

2023 Fee Schedule

Important notes:

- Fees are effective January 1, 2023.
- The Environmental Health Division **chose not to increase local fees** for 2023 by the 6.2% Detroit-Ann Arbor Consumer Price Index.
- New program-specific late fees are highlighted in **green**.
- Please contact the Environmental Health Division at 734-222-3800 with any questions or concerns.

Office Fees		TOTAL FEE		
Copying costs (not related to FOIA)		\$0.20/page		
FOIA requests		See FOIA guidelines		
Fee for returned check for non-sufficient funds		\$24		
Refunds (processing charge for any fees refunded for those electing not to proceed after an application is made for any service)		\$17		
Computer reports		\$3.00 plus \$0.50/page		
Short-term radon test kit		\$10		
Body Art Facility Program		LOCAL FEE	STATE FEE	TOTAL FEE
Body art facility annual license (fee is 50% after July 1 st)		\$0	\$606.86	\$606.86
Plan review for new or remodeled establishments		\$245	\$0	\$245
Re-inspection fee to confirm correction of any critical item of non-compliance		\$129	\$0	\$129
Temporary facility inspection fee		\$154	\$182.04	\$336.04
Campground Inspection Program		LOCAL FEE	STATE FEE	TOTAL FEE
Annual inspection for campgrounds with less than 100 sites				\$320
Annual inspection for campgrounds with more than 100 sites				\$320 plus \$2 per site
Re-inspection fee to confirm correction of any item of non-compliance				\$129
Inspection of temporary campgrounds:				
1-25 sites		\$97	\$109	\$206
26-50 sites		\$97	\$146	\$243
51-75 sites		\$97	\$184	\$281
76-100 sites		\$97	\$221	\$318
101-500 sites		\$97	\$330	\$427
501+ sites		\$97	\$734	\$831
Department of Health & Human Services Inspection Program		TOTAL FEE		
Inspection of private childcare facilities, children's camps, child caring institutions, etc.:				
If facility is on municipal sewer and municipal water		\$248		
If facility is on private well and/or sewage disposal system		\$411		
Inspection of adult foster care facility, child day care home, children's foster care home, or adult foster care group home (1-6 residents)		\$248		
Inspection of adult foster care facility, child day care home, children's foster care home, or adult foster care group home (7+ residents):				
If facility is on municipal sewer and municipal water		\$248		
If facility is on private well and/or sewage disposal system		\$411		
Plan review fee for new facilities, additions, etc.		\$101		
Re-inspection of facility if performed within 6 months of original inspection		\$129		

Food Service Program*	LOCAL FEE	STATE FEE	TOTAL FEE
<i>Food service establishment license fee, based on total building square footage:</i>			
0-1000 square feet	\$445	\$30	\$475
1,001-2,000 square feet	\$632	\$30	\$662
2,001-3,000 square feet	\$815	\$30	\$845
3,001- 5,000 square feet	\$1,002	\$30	\$1,032
>5,001 square feet	\$1,224	\$30	\$1,254
Mobile food units (charged the min. square footage fee)	\$445	\$30	\$475
<i>Non-profit organization food service establishment license fee, based on total building square footage (charged 60% of regular fee):</i>			
0-1,000 square feet	\$267	\$5	\$272
1,001-2,000 square feet	\$379	\$5	\$384
2,001-3,000 square feet	\$489	\$5	\$494
3,001-5000 square feet	\$601	\$5	\$606
>5,001 square feet	\$734	\$5	\$739
Mobile food units (charged the min. square footage fee)	\$267	\$5	\$272
<i>Seasonal food service establishment license fee (<9 months/year), based on total building square footage (charged 60% of regular fee):</i>			
0-1,000 square feet	\$267	\$30	\$297
1,001-2,000 square feet	\$379	\$30	\$409
2,001-3,000 square feet	\$489	\$30	\$519
3,001- 5,000 square feet	\$601	\$30	\$631
>5001 square feet	\$734	\$30	\$764
Mobile food units (charged the min. square footage fee)	\$267	\$30	\$297
<i>NEW FEE: Food service license application late fee, for license applications received after April 30</i>			
May 1-May 7, 2023 (grace period)			No late fee charged
Monday, May 8, 2023, and every Monday thereafter (cumulative fee of \$100/week every Monday the license renewal is not received by our office)	\$100/week	\$0	\$100+
Examples of late fees:			
<ul style="list-style-type: none"> In 2023, May 1 is on a Monday. There is no late fee through Sunday, May 7, 2023. On Monday, May 8, 2023, the late fee is \$100. On Monday, May 15, 2023, the late fee increases to \$200. On Monday, May 22, 2023, the late fee increases to \$300. On Monday, May 29, 2023, the late fee increases to \$400. The late fee is <u>in addition to</u> the license fee. In 2024, May 1 is on a Wednesday. There is no late fee through Sunday, May 12, 2024. On Monday, May 13, 2024, the late fee is \$100. On Monday, May 20, 2024, the late fee increases to \$200. On Monday, May 27, 2023, the late fee increases to \$300. On Monday, June 3, 2024, the late fee increases to \$400. The late fee is <u>in addition to</u> the license fee. 			
<i>Temporary food service license fees:</i>			
Temporary food service booth/location, for each booth/location	\$149	\$9	\$158
Temporary food that operates four (4) or more days in a row	\$223	\$9	\$232
Non-profit temporary food service establishment (50% of regular fee)	\$75	\$5	\$80
<i>Temporary food service license fee for establishment that applies 3 or less business days before the event:</i>			
for profit	\$149 + \$40 late	\$9	\$198
for profit that operates four (4) or more days or in a row	\$223 + \$40 late	\$9	\$272
non-profit	\$75 + \$20 late	\$5	\$100
<i>Temporary food service license fee for establishment that applies the day of the event (charged double local temp food license fee):</i>			
for profit	\$298	\$9	\$307
for profit that operates four (4) or more days or in a row	\$446	\$9	\$455
non-profit	\$150	\$5	\$155

