



Jefferson County Department of Health Environmental Health Services

Fee Manual For Environmental Health Services

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Fee Manual For **Environmental Health Services**

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Exemption Applicability

Services provided by the Jefferson County Department of Health that are not mandated by statute or regulation are subject to fee assessment, regardless of the status of the individual or organization requesting service. Services that are mandated by statute or regulation are also subject to fee assessment, with the exception of services provided to charitable organizations and non-profit governmental agencies that do not charge fees for the services that they provide.

Environmental Health Administrative Fees

Service Code 901 **Records Search**

Description

Fees are assessed at a flat rate for each record search of the files for an individual facility, site, or investigation, requested by the general public, or by clients requesting searches of records other than their own, plus a per page charge for records that are requested to be copied. A records search fee is necessary when the requested documents are located in multiple files, located at a secondary storage location, or require extraction out of the normal filing sequence within an individual file. A request for an individual document from an active file on location, or multiple documents from an active file, which are filed and may be extracted and re-filed in sequence, is not subject to the records search fee.

Charging Procedure

All record searches subject to fee charges are invoiced at the time of the request, and fee payments are required upon completion of the search, prior to delivery of information or any copied materials.

Amount of Charge

Records Search:	\$25.00
Additional (per page for copied materials):	\$0.25

Service Code 905 **Pre-printed Set of Regulations /** **Public Hearings / Transcripts**

Description

Fees are assessed for pre-printed sets of regulations, public hearings, and transcripts provided to clients and the general public.

Charging Procedure

The fees are determined according to the formula $[C = nP(1 + I) + M]$ which is designed to recover the actual cost of providing the requested materials. An invoice is issued at the time of request and payment is required prior to delivery of materials.

Amount of Charge

Variable according to the formula for cost of sets of regulations, public hearings, and transcripts:
[C = nP(1 + I) + M]

Where C = Cost of regulation or transcript.

n = Number of pages.

P = Cost of paper, fixed at \$0.06 / pg.

I = Departmental Indirect Cost (percentage), set annually.

M = Cost of materials other than paper e.g. binders etc.

Example: For 100 page set of regulations, n = 100, P = \$0.06, I = 22% (FY-97), M = \$6.00 (cost of 3 ring binder)

$$C = (100)(0.06)(1 + 0.22) + 6.00$$

$$C = 7.32 + 6.00$$

$$C = \$13.32$$

Service Code 910

Copies - Non-Medical Records

Description

Fees are assessed at a flat rate per request, plus a per page charge for all standard size copies of non-medical records maintained by Environmental Health Services. No fees are charged for providing copies of records to clients that are necessary in the normal course of conducting business at the time other services are provided. Copies or printouts of computer-based records are charged at the standard rate when produced from an existing report program. Requests for computer-based records, which will require the preparation of a special report program to produce, are subject to additional charges to recover the cost of writing the program.

Charging Procedure

All copies subject to fee charges are invoiced at the time of production, and fee payments are required prior to delivery.

Amount of Charge

Flat Fee (per request) \$5.00

Additional (per page) \$0.25

Service Code 915

Copies - Large Format

Description

Fees are assessed to clients and to the general public, at a flat rate per copy, plus a charge per square foot, if over two square feet in size, for requested large format printer copies of departmental records or work product, produced and/or maintained by Environmental Health Services. No fees are assessed to clients for providing copies of materials that are necessary to be made in the normal course of conducting business, at the time other services are provided.

Charging Procedure

All copies subject to fee charges are invoiced at the time of production, and fee payments are required prior to delivery.

Amount of Charge

Flat Fee (per copy up to 2 sq. ft.)	\$5.00
Additional (per sq. ft. over 2 sq. ft.)	\$1.00

Service Code 930

Seminar / Workshop Registration

Description

Registration fees for seminars and workshops, which are provided for clients and the general public, are calculated on a per event basis to recover the actual cost of providing the service.

Charging Procedure

Registration fees are invoiced at the time of registration and must be paid prior to the seminar or workshop.

Amount of Charge

Variable

Service Code 999

Miscellaneous Administrative Services

Description

Administrative fees are charged for miscellaneous services not provided in the normal course of conducting business with clients and the general public, and not covered elsewhere in this document, for which specific authorization has been given by the Director of Environmental Health Services to assess a fee calculated to cover the cost of providing the service. This fee does not apply to photo copying documents or other materials.

Charging Procedure

Fees are assessed and must be paid prior to providing the service.

Amount of Charge

Variable

Transaction Code 1200
Late Permit Fee Payment Penalty

Description

Late permit fee payment penalties are charged at a flat rate, plus 3% of the total owed per month, to clients who have failed to pay the assessed permit fee within 60 days of the original invoice date. The late payment penalties do not apply to Air Pollution Control permit fees established in Chapters 15 and 16 of the Air Pollution Control Rules and Regulations.

Charging Procedure

The late permit fee penalty is assessed by entry of fee transaction code (#1200) and the appropriate amount, applied to the original invoice within the Division of origin.

Amount of Charge

Flat rate of \$25.00, plus 3% of the total owed each month after 60 days from the original invoice date.

Air and Radiation Protection

Air Pollution Control Program Fees

Service Code 101 **Asbestos Notification Review**

Description

A review of notifications of intention to demolish or renovate structure(s) or equipment having asbestos-containing material is required in order to insure compliance with National Emission Standards for Hazardous Air Pollutants (NESHAPS). The services for which this fee is assessed include the notification review and all regulatory activities conducted on an on-going basis throughout the year, such as required inspections and enforcement actions.

Charging Procedure

Clients submitting notifications required by the NESHAP are charged a flat fee upon receipt of notification. Fee payments may be submitted with the notification, and will reduce processing time. A new fee is charged for each required notification, regardless of prior project notifications at the same site. No fee is charged for notification revisions or for notifications not required by the NESHAP, considered to be courtesy notifications.

Amount of Charge

Flat fee of \$100.00

Service Code 102 **Open Burning Site Evaluation – Commercial**

Description

An evaluation of a proposed commercial open burning site is required to determine if the site meets the necessary requirements of the open burning regulation and policy for the issuance of an Open Burning Authorization. The services for which this fee is assessed include the site evaluation, issuance of the Open Burning Authorization (approved sites only) and all regulatory activities associated with the site.

