

2021 Fee Schedule

Updated May 5, 2021

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	\$550.44	\$550.44
Plan review for new or remodeled establishments	\$237	\$0	\$237
Re-inspection fee to confirm correction of any critical item of non-compliance	\$125	\$0	\$125
Temporary facility inspection fee	\$149	\$165.11	\$314.11
Campground Inspection Program			
	LOCAL FEE	STATE FEE	TOTAL FEE
Annual inspection for campgrounds with less than 100 sites			\$309
Annual inspection for campgrounds with more than 100 sites			\$309 plus \$2 per site
Re-inspection fee to confirm correction of any item of non-compliance			\$125
Inspection of temporary campgrounds:			
1-25 sites	\$94	\$94	\$188
26-50 sites	\$94	\$126	\$220
51-75 sites	\$94	\$158	\$252
76-100 sites	\$94	\$190	\$284
101-500 sites	\$94	\$284	\$378
501+ sites	\$94	\$632	\$726
Department of Health & Human Services Inspection Program			
			TOTAL FEE
Inspection of private child care facilities, children's camps, child caring institutions, etc.:			
If facility is on municipal sewer and municipal water			\$240
If facility is on private well and/or sewage disposal system			\$397
Inspection of adult foster care facility, child day care home, children's foster care home, or adult foster care group home (1-6 residents)			\$240
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			\$240
If facility is on private well and/or sewage disposal system			\$397
Plan review fee for new facilities, additions, etc.			\$98
Re-inspection of facility if performed within 6 months of original inspection			\$125

Food Service Program* (<i>Local food establishment license fees reduced 50% for 2021</i>)	LOCAL FEE	STATE FEE	TOTAL FEE
Food service establishment license fee, based on total building square footage:			
0-1000 square feet	\$430 \$215	\$30	\$460 \$245
1,001-2,000 square feet	\$611 \$306	\$30	\$641 \$336
2,001-3,000 square feet	\$787 \$394	\$30	\$817 \$424
3,001- 5,000 square feet	\$968 \$484	\$30	\$998 \$514
>5,001 square feet	\$1,183 \$592	\$30	\$1,213 \$622
Mobile food units (charged the min. square footage fee)	\$430 \$215	\$30	\$460 \$245
Non-profit organization food service establishment license fee, based on total building square footage (charged 60% of regular fee):			
0-1,000 square feet	\$258 \$129	\$5	\$263 \$134
1,001-2,000 square feet	\$367 \$184	\$5	\$372 \$189
2,001-3,000 square feet	\$472 \$236	\$5	\$477 \$241
3,001-5000 square feet	\$581 \$291	\$5	\$586 \$296
>5,001 square feet	\$710 \$355	\$5	\$715 \$360
Mobile food units (charged the min. square footage fee)	\$258 \$129	\$5	\$263 \$134
Seasonal food service establishment license fee (<9 months/year), based on total building square footage (charged 60% of regular fee):			
0-1,000 square feet	\$258 \$129	\$30	\$288 \$159
1,001-2,000 square feet	\$367 \$184	\$30	\$397 \$214
2,001-3,000 square feet	\$472 \$236	\$30	\$502 \$266
3,001- 5,000 square feet	\$581 \$291	\$30	\$611 \$321
>5001 square feet	\$710 \$355	\$30	\$740 \$385
Mobile food units (charged the min. square footage fee)	\$258 \$129	\$30	\$288 \$159
Food service license application late fee:			
Late fee charged for license applications received after April 30	\$5/day	\$0	\$5/day
Temporary food service license fees:			
Temporary food service booth/location, for each booth/location	\$144	\$9	\$153
Temporary food that operates four (4) or more days in a row	\$215	\$9	\$224
Non-profit temporary food service establishment (50% of regular fee)	\$72	\$5	\$77
Temporary food service license fee for establishment that applies 3 or less business days before the event:			
for profit	\$144 + \$40 late	\$9	\$193
for profit that operates four (4) or more days or in a row	\$215 + \$40 late	\$9	\$264
non-profit	\$72 + \$20 late	\$5	\$97
Temporary food service license fee for establishment that applies the day of the event (charged double local temp food license fee):			
for profit	\$288	\$9	\$297
for profit that operates four (4) or more days or in a row	\$430	\$9	\$439
non-profit	\$144	\$5	\$149
Other food service licenses:			
Special Transitory Food Unit (STFU) license	\$114	\$44	\$158
Special Transitory Food Unit (STFU) license for non-profit	\$114	\$5	\$119
STFU inspection	\$90	\$0	\$90
Food peddler inspection (ice cream trucks, etc.)	\$43	\$0	\$43
Food service plan review, based on total building square footage (charged the same as total food service license annual fee):			
0-1000 square feet			\$460
1,001-2,000 square feet			\$641
2,001-3,000 square feet			\$817
3,001-5000 square feet			\$998
>5,001 square feet			\$1,213
Mobiles & STFUs (charged the minimum square footage fee)			\$460