*Individuals who have a Veteran's license issued under the authority of 1921 P.A. 359 by the County Clerk are exempt from paying a portion of the state fees listed under the Food Service Program section for food service establishments, mobile food service establishments, mobile food commissary, temporary food service establishments, and special transitory food units. Please contact our office at 734-222-3800 for questions.

Food Service Program, continued*	LOCAL FEE	STATE FEE	TOTAL FEE
<i>Other food service licenses:</i>			
Special Transitory Food Unit (STFU) license	\$111	\$44	\$155
Special Transitory Food Unit (STFU) license for non-profit	\$111	\$5	\$116
Special Transitory Food Unit (STFU) inspection	\$90	\$0	\$90
Food peddler inspection (ice cream trucks, etc.)	\$45	\$0	\$45
<i>Food service plan review, based on total building square footage (charged the same as total food service license annual fee):</i>			
0-1000 square feet			\$475
1,001-2,000 square feet			\$662
2,001-3,000 square feet			\$845
3,001-5000 square feet			\$1,032
>5,001 square feet			\$1,254
Mobiles & STFUs (charged the minimum square footage fee)			\$475
<i>Food service plan review for proposed remodel of a CURRENTLY LICENSED establishment by the CURRENT OWNER, based on total building square footage (charged 50% of plan review fee):</i>			
0-1000 square feet			\$238
1,001-2,000 square feet			\$331
2,001-3,000 square feet			\$423
3,001-5000 square feet			\$516
>5,001 square feet			\$627
Mobiles & STFUs (charged the minimum square footage fee)			\$238
<i>Other food service plan review fees:</i>			
Remodeling/construction that begins before plans have been submitted and approved			2 x plan review fee
Resubmitted or modified plans after plan approval			50% of plan review fee
More than two site inspections required for approval of construction of a food service establishment			\$146 each additional inspection
<i>Administrative food service program fees:</i>			
Administrative Conference fee			\$146
Informal Hearing fee			\$228
Formal Hearing, Consent Agreement, or Hearing Board of Appeals fee			\$446
Re-inspection fee for each re-visit to a food service establishment to follow-up on Priority or Priority Foundation item(s) not corrected on the first follow-up inspection			\$146 each visit
Inspection as required through enforcement action			\$146 each visit
Fee for new owner that does not apply for new license prior to start of operation			\$373 plus license fee
Food service establishment change of owner fee			\$293
Food code variance request (based on 2 hours of staff time; additional staff time billed at \$129/hour)			\$258
Mobile Home Park Program			TOTAL FEE
<i>Evaluation of proposed mobile home park site:</i>			
1-25 sites			\$70
26-50 sites			\$141
51-100 sites			\$213
101+ sites			\$288

*Individuals who have a Veteran's license issued under the authority of 1921 P.A. 359 by the County Clerk are exempt from paying a portion of the state fees listed under the Food Service Program section for food service establishments, mobile food service establishments, mobile food commissary, temporary food service establishments, and special transitory food units. Please contact our office at 734-222-3800 for questions.