Charging Procedure

Clients are charged a fee to recover cost of providing service. Fee payment must be made prior to evaluation of the site. No refund is made if the site does not meet regulation and policy requirements for the issuance of an authorization. Commercial is defined for these purposes as a proposed open burning site on property which is being developed for commercial purposes, or property being developed for residential or other purposes under the control or direction of a contractor, developer, builder, etc.

Amount of Charge

Flat fee of \$70.00

Service Code 103

Air Permit

Description

Air permit fees apply to any person making application to the Board of Health for issuance, re-issuance or modification of an air pollution control Air Permit. This fee does not apply to applications submitted for Major Source Operating Permits, which are covered under Service Code 106.

Charging Procedure

Fees shall be included with the permit application. No application shall be processed without payment of such fees. Any additional fee determined to be due during the course of the application process shall be billed to the applicant. Failure to make payment shall constitute cause for denial of the permit application.

Amount of Charge

Fees applicable to the specific permit application are charged in accordance with Table 15-1 in the Jefferson County Board of Health Air Pollution Control Rules and Regulations.

Service Code 104

Air Pollution Fines and Penalties

Description

Administrative penalties and court ordered fines may be assessed against individuals and companies found to be responsible for violation of the Jefferson County Board of Health Air Pollution Control Program Rules and Regulations.

Charging Procedure

The individual or company will be invoiced upon determination by settlement or order of the amount due to the Department.

Amount of Charge

Variable

Service Code 105

Gasoline Tanker Annual Air Sticker

Description

Each tanker truck shall be checked for compliance with vapor tightness requirements by a test method referenced in Paragraph 8.16.12(c) of the Jefferson County Board of Health Air Pollution Control Rules and Regulations. Tanker trucks must submit evidence of compliance with this test annually to obtain an Air Sticker. The services for which this fee is assessed include the RM-27 Vapor Tightness Test review, and the issuance and tracking of the Air

Sticker.

Charging Procedure

Air Stickers for new tanker trucks are processed under the Air Permits procedures. Applicants for annual renewal stickers for previously permitted tanker trucks either submit the fee with the compliance test documentation or the Department invoices the applicant.

Amount of Charge

Flat fee of \$90.00

Service Code 106
Major Source Operating Permits

Description

Major air pollution sources are assessed emission fees for actual emissions of regulated pollutants except for carbon monoxide for each calendar year beginning in the year 1995. These sources are subject to Title V requirements of the Clean Air Act Amendments of 1990.

Charging Procedure

Payment of fees shall be made on or before May 1 of each year.

Emissions from a major source of any pollutant at a rate greater than 4000 tons per year shall be defined as 4000 tons per year for the purposes of assessing fees for each said pollutant. Failure to make payment of fees within 30 days of the date the fees are due shall cause the assessment of a late fee of 3% (of the original fee) per month or fraction thereof. All fees paid pursuant to Chapter 16 of the Jefferson County Board of Health Air Pollution Control Rules and Regulations are non-refundable.

Failure to submit fees as required shall be cause for revocation of air and/or operating permit(s).

Amount of Charge

A fee of \$25.00 per ton of actual emissions plus the difference in the CPI of the year the fees were assessed and the CPI of 1989 for each regulated air pollutant except carbon monoxide, as defined in Section 16.2.7 of the Air Regulations, for the actual emissions during the calendar year. A lesser fee per ton may be assessed if such fee is determined to be adequate for Title V Program support and is approved by the Health Officer.

Service Code 107
Open Burning Site Evaluation – Residential

Description

An evaluation of a proposed residential open burning site is required to determine if the site meets the necessary requirements of the open burning regulation and policy for the issuance of an Open Burning Authorization. The services for which this fee is assessed include the site evaluation, issuance of the Open Burning Authorization (approved sites only) and all regulatory

activities associated with the site.

Charging Procedure

Clients are charged a fee to recover cost of providing service. Fee payment must be made prior to evaluation of the site. No refund is made if the site does not meet regulation and policy requirements for the issuance of an authorization. Residential is defined for these purposes as a proposed open burning site on property encompassing or designated for a single family residence, for which the individual property owner has requested an open burning evaluation and authorization individually, to burn materials as provided by regulation. This provision is not applicable to any open burning site or operation under the control of, or conducted by, a contractor, developer, builder, etc.

Amount of Charge

Flat fee of \$45.00

Service Code 108
Emissions Banking

Description

Fees are charged per application in facilitating the process of creating, certifying, and maintaining records, for the purpose of banking nitrogen oxides (NOx) and volatile organic compounds (VOC) emission credits, using banked emission credits, or transferring emission reduction credits. Emissions sources in Jefferson County having the potential to emit 10 tons or more per year, of NOx or VOC are eligible to apply for emissions banking.

Charging Procedure

Fees are assessed per application and must be paid at the time of application.

Amount of Charge

Application to Create, Certify, and Bank Emission Credits:	\$1100.00
Application to Use Banked Emission Credits:	\$275.00
Application to Transfer Emission Reduction Credits:	\$275.00

Service Code 109
Annual Compliance Verification for Industrial Minor Sources

Description

Annual compliance verification is required of industrial minor sources having an air permit. The services for which this fee is assessed include all regulatory activities conducted on an on-going basis throughout the year, such as inspections, emission calculations and enforcement actions.

Charging Procedure

Beginning the calendar year 2004, fees shall be due May 1 each year. Payment is to be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of air permit.

Amount of Charge

Flat fee of \$110.00

Service Code 110
Annual Compliance Verification for Synthetic Minor Sources

Description

Annual compliance verification is required of air pollutant sources having a Synthetic Minor Operating Permit. The services for which this fee is assessed include all regulatory activities conducted on an on-going basis throughout the year, such as inspections, emission calculations and enforcement actions.

Charging Procedure

Beginning the calendar year 2004, fees shall be due May 1 each year. Payment is to be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of air permit.

Amount of Charge

Flat fee of \$550.00

Service Code 199
Miscellaneous Air Pollution Control Services

Description

Fees are charged for miscellaneous services not provided in the normal course of conducting business with clients and the general public, and not covered elsewhere in this document, for which specific authorization has been given by the Director of Environmental Health Services to assess a fee calculated to cover the cost of providing the service. This fee does not apply to photocopying.

Charging Procedure

Fees are assessed and must be paid prior to providing the service.

