



To Protect and Promote the Health and the Environment of the People of Kittitas County

**JOINT BOARD OF COUNTY COMMISSIONERS
AND
BOARD OF HEALTH PUBLIC HEARING
AGENDA**

Thursday, December 18, 2025
Commissioners' Auditorium and WebEx
10:00 am

Joint BOCC/BOH Public Hearing to consider the adoption of the 2026 KCPHD Fee Schedule.

Conclude

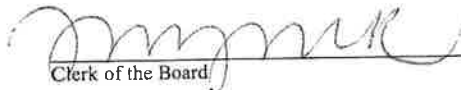
Public Notice
Kittitas County, Ellensburg WA

Notice is hereby given that a joint public hearing will be held by the Board of County Commissioners and the Board of Health on Thursday December 18, 2026, at 10 a.m., in the Commissioners Auditorium located at the Kittitas County Courthouse, 205 W 5th Ave, Ellensburg, Washington, to consider the following:

- Approval of the 2026 Kittitas County Public Health Fee Schedule/Policy

The Board of Health and the Board of County Commissioners may make a final decision upon close of the public hearing or continue the public hearing to a specific date and time where they will review the documents, deliberate, and make a final decision on the 2026 Kittitas County Public Health Fee Schedule. Any person with an interest in this matter is encouraged to attend and provide testimony.

The proposed 2026 Kittitas County Public Health Fee Schedule/policy can be reviewed during normal business hours at the Kittitas County Public Health Department at 507 North Nanum Street, Suite 102, Ellensburg, WA, or the Board of County Commissioners Office at 205 W 5th Street, Suite 108, Ellensburg, WA. You may also request a copy of the Amended 2025 Kittitas County Public Health Fee Schedule by calling the Kittitas County Public Health Office at (509) 962-7515 or the Board of County Commissioners Office at (509) 962-7508.



Clerk of the Board

Publish:

Daily Record: December 4, 2025 and December 18, 2025
North Kittitas County Tribune: December 4, 2025 and December 18, 2025

**BOARD OF HEALTH
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION NUMBER 2025-004

RESOLUTION ADOPTING THE 2026 PUBLIC HEALTH FEE SCHEDULE

WHEREAS, the Kittitas County Board of Health has the authority, pursuant to RCW 70.05.060, to set the fees charged by the Kittitas County Public Health Department for services rendered; and

WHEREAS, the Kittitas County Public Health Department Fee Schedule does not exceed the actual cost of providing the services for which such fees are charged, as mandated by the above-mentioned statute;

NOW THEREFORE, BE IT HEREBY RESOLVED the Board of Health of Kittitas County, Washington adopts the 2026 Public Health Fee Schedule shown in "Exhibit A" effective January 1, 2026.

ADOPTED this 18th day of December 2025.

**BOARD OF HEALTH
KITTITAS COUNTY, WASHINGTON**



Laura Osiadacz, Chair



Dede Feddema, Vice-Chairman



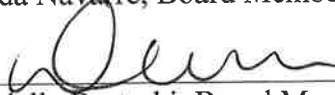
Cory Wright, Commissioner



Brett Wachsmith, Commissioner

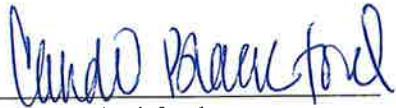
Absent

Linda Navarre, Board Member



Danielle Bertschi, Board Member

ATTEST:
CLERK OF THE BOARD



Candi Blackford

KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS
STAFF REPORT FOR
BOARD OF HEALTH

Public Health Office

BOARD OF HEALTH DATE: 12/18/25

TOPIC: 2026 Kittitas County Public Health Department Fee Schedule

ACTION REQUESTED: Approval

LEAD STAFF: Jesse Cox

RECOMMENDATION:

Approve and adopt the 2026 Kittitas County Public Health Department Fee Schedule

BRIEFING SUMMARY:

- Environmental Health (EH) fees are updated annually using a full cost-recovery model.
- For 2026, staff incorporated a new five-year time data review to improve accuracy and fee stability. This adjustment resulted in small changes across nearly all EH fees, and staff recommend updating all fees accordingly.
- EH fees are projected to generate \$831,045, representing 68% of the EH budget
- Vital Records fees are projected to generate \$65,000 in revenue
- Passports are projected to generate \$12,000 in revenue
- All fees combined are projected to account for 10% of the department's overall budget

BACKGROUND:

EH fee calculations anticipate the department's direct and indirect costs of service in the upcoming fiscal year. The 2026 model draws from:

- Actual time data and permit/inspection activity from July 2024 - June 2025
- Five-year trends in workload and time data
- Anticipated impacts from economic conditions and code changes

The incorporation of five year time data averages is new for 2026. This approach helps smooth out anomalies caused by staffing transitions or one-time events and provides more stable and predictable fees for the public. Because this is the first year using this method, most fees show some level of adjustment.