Onsite Sewage System Program	TOTAL FEE
<i>Residential conventional onsite sewage systems:</i>	
New soil evaluation per parcel	\$389
Conventional permit per parcel for new residential sewage systems (up to 2 inspections)	\$389
Replacement conventional permit (does not include soil evaluation)	\$519
Replacement conventional permit (includes soil evaluation)	\$659
<i>Residential alternative onsite sewage systems:</i>	
New soil evaluation	\$462
Plan review	\$389
Permit (maximum of 4 inspections; additional inspections \$129/each)	\$647
<i>Residential review of building addition impact on onsite sewage system/well:</i>	
Office review only	\$34
Site visit required	\$203
<i>Repair permit:</i>	
Permit to perform repairs on the soil absorption system	\$154
<i>Tank only permit:</i>	
Permit to install only septic tank(s); if needed, additional inspections \$129/each	\$117
<i>Multiple metes and bounds splits:</i>	
Plan review for multiple metes and bounds splits	\$79/lot
Revised plan review (when significant changes are made to plans)	\$129
<i>Non-residential (commercial) onsite sewage systems:</i>	
New soil evaluation	\$586
Plan review	\$389
Non-residential review of building addition impact on onsite sewage system/well	\$389
<i>Non-residential (commercial) onsite sewage systems permit fee, based on gallons per day (GPD) of peak flow:</i>	
0-399 GPD	\$327
400-799 GPD	\$462
800-1,199 GPD	\$586
1,200-1,599 GPD	\$721
1,600-1,999 GPD	\$845
2,000-2,999 GPD	\$1,004
3,000 + GPD	\$1,139
<i>Subdivision/site condominium review:</i>	
Units served by both onsite wells & onsite sewage systems	\$355/unit
Units served by municipal water supply & onsite sewage systems	\$228/unit
Units served by onsite wells & municipal sewer systems	\$136/unit
Review of modifications of previously approved subdivision or site condominiums	\$519
<i>Privately Owned Community Sewage Systems (POCSS):</i>	
POCSS Notification of Intent (based on a minimum of 3 hours staff time)*	\$387
POCSS Preliminary Design Application (based on a minimum of 20 hours staff time)*	\$2,580
POCSS Construction Permit Application (based on a minimum of 10 hours staff time)*	\$1,290
POCSS Installation Inspections (based on a minimum of 10 hours staff time)*	\$1,290
POCSS Operating Permit (every 5 years)	\$259
POCSS Annual Inspection	\$259
POCSS Transfer of Ownership	\$129
Annual Registration of Certified Operators	\$129
Late fee for failing to pay when due	\$5/day
Failure to submit Notification of Intent upon request from Washtenaw County	2 x minimum fee

Onsite Sewage System Program, continued	TOTAL FEE
Privately Owned Community Sewage Systems (POCSS), continued:	
Construction or operation without applicable permits	2 x minimum fee
Additional hours that exceed the base minimum will be billed at \$129/hour	
Operating permit report review:	
Review of onsite sewage system operating permit	\$61
Late fee for annual reports submitted after December 31	\$117
Sewage system installation & repair contractor certification:	
Training class	\$84
Examination	\$62
Registration (renew every 2 years)	\$123
NEW FEE: Late fee charged for certification renewal applications received after March 31	\$25
Sewage system operation & maintenance provider certification (COMP):	
Training class	\$141
Examination	\$62
Registration (renew every 2 years)	\$123
NEW FEE: Late fee charged for certification renewal applications received after March 31	\$25
Seasonal high water table evaluation:	
Fee based on 6 site visits	\$389
Proprietary system review:	
Application to review new alternative proprietary system	\$903 (+\$129/hour if more than 8 hours)
Demonstration system review:	
Application to review new demonstration system	\$1,690
Sewage permit renewal/re-issuance/transfer of ownership:	
Sewage permit renewal after expiration when no construction has begun	50% of original fee
Sewage permit renewal after expiration when construction has begun & at least 1 inspection in past 6 months	No fee (Subsequent renewals 50% original fee)
Other sewage system program fees:	
Additional inspections required and not listed in base permit fee	\$129/each
Revised plan review fee per each review	\$389
Raw land evaluation to determine site suitability (maximum of 4 hours in field)	\$903
Onsite Water Supply System Program	TOTAL FEE
Private residential onsite water supply systems:	
New well permit	\$293
Replacement well permit	\$293
Non-residential water supply systems:	
Type II (transient & non-transient) permit	\$519
Type II annual site visit/level 2 assessment	\$225
Type III permit	\$519
Subdivision test wells & hydrogeological studies:	
Test well permits for hydrogeological studies; wells potentially used as potable water supply	\$389
Hydrogeological report review	\$519
Non-potable water supply systems:	
Non-potable well permit (1 permit/site if direct push/vertical closed loop geothermal; 1 permit/well if other)	\$67
Auxiliary well registration	\$129
Non-potable Act 399 Part 127 wells (includes irrigation wells)	\$225