Amount of Charge

Variable

Radiological Health Program Fees

Service Code 601

X-Ray Annual Inspection (Per Tube)

Description

An inspection by Environmental Health Services staff is required of x-ray devices at all facilities operating such devices in Jefferson County. The services for which this fee is assessed include the required registration of devices, inspection and all associated duties.

Charging Procedure

Registrants are charged a fee per unit tube head inspected. The fee is invoiced and mailed to the registrant. Payment of all fees is to be made within thirty (30) days.

Amount of Charge

Flat fee (per unit tube head inspected): \$100.00

Service Code 611

X-ray Shielding Evaluation

Description

A review of plans and shielding evaluations is required for a new facility, or renovations to an existing facility. A site visit may be required to complete the review. The services for which this fee is assessed include the review/evaluation and all associated inspections and other duties.

Charging Procedure

Registrants are charged a minimum fee for up to the first 4 tube heads reviewed/evaluated, plus a fee for each additional tube head. The fee is invoiced and mailed to the registrant. Payment of all fees is to be made within thirty (30) days.

Amount of Charge

Basic Fee (up to 4 tube heads)	\$110.00
Additional (each tube)	\$25.00

Service Code 613

Tanning Facility Annual Permit (Per Bed)

Description

An annual permit is required to operate a tanning facility within Jefferson County. The services for which this fee is assessed include the permit issuance and all regulatory activities conducted on an on-going basis throughout the year, such as required inspections and enforcement activities.

Charging Procedure

Permit applicants are charged a fee per tanning device located at the facility. The fee is invoiced and mailed to the applicant and is renewable on an annual basis. Payment of fees must be made within thirty (30) days.

Amount of Charge

Flat fee of \$50.00

Service Code 614
Plan Review - Tanning Facility

Description

A review of plans is required for a new tanning facility or renovations to an existing facility. A site visit may be required to complete the review.

Charging Procedure

Clients are charged a fee for the evaluation of the facility plans. The fee is invoiced upon request and mailed to the client. Payment of fees must be made within thirty (30) days.

Amount of Charge

Flat fee of \$50.00

Service Code 628
Non-Referred XRF Lead Survey Request

Description

A fee is charged upon request from an individual or agency to perform a lead survey of privately owned parcel or premises.

Charging Procedure

Clients requesting surveys of private premises are assessed a minimum fee plus a charge for the specific services requested in the letter of application. Fee payment is required before results are reported.

Amount of Charge

Basic Fee:	\$100.00
Interior Survey (per room):	\$50.00
External Surfaces (flat rate):	\$75.00
Water Sample (12 hour static):	\$40.00
Water Sample (fresh flow):	\$40.00
Soil Sample (flat fee):	\$50.00

Service Code 699
Miscellaneous Radiological Health Services

Description

Fees are charged for miscellaneous services not provided in the normal course of conducting business with clients and the general public, and not covered elsewhere in this document, for which specific authorization has been given by the Director of Environmental Health Services to assess a fee calculated to cover the cost of providing the service. This fee does not apply to photocopying.

Charging Procedure

Fees are assessed and must be paid prior to providing the service.

Amount of Charge

Variable

Community Environmental Protection

Water Quality and Sewage Management Fees

Service Code 300

Residential Lot Application (Permission to Use Existing System)

Description

A fee is charged for application review and site evaluation for determination of compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include the site evaluation, all follow up visits, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee per application. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

Flat fee of \$100.00

Service Code 301

Residential On-site Sewage Application

Description

A fee is charged for application review and site evaluation for determination of compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include the site evaluation, installation inspection, all follow up visits, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee per application. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

Flat fee of \$150.00

Service Codes 302, 303

Commercial On-site Sewage Application

Description

A fee is charged for application review and site evaluation for determination of compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is

assessed include the site evaluation, installation inspection, all follow up visits, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a variable fee based on number of gallons used per application. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

Service Code 302 (<100 gallons per day): \$200.00
Service Code 303 (100 gallons per day & >) \$300.00

Service Code 304
Mortgage Request

Description

A fee charged upon request for a review and site visit for determination of existing system compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include records review, site visit and evaluation, and letter issued of findings.

Charging Procedure

Applicants are charged a flat fee per request. Fee must be paid prior to processing the request. No refund is given after the request review has begun.

Amount of Charge

Flat fee of \$150.00

Service Code 305
Plan Review - Subdivision (Preliminary)

Description

A fee is charged for application review and site evaluation for preliminary determination of suitability for subdivision development utilizing on-site sewage disposal systems in compliance with Jefferson County Board of Health Subdivision Regulations. The services for which this fee is assessed include the site evaluation, installation inspection, and all regulatory follow-up activities.

Charging Procedure

Applicants are charged a flat fee per subdivision submittal. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

A mount of Charge

Flat fee of \$300.00

Service Code 306
Plan Review - Subdivision (Final)

Description

Fees are charged for application review and site evaluation for final determination of suitability for subdivision development utilizing on-site sewage disposal systems in compliance with Jefferson County Board of Health Subdivision Regulations. The services for which this fee is assessed include detailed soils investigation, detailed engineering review, consultation with developer and/or design engineer, and all regulatory follow-up activities.

Charging Procedure

Applicants are charged a variable fee per subdivision submittal based in part on the number of lots. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

Flat Fee (up to 10 lots)	\$300.00
Additional (Per lot over 10 lots)	\$30.00

Service Code 307
Plan Review - Subdivision (Combined)

Description

Fees are charged for application review and site evaluation for preliminary and final determination of suitability for subdivision development utilizing on-site sewage disposal systems in compliance with Jefferson County Board of Health Subdivision Regulations. The services for which this fee is assessed include detailed soils investigation, detailed engineering review, consultation with developer and/or design engineer, and all regulatory follow-up activities.

Charging Procedure

Applicants are charged a variable fee per subdivision submittal based in part on the number of lots. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

Flat Fee (up to 10 lots):	\$600.00
Additional (Per lot over 10 lots)	\$30.00

Service Code 308
Plan Review – Cemetery

Description

A fee is charged for plan review and site evaluation to determine site suitability for cemetery development. Recommendations are given to the requesting authority. The services for which this fee is assessed include detailed soils evaluation, detailed engineering review, and all regulatory follow-up activities.