Vital records fees are set by the Washington State Department of Health.
Passport Fees are set by United States Department of State.

DISCUSSION:

Several targeted changes are included in the 2026 proposal:

Zero-Volume Solid Waste Fees

Many solid waste fees see little or no annual use. In the absence of actual time data, staff averaged similar fee activities to establish a standardized rate. Fees for landfills, solid waste digesters, biosolids, demolition, wood waste, closed landfills, surface impoundment, tire storage, and petroleum contaminated soil are proposed at \$1,220 until actual use data is available.

Elimination of the On-Site Septic (OSS) Renewal Fee

State code aligns septic permits to a five-year validity. Because a new site evaluation is already required at five years, the renewal fee is redundant and will be removed. This reduces unnecessary cost to contractors and homeowners.

New Preliminary Site Analysis Fee

To improve early stage project guidance, staff propose a \$120 fee covering detailed public health comments during preliminary land use review. This supports earlier identification of potential issues and reduces delays later in the process.

Comprehensive School Inspection Fee

A single combined fee will replace multiple separate school inspection charges. This restructuring increases efficiency by allowing playground, full school, and food inspections to be completed during the same site visit, with additional time accounted for if a second food inspection is required.

Updated Variance, Waiver, and Appeal Fees

Following the Prosecutor's Office recommendation, these services will move from hourly billing to set fees collected at application. Until EH has adequate time data to calculate department specific costs, fees will match those used by Community Development Services:

- Variance/Waiver Request: \$830
- Administrative Appeal (BOH or Hearings Examiner): \$1,670

FISCAL IMPACTS:

Fees account for approximately \$920,000 of the 2026 KCPHD budget. All Environmental Health fees are developed at full cost recovery.

ATTACHMENTS:

- Resolution to Adopt the 2026 Fee Schedule
- REDLINE Exhibit A 2026 Fee Schedule Policy
- CLEAN Exhibit A 2026 Fee Schedule Policy

Legal consultation? n/a : Legal Request n/a

Finance consulted? n/a



EXHIBIT A

PH-DEPT-002 Fee Schedule Policy

I. Purpose

It is the purpose of this policy to:

- A. ~~-Outline~~ clarify the authority of the Kittitas County Board of Health (BOH) to establish current fees for services provided by the Kittitas County Public Health Department (KCPHD).
- B. ~~to~~ provide guidelines for the determination of fees.
- C. ~~and to~~ establish service cost calculation, billing, and refund policies, and.
- A.D. Set the current year KCPHD fee schedule.

II. Policy

- A. Board of Health: Per Revised Code of Washington 70.05.060, "each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall: Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state board of health; provided that such fees for services shall not exceed the actual cost of providing any such services."
- B. Fee Schedule Development: The fee schedules shall be developed to allow KCPHD to recover its direct and indirect costs. KCPHD shall not operate on a for-profit basis, but shall seek not to operate at a loss. However, if a service primarily benefits the population by protecting them from health problems or hazards, the cost recovery rate may be lower (e.g. childhood immunizations). The ~~Kittitas County~~ BOH will have the primary decision-making authority and responsibility for subsidizing service fees at less than full cost recovery, except when grant funding is specified to support a service. Fees for services that benefit an individual or small class of individuals only, with no benefit to all the residents of Kittitas County, cannot be developed at less than full cost recovery or subsidized.
- C. Public Input: Public input in the form of a public hearing process shall be sought prior to completion of the draft fee schedule. Appropriate stakeholders shall be notified about the public hearing. Stakeholder lists are determined for each fee for service category, and these lists will be reviewed on an annual basis. KCPHD encourages stakeholders or



any interested parties to sign up to receive online notifications at:

<https://www.co.kittitas.wa.us/opt/default.aspx>. Public notification of changes shall also be completed after the updated fees are adopted.