Food Service Program*	TOTAL FEE
<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	\$230
1,001-2,000 square feet	\$321
2,001-3,000 square feet	\$409
3,001-5000 square feet	\$499
>5,001 square feet	\$607
Mobiles & STFUs (charged the minimum square footage fee)	\$230
<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	\$141 each additional inspection
<i>Administrative food service program fees:</i>	
Administrative Conference fee	\$141
Informal Hearing fee	\$220
Formal Hearing, Consent Agreement, or Hearing Board of Appeals fee	\$431
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	\$141 each visit
Inspection as required through enforcement action	\$141 each visit
Fee for new owner that does not apply for new license prior to start of operation	\$360 plus license fee
Food service establishment change of owner fee	\$283
Food code variance request (based on 2 hours of staff time; additional staff time billed at \$125/hour)	\$250
Mobile Home Park Program	
TOTAL FEE	
<i>Evaluation of proposed mobile home park site:</i>	
1-25 sites	\$68
26-50 sites	\$136
51-100 sites	\$206
101+ sites	\$278
Onsite Sewage System Program	
TOTAL FEE	
<i>Residential conventional onsite sewage systems:</i>	
New soil evaluation per parcel	\$376
Conventional permit per parcel for new residential sewage systems (up to 2 inspections)	\$376
Replacement conventional permit (does not include soil evaluation)	\$501
Replacement conventional permit (includes soil evaluation)	\$637
<i>Residential alternative onsite sewage systems:</i>	
New soil evaluation	\$446
Plan review	\$376
Permit (maximum of 4 inspections; additional inspections \$125/each)	\$625
<i>Residential review of building addition impact on onsite sewage system/well:</i>	
Office review only	\$33
Site visit required	\$196

Onsite Sewage System Program	TOTAL FEE
Repair permit:	
Permit to perform repairs on the soil absorption system	\$149
Tank only permit:	
Permit includes one inspection; additional inspections \$125/each	\$113
Multiple metes and bounds splits:	
Plan review for multiple metes and bounds splits	\$76/lot
Revised plan review (when significant changes are made to plans)	\$125
Non-residential (commercial) onsite sewage systems:	
New soil evaluation	\$566
Plan review	\$376
Non-residential review of building addition impact on onsite sewage system/well	\$376
Non-residential (commercial) onsite sewage systems permit fee, based on gallons per day (GPD) of peak flow:	
0-399 GPD	\$316
400-799 GPD	\$446
800-1,199 GPD	\$566
1,200-1,599 GPD	\$697
1,600-1,999 GPD	\$816
2,000-2,999 GPD	\$970
3,000 + GPD	\$1,100
Subdivision/site condominium review:	
Units served by both onsite wells & onsite sewage systems	\$343/unit
Units served by municipal water supply & onsite sewage systems	\$220/unit
Units served by onsite wells & municipal sewer systems	\$131/unit
Review of modifications of previously approved subdivision or site condominiums	\$501
Privately Owned Community Sewage Systems (POCSS):	
POCSS Notification of Intent (based on a minimum of 3 hours staff time)*	\$375
POCSS Preliminary Design Application (based on a minimum of 20 hours staff time)*	\$2,500
POCSS Construction Permit Application (based on a minimum of 10 hours staff time)*	\$1,250
POCSS Installation Inspections (based on a minimum of 10 hours staff time)*	\$1,250
POCSS Operating Permit (every 5 years)	\$250
POCSS Annual Inspection	\$250
POCSS Transfer of Ownership	\$125
Annual Registration of Certified Operators	\$125
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
Construction or operation without applicable permits	2 x minimum fee
* Additional hours that exceed the base minimum will be billed at \$125/hour	
Operating permit report review:	
Review of onsite sewage system operating permit	\$59
Late fee for annual reports submitted after December 31	\$113