Charging Procedure

Applicants are charged a flat fee per cemetery submittal. Fee must be paid prior to processing the application. No refund is given after the plan review has begun.

Amount of Charge

Flat fee of \$300.00

Service Code 309
Septic Tank Cleaner Truck Annual Permit

Description

A fee is charged for an annual inspection of trucks used for pumping of septage to assure compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include truck inspection, permit issuance, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Recipients are charged a flat fee per truck. Certified cleaner is billed for the fee. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of permit.

Amount of Charge

Flat fee of \$75 .00

Service Code 310
Septic Tank Installer / Cleaner Certificate of Competency

Description

A fee is charged for an annual renewal of Certificate of Competency for Certified Installers and Cleaners, in compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include records review, bond certification, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Certificate Holders are charged a flat fee per Certificate of Competency. Certified installer/cleaner is billed for the fee. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of certificate.

A mount of Charge

Flat fee of \$200.00

Service Code 311
Plan Review - Septic Tank Manufacturer

Description

A fee is charged for a plan review and construction inspection that is required for new proposed septic tank designs. Plans are reviewed for compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include inspections conducted to determine compliance with approved plans.

Charging Procedure

Manufacturer is charged a flat fee, which covers the plan review and construction inspection.

A mount of Charge

Flat fee of \$200.00

Service Code 312
Plan Review - Manufactured Home Park

Description

A fee is charged for an application review and site visit for final determination of suitability for a manufactured home park development utilizing on-site sewage disposal systems in compliance with Jefferson County Board of Health Manufactured Home Regulations. The services for which this fee is assessed include detailed soils investigation, detailed engineering review, consultation with developer and/or design engineer, and all regulatory follow-up activities.

Charging Procedure

Applicants are charged a variable fee per manufactured home court, based in part on the number of lots. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

A mount of Charge

Flat Fee (up to 10 lots):	\$300.00
Additional (Per lot over 10 lots):	\$30.00

Service Code 315
Swimming Pool Certification / Training

Description

A fee is charged for training and certification for Certified Pool Operators (CPO). Attendance at the CPO course is mandatory for each registrant. The services for which this fee is assessed include class room lecture, book, test, and national certification.

Charging Procedure

Attendees are charged a flat fee per CPO certification.

Amount of Charge

Flat fee of \$250.00

Service Codes 317, 318, 319, 320, 321
Plan Review - Swimming Pool

Description

Fees are charged for required plan review and construction inspection of public swimming pools. This includes spa/whirlpools and wading pools. The services for which this fee is assessed include plans review, consultation with design engineer and/or pool contractor, all construction inspections and issuance of permit to operate, and all regulatory follow-up activities

Charging Procedure

Applicants are charged a variable fee per pool based on capacity or type.

Amount of Charge

Service Code 317	Plan Review (0 – 100,000 gallons):	\$400.00
Service Code 318	Plan Review (100,001 – 200,000 gallons):	\$500.00
Service Code 319	Plan Review (more than 200,000 gallons):	\$600.00
Service Code 320	Plan Review (Wading Pool):	\$200.00
Service Code 321	Plan Review (Spa or Whirlpool):	\$300.00

Service Code 322
Public Pool Inspection (Annual Cumulative – Per Pool)

Description

An annual fee is charged for the required monthly inspections of open public swimming pools, spa/whirlpools, training pools, and wading pools. The services for which this fee is assessed include a monthly maintenance inspection, all follow up visits, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Recipients are charged an annual flat fee per pool.

Amount of Charge

Flat fee of \$150.00

Service Code 328

Septic Tank Installer / Cleaner Certification of Competency Test

Description

A fee is charged for training and examination for Septic Tank Installer/Cleaner Certification of Competency. The services for which this fee is assessed include testing, bond certification, and issuance of the Certificate of Competency.

Charging Procedure

A one-time fee is charged to clients at the time of training/examination for certification.

Amount of Charge

A flat fee of \$50.00

Service Code 329

Temporary Portable Toilet Application

Description

A fee is charged for review and processing of required applications for temporary portable toilets. The services for which this fee is assessed include permit approval and all follow-up inspections.

Charging Procedure

Applicants are charged a flat fee for each application submitted.

Amount of Charge

A flat fee of \$25.00

Service Codes 332
Commercial On-site Sewage Application Alternate System

Description

A fee is charged for application review and site evaluation for determination of compliance with Jefferson County Board of Health On-site Sewage Regulations. The services for which this fee is assessed include the site evaluation, installation inspection, all follow up visits, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee per application. Fee must be paid prior to processing the application. No refund is given if the application is disapproved.

Amount of Charge

A flat fee of \$400.00

Public Sanitation Fees

Service Code 339 **Solid Waste Hauler Annual Permit**

Description

A fee is charged for application for an annual permit that is required to be submitted by collectors and haulers of solid waste containing garbage. The services for which this fee is assessed include truck inspection, issuance of permit, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee per truck prior to receiving the permit. One permit is issued per company, but the fee is determined by the number of trucks operated by the company within the county. This fee also applies to the registration of solid waste companies located outside of Jefferson County, which collect and transport solid waste within Jefferson County. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of permit.

Amount of Charge

Flat fee of \$75.00

Service Code 340 **Solid Waste Facility Annual Permit**

Description

A fee is charged for an annual permit that is issued for solid waste facilities, which include solid waste transfer stations, solid waste processing facilities, and scrap tire processing facilities. The services for which this fee is assessed include all inspections, issuance of permit, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Clients are charged a flat fee per facility prior to receiving permit. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of permit.

Amount of Charge

Flat fee of \$150.00

Service Code 341
Solid Waste Certificate Of Exception Review

Description

A fee is charged for the review of an initial application for a Certificate of Exception. The services for which this fee is assessed include issuance of certificate and all review activities conducted for the initial approval.

Charging Procedure

Applicants are charged a one-time fee for the review of the initial application for a Certificate of Exception. The fee must be submitted at the time of application. No refund is given if the Certificate of Exception is not issued. Certain exemptions from fees are allowed under the Rules of the State Board of Health for Solid Waste Collection and Transportation, Rule 420-3-5-.07.