- D. Frequency of Review: Fee schedules shall be updated and presented to the **Kittitas County** BOH for review and approval on an annual basis, at a minimum.
- E. Service Cost Calculation: Prior to setting the fee, the service shall be clearly defined, using standard definitions of practice when they exist. The actual cost of the service, including indirect costs, shall be calculated using the designated county fee development model.
- F. Clinic Services: Pediatric vaccines ~~is~~ are received from the State of Washington Childhood Vaccine Program and ~~is~~ are administered following the Washington State ~~Guidelines~~ guidelines, except for injectable or oral typhoid, Japanese Encephalitis, Rabies vaccine, and yellow fever. Recommended child~~hood~~ hood vaccines are provided by the state at no cost to KCPHD and KCPHD shall follow the rules of the state Childhood Vaccine Program and the federal Vaccines for Children Program.

Other vaccines received for free by KCPHD shall be provided ~~without the vaccine fee~~ free of charge.

- G. Fee Collection: Fees for most services at KCPHD shall be collected at the time-of-service provision, application for services, or permit/license issuance, unless other billing arrangements have been made prior.

Payment shall be in the form of cash, credit card, money order, cashier check, or personal check for almost all services. Credit card transactions are charged ~~fees a minimum of a \$2.00 flat fee will be charge on all transactions up to \$100.00. Anything over \$100.00 will be charged a 2.5% fee based on rates established between the county and contracted credit card company.~~ For Vital Records and Food Worker Cards, personal checks are not accepted, with the exception of business checks from organizations that have established a working relationship with and received pre-authorization from KCPHD. Money orders, cashier's checks, and personal checks shall be made out to Kittitas County Public Health Department or KCPHD. Two-party checks shall not be accepted for payment.

Checks returned for insufficient funds shall be assessed the Kittitas County insufficient fund fee and follow up actions shall follow Kittitas County Cash Handling Policy and Procedures.

~~SmartGov online permitting was implemented in June 2024. With this new feature the department is now able to accept credit card payments online. Customers will create their own secure portal through SmartGov. Once the customer has created their portal and submitted an application through the online portal, they will be asked to complete the permitting process by submitting payment through SmartGov via Payments made through SmartGov online permitting will be processed through Point and Pay. Kittitas County. The county will receive funds through Point and Pay and rates are independent and not subject to Board of Health BOH approval or alteration.~~

H. Subsidized Services: No fee shall be established for services which are funded by a local, state, or federal grant that provides for 100% reimbursement of KCPHD costs.

I. Late Payments

~~•~~ Food Establishments:

- ~~•~~ ~~in~~ accordance with Washington Administrative Code 246-215-08310, a food establishment applicant shall submit an application for a permit at least 30 calendar days before the date planned for opening a food establishment or the expiration of the current permit for an existing facility. The department's established hourly rate in addition to annual permit cost will be assessed to any food establishment that is found to be operating without a valid permit.

To ensure timely processing, all applications for temporary food permits must be submitted at least (3) business days before the event. Applications submitted after this deadline will not be accepted, and no late fees will be applied as late applications will not be processed. Compliance with this policy is required to ensure a smooth permitting process.

~~•~~ All Other Environmental Health Programs:

- ~~•~~ ~~f~~For all other Environmental Health annual operating permits or licenses that are renewed after its expiration date, but before 30 days have passed, a late fee of 20% of the annual fee total shall be assessed. After 30 days a 40% late fee of the annual fee total shall be assessed.

All other payments not received within 30 days of issuance by KCPHD may incur a 10% late fee of the annual fee total, accruing an additional 10% on the unpaid balance every 30 days thereafter. If payment is not made within 120 days, the department may hold a permit or license until payment is made and/or attempt to recover payment through a collections agency.

- J. Prorated Fees: If a new annual operating permit for permanent food, septic installers license, or water recreation (pools) facility open year-round is applied for outside of the permitting year (November 1-October 31), the fee will be prorated approximately on a quarterly basis according to the table below.