Onsite Sewage System Program	TOTAL FEE
<i>Sewage system installation & repair contractor certification:</i>	
Training class	\$81
Examination	\$60
Registration (renew every 2 years)	\$119
<i>Sewage system operation & maintenance provider certification (COMP):</i>	
Training class	\$136
Examination	\$60
Registration (renew every 2 years)	\$119
<i>Seasonal high water table evaluation:</i>	
Fee based on 6 site visits	\$376
<i>Proprietary system review:</i>	
Application to review new alternative proprietary system	\$872 (+\$125/hour if more than 8 hours)
<i>Demonstration system review:</i>	
Application to review new demonstration system	\$1,633
<i>Sewage permit renewal/re-issuance/transfer of ownership:</i>	
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)
<i>Other sewage system program fees:</i>	
Additional inspections required and not listed in base permit fee	\$125/each
Revised plan review fee per each review	\$376
Raw land evaluation to determine site suitability (maximum of 4 hours in field)	\$872

Onsite Water Supply System Program	TOTAL FEE
<i>Private residential onsite water supply systems:</i>	
New well permit	\$283
Replacement well permit	\$283
<i>Non-residential water supply systems:</i>	
Type II (transient & non-transient) permit	\$501
Type II annual site visit/level 2 assessment	\$217
Type III permit	\$501
<i>Subdivision test wells & hydrogeological studies:</i>	
Test well permits for hydrogeological studies; wells potentially used as potable water supply	\$376
Hydrogeological report review	\$501
<i>Non-potable water supply systems:</i>	
Non-potable well permit (1 permit/site if direct push/vertical closed loop geothermal; 1 permit/well if other)	\$65
Auxiliary well registration	\$125
Non-potable Act 399 Part 127 wells (includes irrigation wells)	\$217
<i>Sample collection:</i>	
Water sample collection per site (lab fee not included)	\$65

Onsite Water Supply System Program	TOTAL FEE
Well permit renewal/reissuance/transfer of ownership:	
Well permit renewal	50% of permit fee
Onsite Well & Sewage Items - Miscellaneous	
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	\$250
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	\$446
Deed document preparation	\$102
Expedited inspection fee	\$154
Site visit not included in permit fees	\$125
Pollution Prevention Program	
Reporting fee: Based on maximum aggregate storage inventory at one time. Due with annual status sheet by March 1 st each year.	
500 gallons or less (4,000 lbs. or less)	\$64
501 gallons or more (4,001 lbs. or greater)	\$127
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.)	\$192
138-500 Gallons (1,100-4,000 lbs.)	\$384
501-2,750 Gallons (4,001-22,000 lbs.)	\$769
2,751-5,500 Gallons (22,001-44,000 lbs.)	\$1,536
5,501 Gallons or more (44,001 lbs. or more)	\$2,563
Re-inspection fees	\$192 per violation remaining at inspection
Optional service fee	\$125 per hour
School Plan Review Program	
Full review	\$352
Partial review with mechanical review	\$192
Partial review without mechanical review	\$97
Portable classroom review	\$97

Swimming Pool Program	TOTAL FEE
Fee for collection and analysis of swimming pool water samples by Environmental Health staff	\$34
Inspection fee for annual licensing inspection (first pool)	\$217
Each additional pool	\$49
Fee for pool opening inspection for each inspection in excess of seasonal initial inspection	\$125
Fee to re-open a swimming pool previously closed by Environmental Health	\$163
Plan review and construction inspection for new or remodeled pools	\$272
Time of Sale Program	
TOTAL FEE	
<i>Inspection report filing/review:</i>	
Well	\$113
Sewage system	\$113
Both well & sewage system	\$170
Report review for illegal transfer	\$339
<i>Inspector technical training:</i>	
Residential well system training	\$205
Onsite sewage system training	\$205
Both residential well system training & onsite sewage system training	\$330
<i>Environmental Health core training:</i>	
Residential well system training	\$205
Onsite sewage system training	\$205
Both residential well system training & onsite sewage system training	\$330
<i>Miscellaneous Time of Sale fees:</i>	
Corrective action site visit (without permit)	\$125
Escrow closing fee	\$98
Report resubmittal fee	\$54
Authorization extension	\$57
Annual inspector certification application	\$133

*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.