Amount of Charge

One time flat fee of \$42.00
(Includes \$10.00 application fee)

Service Code 342
Certificate Of Exception Annual Renewal

Description

A fee is charged for a Certificate of Exception that is issued to qualified applicants for private hauling of trash and garbage to a permitted site. Certificates of Exception require annual renewal. The services for which this fee is assessed include issuance of certificate and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Clients are charged a flat fee prior to receiving Certificate of Exception. The fee must be submitted at the time of application. No refund is given if the Certificate of Exception is not issued. Certain exemptions from fees are allowed under the Rules of the State Board of Health for Solid Waste Collection and Transportation, Rule 420-3-5-.07.

Amount of Charge

Flat fee of \$10.00
(Limited to \$10.00 by Alabama State Legislature Act No. 89-630)

Service Code 344
Body Arts Facility License

Description

A fee is charged for an annual license to operate a body arts facility in the county. The services for which this fee is assessed include the license issuance, regular inspections, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee which is submitted with the application for processing. One fee is charged per license per year. The license is non-transferable and renewable annually. A new owner must submit an application and fee. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of permit.

Amount of Charge

Flat fee of \$200.00

Service Code 345
Body Arts Operator Permit

Description

A fee is charged for a permit issued to perform the art of tattooing in the county in a properly licensed establishment. The services for which this fee is assessed include the issuance of the permit, verification of successful attendance of a blood-borne pathogen course, and all regulatory activities conducted on an on-going basis.

Charging Procedure

Applicants are charged a flat fee to be submitted with their application. Certification must be renewed annually. The permit must be on display in the establishment where artist is operating.

Amount of Charge

Flat fee of \$50.00

Service Code 346
Manufactured Home Park Annual Permit

Description

A fee is charged for a required annual permit issued to operate a manufactured home park in Jefferson County. The services for which this fee is assessed include the permit issuance, regular inspections, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee which is submitted with the application for processing. One fee per permit which is non-transferable, must be renewed annually, and must be re-submitted upon change of ownership. Payment must be made within thirty (30) days. Failure to make payment shall constitute cause for revocation of permit.

Amount of Charge

Flat fee of \$150.00

Service Code 360
Body Arts Facility Initial Annual License

Description

A one time flat fee is charged for the issuance of the initial annual facility license. The services for which this fee is assessed include facility plan review, consultation with applicant, construction inspections, issuance of the initial facility license, and all follow-up activities.

Charging Procedure

Clients are charged a one time flat fee which is submitted with the application and facility floor plan.

Amount of Charge

Flat fee of \$250.00

Service Code 361
Body Arts Temporary License

Description

License issued to perform the art of tattooing in the county for a period not to exceed 14 days. The services for which this fee is assessed include the issuance of the temporary license, facility inspection, verification that body artist has successfully completed a blood-borne pathogen course, and all regulatory activities conducted during the 14 day period.

Charging Procedure

Applicants are charged a flat fee to be submitted with their application. License in 14 days of issuance and must be on display in the establishment where body art is being performed.

Amount of Charge

Flat fee of \$50.00

Service Code 399
Miscellaneous Community Environmental Protection Services

Description

Fees are charged for miscellaneous services not provided in the normal course of conducting business with clients and the general public, and not covered elsewhere in this document, for which specific authorization has been given by the Director of Environmental Health Services to assess a fee calculated to cover the cost of providing the service. This fee does not apply to photo-copying documents or other materials.

Charging Procedure

Fees are assessed and must be paid prior to providing the service.

Amount of Charge

Variable

Food and Lodging Protection

Food Sanitation Fees

Service Codes 400, 401, 442, 443, 444, 445, 446, 447, 448, 464

Plan Review - Food Establishment, Retail Food Store, Mobile Food Unit, and Food Processor

Description

Fees are charged for review of plans and specifications for new construction, conversion of an existing structure to use as a food establishment or food processing establishment, and remodeling of an existing food establishment or food processing establishment to determine compliance with Food Establishment Sanitation Rules or Food Processing Establishment Sanitation Rules. Approval of the submitted plans and specifications is required prior to commencement of construction, conversion, or remodeling. Three inspections are included in the plan review fee. Each additional inspection required to determine compliance with the rules prior to approval of the issuance of an annual permit is subject to a separate inspection fee (see Service Code 411, New Establishment Inspection).

Charging Procedure

Applicants are charged a variable fee based on the proposed seating capacity of the new or existing food service facility, floor space of retail food stores, and a separate flat fee for food processors. The fee must be paid when the plans are submitted or prior to initiation of plan review. A penalty fee equal to two (2) times the normally applicable Amount of Charge is required for plans submitted for review after construction, conversion, or remodeling has begun. No refund is granted if a review has been initiated, regardless of whether the plans and specifications are approved or disapproved.

Amount of Charge

Service Code 400 (Food Service < 75 Seating Capacity):	\$250.00
Service Code 401 (Food Service 75 & > Seating Capacity):	\$500.00
Service Code 442 (Retail Store < 2500 Sq. Ft.):	\$250.00
Service Code 443 (Retail Store 2500 Sq. Ft. & >):	\$500.00
Service Code 444 (Retail Store with more than 3 permits):	\$1,000.00
Service Code 445 (Limited Retail Food Store):	\$150.00
Service Code 446 (Plan submitted after construction begins):	2 × (applicable fee)
Service Code 447 (Mobile Unit, Levels 1 & 2):	\$150.00
Service Code 448 (Mobile Unit, Levels 3 & 4):	\$350.00
Service Code 464 (Food Processor):	\$250.00

Service Codes 405, 406, 407, 408
Food Establishment Annual Permit

Description

Fees are charged for annual permits required to operate food establishments. The services for which this fee is assessed include the application review, permit issuance, required compliance inspections, and all other regulatory and administrative activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a variable fee based on the Food Establishment's "risk level" as determined by the type of food preparation activity at the facility. See "Appendix – A" for risk level descriptions. Fee payments must be received at the time of application and prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change in ownership or a change in location. For Food Establishment permit issued between April 1 and September 30 the fee will be one-half the amount of the annual fee. This applies to new business and change in ownership.