Quarter 1	100%
Quarter 2	75%
Quarter 3	50%
Quarter 4	25%

- K. Refunds: All refunds may be subject to the refund processing fee and/or a deduction for actual work performed by KCPHD prior to receiving the refund request. The cost of actual work performed shall be estimated using the established hourly rate.
- L. Vital Records Fees: Vital records fees shall be consistent with RCW 70.58A.560 and are subject to change at any time by the state legislature. Any fee changes by the state legislature shall be adopted by KCPHD. Additional fees shall be charged for the re-processing of death certificates that are returned due to a correction reprint, and for mailing a vital record. Rates charged by Permitium for access to online ordering are in addition to ~~Health Department~~KCPHD fees. Permitium rates are independent and not subject to ~~Board of Health~~BOH approval or alteration.
- M. Asset Loaning: KCPHD will allow trusted partners to borrow some previously designated assets. Borrowable assets include KCPHD's books, select air monitors, and coalition materials. Borrowers will complete the appropriate lending agreement, which includes the cost of asset, return date, and associated late fee of \$25.00 per day, which will be collected upon return. Assets not returned within 14 days of the due date will be considered lost and will result in charges equivalent to the cost of the asset.
- N. U.S. Passport Application Acceptance Services: KCPHD will accept passport applications on behalf of the U.S. Department of State. Passport application fees are set forth by the U.S. Department of State and are subject to change at any time. Any fees that are changed by the U.S. Department of State shall be adopted by KCPHD as required by the program. KCPHD will fully retain the passport photo fee and the document photocopy fee.

III. Procedures



- A. Fee Model: The designated fee development model shall include all costs associated with delivering the service which best meets customer needs and protects the health of the public. These costs shall include specialist time, health officer time, technician time, coordinator time, and other expenses such as supplies, services and charges, computer replacement, vehicle replacement, indirect expenses, software costs, and other relevant charges. The current fee schedule can be found in Attachment A starting on page 6.
- B. Division Hourly Rates: Overall division hourly rates are calculated by the fee model. This rate is for services or activities without an established fee, or which require more hours than what is included in the current fee. KCPHD staff shall inform the customer of the need to charge a division hourly rate prior to providing the service. The current division hourly rates can be found in Attachment A in the current fee schedule.
- C. Rounding: The hourly division rates used for services without an established fee shall be rounded to the nearest \$5.00. Fee calculations shall also be rounded to the nearest \$5.00. Fees below \$10.00 shall be rounded to the nearest dollar.
- ~~D. Minimum Change Amount: Fees calculated to change by 10% of the previous year's fee amount or less, whether increase or decrease, shall remain at the previous amount. A 10% fluctuation costs has been determined to be a reasonable margin of error. Any fee that changed by more than 10% shall be updated to the newly calculated annual amount.~~

IV. Applicability

- A. This policy applies to all fees charged directly by the Kittitas County Public Health Department or collected by another county department on behalf of KCPHD, and to all individuals who are concerned with establishing or collecting fees for services administered by the Kittitas County Public Health Department staff.
- B. This policy is effective on January 1, 202~~6~~⁵.
- C. This policy is subject to review at least annually.

Public Health Director _____ Date _____

Health Officer _____ Date _____



Board of Health Chair

Date

Attachment A: 2026~~5~~ Kittitas County Public Health Department Fee Schedule

Fee Code	Fee-Type	Term	2025-Fee
Drinking Water			
DW001	Potable Water Hauler License	Every 2 years	\$1,110
DW002	Additional Water test (hauler)	Each, as needed	\$250
DW003	Cistern System Inspection	Each, as needed	Hourly rate + cost of water test
DW004	Annual Cistern Fee	Annual	\$195
DW005	Group B Workbook	Each	\$8
DW006	Water Sample Collected by KCPHD staff	Per hour	Hourly rate
DW007	Well Site Review	Each	\$255
DW008	Group A Well Site Inspection	Each	\$645
DW009	Group B Well Site Inspection	Each	\$645
DW010	Group B Water System Application	Each	\$1,410
DW011	Group B Water Expansion	Each	\$450
DW012	Group B Sanitary Survey	Per hour	Hourly rate
Adequate Water Supply Determinations			
AW001	Individual/Shared Wells Adequate Water Supply Determination	Each (expires w/in 1-year)	\$450
AW002	Group B Adequate Water Supply Determination	Each (expires w/in 1-year)	\$450
AW003	Group A Community System Adequate Water Supply Determination	Each (expires w/in 1-year)	\$175
AW004	Cistern Adequate Water Supply Determination	Each (expires w/in 1-year)	\$1,310
Solid Waste			
SW001	Landfill	Annual	\$3,985
SW002	Solid Waste Transfer Station	Annual	\$1,670
SW003	Solid Waste Composting Level 1 Permit	Annual	\$1,545

