	\$110 per hour		\$50	

**Temporary Food Establishments Fees:** Temporary food establishment fees are established for food booths that serve food to the public at events such as fairs, community celebrations, and fundraisers. The Health District reviews over 400 applications per year. Historically, the fee for a permit was \$4 in 1991. In the mid 1990's the fee was increased to \$5 and ranged up to \$70 for a permit issued for multiple events.

2010 Program Costs =\$35, 992 (818 hours at \$44/hour)

2010 Program Revenue from Permit Fees =\$5,355

% of Program Supported by Fees =15%

Goal of Program Fee Support = 50%

2012 Proposal: Adjust fees to provide approximately 26% fee support. Include provision to allow 50% fee reduction to non-profit, charitable organizations. Proposed fee increases would result in approximately \$3,818 in additional revenue, assuming 40% of permits issued for non-profit/service groups.

Classification	Existing Fee	Proposed Fee	Spokane	Lincoln	Adams	Okanogan
Low Risk Temp	\$5	\$15	\$140	\$20/day	\$25/day \$50 max	\$85
Moderate Risk Temp	\$15	\$45	\$480	\$20/day	\$25/day \$50 max	\$85
Re-Occurring Low Risk Temp	\$15	\$30			\$25/day \$50 max	\$85
Re-Occurring Moderate Risk Temp	\$30	\$60	\$380		\$25/day \$50 max	\$85
Non Profit/Service Organization		50% Reduction in Permit Fee (not including late fees)			\$10/day \$20 max	

**Food Worker Card Permit:** State established rate for new food worker cards is \$10. Currently there is no fee established for replacement food worker cards. Propose \$5 fee for duplicate. Minor revenue increase.

**Food Regulation Variance:** Food establishment owners may make application for variances of the state retail food code. Currently there is no fee established to cover time in reviewing the variance request. Propose \$120 fee (covers two hours of time). Minor revenue increase.