Amount of Annual Fee

Service Code 405 (Food Permit Level 1):	\$250.00
Service Code 406 (Food Permit Level 2):	\$350.00
Service Code 407 (Food Permit Level 3):	\$550.00
Service Code 408 (Food Permit Level 4):	\$ 650.00

April 1 – September 30

Service Code 405 (Food Permit Level 1):	\$125.00
Service Code 406 (Food Permit Level 2):	\$175.00
Service Code 407 (Food Permit Level 3):	\$275.00
Service Code 408 (Food Permit Level 4):	\$325.00

Service Code 409, 410
Mobile Food Service Annual Permit

Description

Fees are charged for annual permits required to operate Mobile Food Service Units operating in Jefferson County. This fee is not applicable for Food Service, Retail Food Store, and Temporary Food Service Establishments. The services for which this fee is assessed include application review, permit issuance, and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a variable fee based on the Mobile Food Service unit's "risk level" as determined by the type of food preparation activity at the unit. See "Appendix – A" for risk level descriptions. Fee payments must be received at the time of application, prior to

application review and issuance of the permit. One fee is assessed per permit application per year unless there is a change in ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership. For Food Establishment permit issued between April 1 and September 30 the fee will be one-half the amount of the annual fee. This applies to new business and change in ownership.

Amount of Annual Fee

Service Code 409 (Mobile Food Service Permit – Levels 1 & 2):	\$250.00
Service Code 410 (Mobile Food Service Permit – Levels 3 & 4):	\$550.00

April 1 – September 30

Service Code 409 (Mobile Food Service Permit – Levels 1 & 2):	\$125.00
Service Code 410 (Mobile Food Service Permit – Levels 3 & 4):	\$275.00

Service Code 411
New Establishment Inspection

Description

Following the third inspection included in the plan review fee, a fee is charged for each additional inspection required to determine compliance with the applicable rules or regulations prior to approval of the issuance of an annual permit .

Charging Procedures

Applicants are invoiced a flat fee for each additional inspection. No permit to operate will be issued until payment is received for all such inspections performed.

Amount of Charge

Flat Fee of: \$100.00

Service Code 412
HACCP Plan Review

Description

Before engaging in the packaging, preparation, or processing of food that requires a HACCP plan, a permit applicant or permit holder shall submit to the Department for approval a properly prepared HACCP plan. A fee is charged for review of each HACCP plan required.

Charging Procedures

Applicants are invoiced a flat fee for the review of a required HACCP plan. This fee is not refundable.

Amount of Charge

Flat fee of \$100.00

Service Code 413
Ownership Change, Minor Remodeling

Description

A fee is charged for the review and approval of an application for a change of ownership or minor remodeling of an existing Food Establishment. Minor remodeling may be required when observation during a regular operational inspection indicates that the addition of equipment or a change in layout is necessary for compliance with the rules. An inspection to determine whether the establishment is in compliance with the Rules for Food Establishment Sanitation must be completed before an application for a change of ownership may be approved. Approval of the issuance of an annual permit may be granted if the establishment is in compliance with the rules.

Charging Procedures

A new applicant or existing owner is charged a flat fee when an existing food establishment changes ownership or when minor remodeling is required. The fee for a change of ownership must be paid before an inspection to determine compliance with the rules is conducted.

Amount of Charge

Flat fee of \$50.00

Service Code 414
Temporary Event Exemption Verification

Description

A person, agency or organization either sponsoring or being responsible for a temporary event with food service may apply for an exemption from the rules for a temporary event of not more than one day (24hours) duration. If all requirements are met and the application is received at least 5 days before the event, an exemption will be issued that will cover all of the food establishment participants.

Charging Procedures

The exemption verification fee is charged at the time of application (at least five days prior to the event) and must be paid prior to review of event information.

Amount of Charge

Flat fee of \$150

Service Code 415, 416
Temporary Food Service Application

Description

A permit is required for temporary food services operating in Jefferson County in conjunction

with a single special event at a fixed location. A temporary event is a special occurrence or celebration that is community wide, such as a fair, carnival, public exhibition, or similar occasion that lasts no more than 14 days. See Service Code 414 for exemption verification for one day events. A temporary event does not include ongoing commercial activities, such as a sale at a retail store. It is unlawful to operate a temporary food establishment without a valid permit issued by the Health Officer for the operation of each temporary food establishment location within the event premises. The application and fee for temporary food service must be submitted in a timely manner to assure adequate review. The services for which this fee is assessed include application review, permit issuance (if approved) and all regulatory activities.

Charging Procedures

Applicants are charged a flat fee per application that varies depending on the timeliness of the application submittal. Fee payments must be received at the time of application, prior to application review and issuance of the permit. The application fee is non-refundable and will be applied to the temporary food service permit if approved.

Amount of Charge

Service Code 415 (Application received 14 days or more prior to event):	\$100.00
Service Code 416 (Application received less than 14 days prior to event):	\$200.00

Service Codes 419, 420, 421
Day Care Center Annual Permit

Description

An annual permit is required to operate day care centers that prepare and/or serve food. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year, such as required inspections and enforcement activities.

Charging Procedure

Applicants are charged a variable fee based on the number of clients the facility is designed to serve. Fee payments must be received at the time of application, prior to application review and issuance of the permit. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership. For daycare establishment permits issued between April 1 and September 30 the fee will be one-half of the annual fee.

Amount of Annual Fee

Service Code 419 (Less than 20 children):	\$150.00
Service Code 420 (20 to 40 children):	\$200.00
Service Code 421 (41 or more children):	\$350.00

April 1 – September 30

Service Code 419 (Less than 20 children):	\$75.00
Service Code 420 (20 to 40 children):	\$100.00

Service Code 421 (41 or more children): \$175.00

Service Codes 422, 423
Plan Review – Day Care Center

Description

A fee is charged for review of plans and specifications for new construction, conversion of an existing structure to use as a day care center food service establishment, and remodeling of an existing day care food service establishment to determine compliance with Food Establishment Sanitation Rules. Approval of the submitted plans and specifications is required prior to commencement of construction, conversion, or remodeling. Three inspections are included in the plan review fee. Each additional inspection required to determine compliance with the rules prior to approval of the issuance of an annual permit is subject to a separate inspection fee (see Service Code 411, New Establishment Inspection).

Charging Procedure

Applicants are charged a variable fee based on the number of clients the facility is designed to serve. The fee must be paid when the plans are submitted or prior to initiation of plan review. A penalty fee equal to two (2) times the normally applicable Amount of Charge is required for plans submitted for review after construction, conversion, or remodeling has begun. No refund is granted if a review has been initiated, regardless of whether the plans and specifications are approved or disapproved.