Fee Code	Fee-Type	Term	2025 Fee
SW004	Solid Waste-Digester	Annual	\$2,940
SW005	Solid Waste-Material Recovery/Recycling	Annual	\$965
SW006	Biosolids-Utilization	Annual	\$3,465
SW007	Demolition/Inert	Annual	\$3,465
SW008	Solid Waste-Woodwaste-Permit	Annual	\$1,305
SW009	Solid Waste-Closed Landfill Permit	Annual	\$1,480
SW010	Solid Waste Limited Purpose Landfill Permit	Annual	\$2,060
SW011	Solid Waste-Moderate Risk Waste Facility Level 1 Permit	Annual	\$1,285
SW012	Piles	Annual	\$1,115
SW013	Surface Impoundment	Annual	\$2,615
SW014	Tire Storage	Annual	\$2,615
SW015	Petroleum Contaminated Soil	Annual	\$4,445
SW016	New Application Review	Each	Hourly rate
SW017	Inactive Solid Waste Facility	Annual	\$1,635
SW018	Meth Lab Investigation	Per Hour	Hourly rate
Onsite Sewage Systems (OSS)			
OS001	Septic Tank Pumper License	Annual	\$115
OS002	OSS System Installer License	Annual	\$115
OS003	OSS System Installer Exam	Each	\$195
OS004	OSS System Site Evaluation	Each	\$770
OS005	OSS Certified Operations and Maintenance Service Provider License	Each	\$115
OS006	OSS Renewal Permit	Each (expires w/in 1 year)	\$195
OS007	OSS Gravity System New/Repair Permit	Each (expires w/in 1 year)	\$835

Fee Code	Fee-Type	Term	2025-Fee
OS008	OSS Gravity System Homeowner Design	Each (expires w/in 1-year)	\$1,525
OS009	OSS Pressure System New/Repair Permit	Each (expires w/in 1-year)	\$965
OS010	OSS Pressure System Homeowner Design	Each (expires w/in 1-year)	\$1,585
OS011	OSS Alternative System New/Repair Permit	Each (expires w/in 1-year)	\$835
OS012	OSS Alternative System Homeowner Design	Each (expires w/in 1-year)	\$1,700
OS013	Community OSS New/Repair	Each (expires w/in 1-year)	\$965
OS014	Commercial OSS New/Repair	Each (expires w/in 1-year)	\$1,220
OS015	Privy/Compost Toilet Permit	Each (expires w/in 1-year)	\$410
OS016	Experimental Sewage System	Each (expires w/in 1-year)	\$1,190
OS017	Incinerator	Each (expires w/in 1-year)	\$935
OS018	Septic Tank Replacement	Each (expires w/in 1-year)	\$195
OS019	Soil Logs	Each	\$385
OSS Land Use			
OS020	Preliminary/Cluster 5+ Plat	Each	\$530
OS021	Final Plat	Each	\$280
OS022	Short Plat/Cluster 4 or less, SP Amendment, Large Lot Fee	Each	\$530
OS023	Pre-application meetings	Each	\$325
OS024	Boundary Line Adjustment Review	Each	\$205
OS025	Land Use Comments and Review	Each	\$260
Food Safety			
FS001	Food Service Level 1	Annual	\$385
FS002	Food Service Level 2	Annual	\$515
FS003	Food Service Level 3	Annual	\$580

Fee Code	Fee-Type	Term	2025-Fee
FS004	Mobile-Service-Level-1	Annual	\$320
FS005	Mobile-Service-Level-2	Annual	\$530
FS006	Mobile-Service-Level-3	Annual	\$530
FS007	Large-Grocery-Store	Annual	\$450
FS008	Meat/Seafood-Department	Annual	\$385
FS009	Deli-Department	Annual	\$460
FS010	Bakery-Department	Annual	\$115
FS011	Grocery-Espresso	Annual	\$195
FS012	Meat/Seafood-Market	Annual	\$980
FS013	Comprehensive-Catering	Annual	\$645
FS014	Supplemental-Catering	Annual	\$195
FS015	Approved-Public-Commissary-Kitchen	Annual	\$255
FS016	Temporary-Food-Service-Type-A-Level-1-(single-event)	Each	\$115
FS017	Temporary-Food-Service-Type-A-Level-2-(single-event)	Each	\$255
FS018	Temporary-Food-Service-Type-A-Level-3-(single-event)	Each	\$320
FS019	Additional-Days-for-Temporary-Food-Service-Type-A-(After-first-3-days)	Each	\$60
FS020	Temporary-Food-Service-Type-B-Level-1	Annual	\$195
FS021	Temporary-Food-Service-Type-B-Level-2	Annual	\$295
FS022	Temporary-Food-Service-Type-B-Level-3	Annual	\$350
FS026	Fair/Rodeo-Food-Service-Level-1	Each	\$320
FS027	Fair/Rodeo-Food-Service-Level-2	Each	\$450
FS028	Fair/Rodeo-Food-Service-Level-3	Each	\$515
FS029	Seasonal-Food-Service	Each	\$295