Onsite Water Supply System Program, continued	TOTAL FEE
Sample collection:	
Water sample collection per site (lab fee not included)	\$67
Well permit renewal/reissuance/transfer of ownership:	
Well permit renewal	50% of permit fee
Onsite Well & Sewage Items - Miscellaneous	TOTAL FEE
Re-inspection due to non-compliance:	
Construction non-compliance with permit conditions/approved plans (Red Tag); Red Tag fees must be paid prior to scheduling future inspections	\$259
Construction or installation without approval:	
Installation of onsite sewage or well without prior approval of Environmental Health	2 x application and permit fees
Legal/administrative well & sewage fees:	
Request for an appeal or variance	\$462
Deed document preparation	\$106
Expedited inspection fee	\$159
Site visit not included in permit fees	\$129
Pollution Prevention Program	TOTAL FEE
Note: The Washtenaw County Pollution Prevention Regulation is paused for a period of up to 2 years (potentially until March 4, 2024), as we evaluate the program. During this pause, businesses are not required to submit status sheet updates, reports, or new fees to the Washtenaw County Health Department. Any unpaid fees from 2021 and prior are still due. Fees listed here are for reference.	
Reporting fee: Based on maximum aggregate storage inventory at one time.	
500 gallons or less (4,000 lbs. or less)	\$66
501 gallons or more (4,001 lbs. or greater)	\$131
Pollution prevention late reporting fee (for status sheets received after March 1 st)	\$25
Inspection fee: Based on maximum aggregate storage inventory at one time. Bulk storage tanks with proper secondary containment are not included in inspection fee calculation. Bill for appropriate fee will be sent after inspection has been conducted.	
56-137 Gallons (450-1,100 lbs.)	\$199
138-500 Gallons (1,100-4,000 lbs.)	\$397
501-2,750 Gallons (4,001-22,000 lbs.)	\$796
2,751-5,500 Gallons (22,001-44,000 lbs.)	\$1,590
5,501 Gallons or more (44,001 lbs. or more)	\$2,653
Re-inspection fees	\$199 per violation remaining at inspection
Optional service fee	\$129 per hour
School Plan Review Program	TOTAL FEE
Full review	\$364
Partial review with mechanical review	\$199
Partial review without mechanical review	\$100
Portable classroom review	\$100
Swimming Pool Program	TOTAL FEE
Fee for collection and analysis of swimming pool water samples by Environmental Health staff	\$35
Inspection fee for annual licensing inspection (first pool)	\$225
Each additional pool	\$51
Fee for pool opening inspection for each inspection in excess of seasonal initial inspection	\$129
Fee to re-open a swimming pool previously closed by Environmental Health	\$169
Plan review and construction inspection for new or remodeled pools	\$282

Time of Sale Program	TOTAL FEE
<i>Inspection report filing/review:</i>	
Well	\$117
Sewage system	\$117
Both well & sewage system	\$176
Report review for illegal transfer	\$351
<i>Inspector technical training:</i>	
Residential well system training	\$212
Onsite sewage system training	\$212
Both residential well system training & onsite sewage system training	\$342
<i>Environmental Health core training:</i>	
Residential well system training	\$212
Onsite sewage system training	\$212
Both residential well system training & onsite sewage system training	\$342
<i>Miscellaneous Time of Sale fees:</i>	
Corrective action site visit (without permit)	\$129
Escrow closing fee	\$101
Report resubmittal fee	\$56
Authorization extension	\$59
Annual inspector certification application	\$138
<u>NEW FEE:</u> Late fee charged for certification renewal applications received after March 31	\$25