Amount of Charge

Service Code 422 (Less than 40 clients): \$150.00
Service Code 423 (40 or more clients): \$350.00

Service Code 425
Private School Lunchroom Annual Permit

Description

An annual permit is required for private schools that prepare or serve food. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted throughout the year.

Charging Procedure

Applicants are charged a flat fee that must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change of ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership or for change of location. For Private School lunchroom permits issued between April 1 and September 30 the fee will be one-half the amount of the annual fee.

Amount of Annual Fee

Flat fee of \$550.00

April 1 – September 30

Flat fee of \$275.00

Service Code 426
Public School Lunchroom Annual Permit

Description

An annual permit is required for public schools in Jefferson County that prepare or serve food. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted throughout the year.

Charging Procedure

Government entities are not subject to food service permit fees.

Amount of Charge

N/A

Service Code 429
Retherm Kitchen (Hospital and Nursing Home) Annual Permit

Description

Re-Therm Kitchens are kitchens where food prepared in the main kitchen are stored and reheated for service on the floor or wing of the facility. There is little or no food handling in the re-therm kitchen and no food is cooked or prepared at this location.

Charging Procedure

Applicants are charged a flat fee that must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change in ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership or change of location. For Food Establishment Permits issued between April 1 and September 30, the fee will be one-half the amount of the annual fee.

Amount of Annual Fee

Flat fee of \$350.00

April 1 – September 30

Flat fee of \$175.00

Service Code 430
Hospital Kitchen Annual Permit

Description

An annual permit is required for hospital kitchens. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee that must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change in ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership or change of location. For Food Establishment Permits issued between April 1 and September 30, the fee will be one-half the amount of the annual fee.

Amount of Annual Fee

Flat fee of \$650.00

April 1 – September 30

Flat fee of \$325.00

Service Code 435
Nursing Home Kitchen Annual Permit

Description

An annual permit is required for nursing home kitchens. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee that must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change in ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership. For Food Establishment Permits issued between April 1 and September 30, the fee will be one-half the amount of the annual fee.

Amount of Annual Fee

Flat fee of \$650.00

April 1 – September 30

Flat fee of \$325.00

Service Code 450
Limited Retail Food Store Annual Permit

Description

An annual permit is required for limited retail food stores. Fee is not applicable for Food Service, Retail Food Store, and Temporary Food Establishments. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a flat fee that must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change of ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership.

Amount of Charge

Flat fee of \$200.00

Service Codes 460, 461, 462
Food Processing Establishment Annual Permit

Description

Fees are charged for annual permits required to operate food processing establishments. A food processing establishment is a commercial food processing establishment or operation that manufactures, packages, labels, or stores food for human consumption and does not provide food directly to a consumer. Food processing establishments also include vending commissaries that are not regulated by any other food sanitation agency such as the Alabama Department of Agriculture and Industries. *The term, food processing establishment, does not include a food service establishment or a retail food store in which such foods are processed if:*

- i. The food items are sold to, or sold from, no more than two other retail food establishments during the annual period coinciding with the food permit issuance and expiration date, and*
- ii. The total value of food sales to other retail establishments during the annual period coinciding with the food permit issuance and expiration date is less than \$25,000.00.*

The services for which this fee is assessed include the application review, permit issuance, and all regulatory enforcement activities conducted on an on-going basis throughout the year. Food processing establishment fees are separate from food service fees.

Charging Procedure

Applicants are charged a variable fee based on the food processing establishment's gross sales for the previous calendar year. Fee payments must be received at the time of application and prior to application review and issuance of the permit. One fee is charged per permit

application per year unless there is a change in ownership or a change in location. By law, permits are not transferable; therefore, a new application for a permit and the applicable fee payment is required upon transfer of ownership. The first year's fee for a new processing establishment with no sales history is set at \$300.00, the fee for the lowest level of sales.

Amount of Charge

Service Code 460 (Sales \$0 to \$250,000):	\$300.00
Service Code 461 (Sales \$250,001 to \$999,999):	\$500.00
Service Code 462 (Sales \$1,000,000 and above):	\$1,000.00

Lodging Sanitation Fees

Service Code 480 **Boarding Home Annual Permit**

Description

An annual permit is required to operate a boarding home that is subject to the Jefferson County Board of Health Regulations Governing Minimum Standards for Communal Living Facilities. The services for which the fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year, such as required inspections and enforcement activities.

Charging Procedure

Applicants are charged a variable fee based on the number of residents that may be accommodated. Fee payments must be received at the time of application, prior to application review and issuance of the permit. The permit is non-transferable; therefore, a change of ownership requires a new application and fee payment.

Amount of Charge

Up to 10 residents: \$200.00
Over 10 residents: \$20.00 (per resident in addition to initial \$200, up to maximum fee of \$250)

Service Codes 481, 486 **Plan Review – Communal Living Facility, Hotel**

Description

Fees are charged for review of plans and specifications for new construction, conversion of an existing structure to use as a communal living facility or hotel, and remodeling of an existing communal living facility or hotel to determine compliance with Jefferson County Board of Health Regulations Governing Minimum Standards for Communal Living Facilities, or Rules for Construction, Maintenance, and Operation of Hotels. Approval of the submitted plans and specifications is required prior to commencement of construction, conversion, or remodeling. Three inspections are included in the plan review fee. Each additional inspection required to determine compliance with the rules prior to approval of the issuance of an annual permit is subject to a separate inspection fee (see Service Code 411, New Establishment Inspection).

Charging Procedure

Applicants are charged a flat fee for each communal living facility or hotel. The fee must be paid when the plans are submitted or prior to initiation of plan review.

Amount of Charge

Service Code 481 (Communal Living Facility):	\$150.00
Service Code 486 (Hotel):	\$350.00

Service Code 482
Rooming Home Annual Permit

Description

An annual permit is required to operate a rooming home that is subject to the Jefferson County Board of Health Regulations Governing Minimum Standards for Communal Living Facilities. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year, such as required inspections and enforcement activities.

Charging Procedure

Applicants are charged a variable fee based on the number of residents that may be accommodated. Fee payments must be received at the time of application, prior to application review and issuance of the permit. The permit is non-transferable; therefore, a change of ownership requires a new application and fee payment.

