

WESTERN UPPER PENINSULA HEALTH DEPARTMENT
Fiscal Year 2019 Environmental Health Fee Schedule

Approved by WUPHD Board of Health on October 29, 2018 – Effective Date November 1, 2018

Food Service Establishment Fee Categories	WUPHD 2019 Fee	**Michigan Surcharge	2019 Total Fee
Risk Category - X	\$250	\$30 profit \$5 non-profit	\$280 \$255 non-profit
Risk Category - Y	\$340	\$30 profit \$5 non-profit	\$370 \$345 non-profit
Risk Category - Z	\$560	\$30 profit \$5 non-profit	\$590 \$565 non-profit
Temporary Food Service License Add 50% < 5 days Inspection Prior to Licensing (\$100 surcharge for 4 or more per year)	X - \$65 Y & Z - \$85	\$9 profit \$5 non-profit	X - \$74 X - \$70 non-profit Y & Z - \$94 Y & Z - \$90 non-profit
Temporary Food Service License Meets Low Risk Licensing Protocol In Office Consultation (Add 50% < 5 days' notice)	\$20	\$9 profit \$5 non-profit	\$29 profit \$25 non-profit
STFU License Fee (state mandated fees by MDARD)	\$111	\$44.00 profit \$5.00 non-profit	For profit \$155.00 \$116 NP
STFU Inspection Fee (Two (2) per license period required) (state mandated fees by MDARD)	\$90		\$90
STFU Requested Inspection – No Show Fee	\$50		\$50

**Michigan Surcharge Fee Effective October 1st, 2018 authorized by section 2444 of public health code, MCL333.2444

Food Service Establishment Fee Categories	2019 Fee
Late License Fee and Follow-up Inspection Fee Applied to each inspection necessary to document correction of critical food safety violations found during routine inspections. Follow-up inspection fees are in addition to and due with the annual license fee	\$125
Enforcement Response Fee Applies to inspections related to confirmed complaints, or other extraordinary enforcement actions required of the Health Department. Enforcement response fees are in addition to and due with the annual license fee and follow-up inspection fees.	\$125
Plan Review Fee – STFU (state mandated fee)	\$197
Plan Review Fee – Menu Risk Category Y & Z (medium & high): (50% fee increase if plan review follows a Stop Work Order)	\$620
Plan Review Fee – Menu Risk Category X (low) (50% fee increase if plan review follows a Stop Work Order)	\$315
Plan Review Fee For limited remodeling of an existing food service establishment (50% fee increase if plan review follows a Stop Work Order)	\$200
Specialized Processing / HACCP Plan Review	\$150
Plan Review Electronic Submittals Printing Fee *Paper Copy of Scaled Floor Plans Still Required*	\$0.10 per page
Enforcement Hearing Fee Applies to a formal hearing before a hearing board	\$500
Ownership Change Fee	\$200
Pre-purchase Facilities Assessment	\$200
Food Manager Certification Training (8 hour training, book & Exam) Exam ONLY (with documentation of expired certification)	\$125 \$50

Water Supply Program Fee Categories *fees are doubled if installation occurs prior to permit issuance	2019 Fee
Residential Well Construction Permit Fee (includes site evaluation, final inspection and lab fees)	\$285
Re-inspection Fee (due to improper installation) Fee assessed to contractor	\$150
Condominium or Subdivision Test Well	\$365
Type III Public Well Permit Fee	\$325
Type III Follow-up Fee	\$150
Type II Public Well Permit Fee	\$365
Type II Sanitary Survey Fee	\$250
Type II Sanitary Survey Follow-up Inspection Fee	\$150
Type II Level 2 Assessment	\$150
Hydraulic Fracturing Reviews	\$125
Water Re-sample Collection Fee (Plus lab fees)	\$65
Geothermal Well Construction Permit Fee - Residential	\$285
Commercial (1 to 14 wells)	\$325
Commercial (15 to 25 wells)	\$365