Amount of Charge

Up to 10 residents: \$150.00

Over 10 residents:\$15.00 (per resident in addition to initial \$150, up to maximum fee of \$250)

Service Codes 483, 484, 485
Hotel / Motel Annual Permit

Description

An annual permit is required for operation of a hotel or motel. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a variable fee based on the number of rooms in the facility. Fee payments must be received at the time of application, prior to application review and issuance of the permit. One fee is charged per permit application per year unless there is a change of ownership. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership.

Amount of Charge

Service Code 483 (1 to 15 Rooms): \$250.00

Service Code 484 (16 to 30 Rooms): \$350.00

Service Code 485 (> 30 Rooms): \$550.00

Service Codes 490, 491
Summer Day Camp Annual Permit

Description

An annual permit is required to operate a summer day camp subject to the Camp Sanitation Rules. The services for which this fee is assessed include the application review, permit issuance and all regulatory activities conducted on an on-going basis throughout the year.

Charging Procedure

Applicants are charged a variable fee based on the number of persons the facility may accommodate. Fee payments must be received at the time of application, prior to application review and issuance of the permit. By law, permits are not transferable; therefore, a new application for a permit and the appropriate fee payment is required upon transfer of ownership.

Amount of Charge

Service Code 490 (1 – 50 Persons):	\$100.00
Service Code 491 (>50 Persons):	\$200.00

Service Code 499
Miscellaneous Food and Lodging Protection Services

Description

A miscellaneous service not provided in the normal course of conducting business with clients and the general public, and not covered elsewhere in this document, for which specific authorization has been given by the Director of Environmental Health Services to assess a fee calculated to cover the cost of providing the service. This fee does not apply to photocopying documents or other materials.

Charging Procedure

Fees are assessed and must be paid prior to providing the service.

Amount of Charge

Variable

Food-handler Training Fees

Service Code 492 **Certified Food Safety Manager Course**

Description

An advanced two to two and a half day food safety course is provided by the Department for food establishment managers. Satisfactory completion of this or other recognized food safety course is required in order to obtain a Certified Food Safety Manager Card, and be eligible to provide food safety training for in-house food-handler staff. A Certified Food Safety Manager Card is issued upon successful passing of course test. A Certified Food-handler Card is issued if test is not passed.

Charging Procedure

Clients are charged a flat fee at the time of completion of the Department's course or upon submittal of documentation of satisfactory completion of other recognized course.

Amount of Charge

Flat fee of \$150.00

Service Code 493 **Certified Food Safety Manager Card**

Description

A certification card is issued by the Department to food establishment managers who have satisfactorily completed the Department's, or other recognized Certified Food Safety Manager Course. The card is valid for five years or until expiration of certification occurring within five years of the issue date.

Charging Procedure

Clients are charged a flat fee at the time of completion of the Department's course or upon submittal of documentation of satisfactory completion of other recognized course.

Amount of Charge

Flat fee of \$5.00

Service Codes 494, 497 **Food Safety Course, Card and Booklet**

Description

A Food Safety Course, food-handler certification or food-handler in-training card, and course booklet is provided by the Department for food-handlers working or desiring to work in permitted food establishments in Jefferson County.

Charging Procedure

Clients attending classes presented at Department locations are charged a flat fee that is either paid at the time of course registration, or pre-paid through purchase of a course voucher prior to taking the class. A variable fee based on the number of attendees is charged for satellite classes presented at alternate locations. Satellite class (class not taught at JCDH location) fees must be pre-paid by any method other than personal check for the entire class.

Amount of Charge

Service Code 494 (Class at Department Locations - per attendee):	\$15.00
Service Code 497 (Satellite Class - min. charge per class up to 25 attendees):	\$375.00
(Satellite Class - additional per attendee > 25):	\$15.00

Service Code 495

Food Certification and Food-handler In-Training Replacement Card

Description

Replacement cards for lost Food Certification and Food-handler In-Training Cards are provided by the Department upon request.

Charging Procedure

Clients are charged a flat fee prior to issuance of replacement card.

Amount of Charge

Flat fee of \$5.00

Service Code 496

Food Safety Training Booklet and Certificate

Description

The Food Safety Training Booklet and Food Safety Training Certificate (used as a substitute for the Food-handler Certification Card) are provided by the Department for in-house food-handler training provided by a Certified Food Safety Manager.

Charging Procedure

Clients are charged a flat fee that is due prior to issuance of the Food Safety Training Booklet and Food Safety Training Certificate.

Amount of Charge

Flat fee of \$5.00

APPENDIX A

“Priority Category 1 or Level 1 Establishment” means those food establishments that sell or market only prepackaged potentially hazardous food items.

The term does not include establishments that handle only prepackaged, non-potentially hazardous foods, roadside markets that offer only fresh fruits and vegetables for sale, food service establishments, or food and beverage vending machines. This type establishment may also be called a “Limited Retail Food Store Establishment.”

“Priority Category 2 or Level 2 Establishment” means a food establishment which, by the nature of its operation and menu, does not use raw foods of animal origin, does not cool foods that have been heated, and does not reuse tableware. This type of food establishment may dispense or sell on-premises, only in single-service articles, unpackaged:

- i. non-potentially hazardous beverage or foods, or
- ii. raw foods of plant origin that would otherwise be considered a potentially hazardous food; or
- iii. potentially hazardous foods that are received from an approved processing establishment as ready-to-eat; *provided, such foods may be removed from the original package and heated one time for quality reasons (not heated as a required step to destroy microorganisms of public health concern), or*
- iv. The foods allowed include, but are not limited to, hard cheese such as cheddar; dip ice cream; fully cooked luncheon meat including wieners, or any other fully cooked meat received from a processing establishment approved by the USDA or a state Department of Agriculture; or the produce area of a retail food store issued a separate permit. This type establishment may also be called a “Limited Food Service Food Establishment.”

“Priority Category 3 or Level 3 Establishment” means

- i. a food establishment where unpackaged raw food from an animal source is handled, prepared, or used; or
- ii. potentially hazardous food that is not ready-to-eat is cooked or further prepared to eliminate or reduce pathogens; or
- iii. customer contact utensils are reused, or food is cooled, or food previously cooled in the establishment is reheated.

“Priority Category 4 or Level 4 Establishment” means a food establishment meeting the

definition of a Category 2 or Category 3 and in addition performs an operation requiring a variance as per 420-3-22.01(4)23 or a HACCP plan.