Existing System Evaluations Fee Categories	2019 Fees
Existing Water System Evaluation (Fee Includes Water Testing Lab Fees)	\$300
Existing Sewage System Evaluation	\$250
Existing Sewage AND Water System Evaluation (Fee Includes Water Testing Lab Fees)	\$350

Miscellaneous Fees	2019 Fee
Campgrounds: Inspection – Up to 25 Sites Inspection – 26 to 500 Sites Inspection – 500 + Sites Follow-up Inspection / Enforcement Action Due to Confirmed Complaint	\$150 \$275 \$525 \$150
DHS: Partial Inspection (Facility Interior Only – Municipal Water/Sewer) Full Inspection (Facility Interior, Existing Sewage and Water System, Water Testing Fees) Plan Review	\$275 \$450 \$315
Swimming Pools: Annual Inspection (per pool/spa) Follow-up Inspection Fee / Enforcement Action Due to Confirmed Complaint Bi-Annual Chemistry Verification (Includes Collection/Fees for one quarterly water sample)	\$150 \$150 \$100
Body Art Establishment: Annual Inspection Plan Review Follow-up Inspection / Enforcement Action Due to Confirmed Complaint	\$275 \$315 \$150
Septage Program Truck Inspection Receiving Site Inspection Land Application Site Inspection Cropping Plan Review Follow-up Inspection / Enforcement Action Due to Confirmed Complaint	\$75 \$75 \$250 \$150 \$150
Consultation Rate	\$85/Hour
Appeals to the Board of Health	\$500
Enforcement Civil Penalty as per Superior Environmental Health Code First Violation Second Violation Third and Subsequent Violations	\$200 \$500 \$1000
Return Check Handling Fee (WUPHD Fee + Bank Fee)	\$31 + Bank Fee
Refund Processing Fee	\$15
Chemical Test Kit	\$6
Food Thermometer	\$12 or cost
Lead Test Kit (3 test swabs and test key)	\$10
Photocopies	Labor + \$0.10 per page

Environmental Health fees will not be returned after a service has been provided.

Food Service Establishment Plan Review

Plan review by the Health Department is required by the Michigan Food Code for the new construction or remodeling of all new or existing food establishments. Plan review fees cover plan review, one consultation site visit, and one pre-opening inspection. Any additional work (for example, altered plan review, addendum review, additional on-site consultation or visit, or additional pre-opening inspection) that may be requested or required will be charged at the rate of \$85 per hour.

Food Service Establishment License Renewal

Renewal license applications are due on April 30th of each year. There will be a \$125 late filing fee for applications received after April 30th of each year. Applicants will be notified by certified mail if their applications were received after the deadline. Follow-up inspection fees accumulated during the year will be added to the annual license fee. All license and follow-up fees must be paid by April 30th of each year.

Complaint Resolution Reimbursement

Complaint Resolution Reimbursement – Expenses incurred by the health department to resolve a complaint when the property owner fails to comply with a correction order will be billed to the property owner. For example, expenses associated with plugging a direct discharge will be billed. Unpaid bills will be referred to a collection agency.

Photocopy Policy

It is the policy of the Western U.P. Health Department to charge moderate fees for duplicating public records. Those fees are designed to cover the agency's costs of producing and copying the material, in accordance with the FOIA (Freedom of Information Act), and the agency's commitment to making public information accessible.

Fees for producing and copying records and documents for requesting parties outside the health department's employment will be based on the formula below. This applies to all records, whether produced to satisfy a subpoena, FOIA request or for Environmental Health purposes. Requests for material under the FOIA must be in writing.

The fee for producing and duplicating records will be calculated using these elements:

1. Actual mailing costs;
2. Incremental cost of duplication or publication, to include:
 - The cost of labor incurred in duplication, mailing, search, review, examination and separation will be charged. The cost will be based on the hourly wage of the lowest paid employee who is capable of retrieving the information, multiplied by the actual time spent.
 - Actual copy cost multiplied by the number of pages copied, calculated at \$.10 per page.

An invoice detailing the above components will be sent with the records requested