Fee Code	Fee-Type	Term	2025-Fee
FS030	K-12-Food-Service-Inspection	Each	\$255
FS031	Food-Handler's-Cards	Each	\$10
FS032	In-Office-Food-Handler's-Cards-Replacement	Each	\$6
FS033	Food-Reinspection	Each	\$255
FS034	Food-Service-Plan-Review	Each	\$1,115
FS035	Food-Service-Remodel	Each	\$705
FS036	Change-of-Ownership	Each	\$230
FS037	Reopening	Each	\$320
FS038	HACCP-Technical-Assistance	Hourly	Hourly-rate
Living-Environment			
LE001	Camps	Annual	\$1,230
LE003	School-Inspection-0-100-Students	Each	\$705
LE004	School-Inspection-101-200-Students	Each	\$835
LE005	School-Inspection-201-500-Students	Each	\$965
LE006	School-Inspection-501-1000-Students	Each	\$1,095
LE007	School-Inspection ≥ 1001-Students	Each	\$1,220
LE008	Pool, Spa, Wading or Spray Pool: Pre-Opening-Inspection	Each	\$995
LE009	Pool, Spa, Wading or Spray Pool: Open 6 months or less	Annual	\$450
LE010	Pool, Spa, Wading or Spray Pool: Open 7-12 Months	Annual	\$450
LE011	Water-Recreation-Reinspection	Each	\$385
LE012	Smoking in Public Places reinspection fee	Each	Hourly-rate
General-Environmental-Health-Services			
EH001	Environmental-Health-Hourly-Services-Rate	Per-hour	\$235

Fee Code	Fee-Type	Term	2025 Fee
EH002	Refund Processing Fee	Each	\$100
EH003	Variance/Waiver	Per Hour	-Hourly rate
EH004	Administrative Appeal to the Board of Health	Per Hour	-Hourly rate
EH005	Administrative Appeal to the Hearings Examiner	Per Hour	-Hourly rate
Vital Records			
VR001	Birth and Death Certificate Fee	Each	\$25
VR002	Search Net Term for Information	Each	\$10
VR003	Reprocess of Death Certificate	Each	\$5
VR004	Vital Records Mailing Fee	Each	\$1.50
U.S. Passport Acceptance Program			
PP001	First-time Adult Passport Book (Form DS-11)	Each	\$35
PP002	First-time Adult Passport Card (Form DS-11)	Each	\$35
PP003	First-time Adult Passport Book and Card (Form DS-11)	Each	\$35
PP004	Minor Passport Book (Form DS-11)	Each	\$35
PP005	Minor Passport Card (Form DS-11)	Each	\$35
PP006	Minor Passport Book and Card (Form DS-11)	Each	\$35
PP007	Passport Photos	Each	\$15

Fee Code	Fee Type	Term	2025 Fee
Drinking Water			
DW001	Potable Water Hauler License	Every 2 Years	\$1,110
DW002	Additional Water test (hauler)	Each	\$250
DW003	Cistern System Inspection	Each	Hourly Rate
DW004	Annual Cistern Fee	Annual	\$195
DW005	Well Site Review	Each	\$485
DW006	Group A Well Site Inspection	Each	\$1,095

DW007	<u>Group B Well Site Inspection</u>	Each	\$610
DW008	<u>Group B Water System Application</u>	Each	\$2,740
DW009	<u>Group B Water Expansion</u>	Each	\$1,340
DW010	<u>Group B Workbook</u>	Each	\$8
	Adequate Water Supply Determinations	-	-
AW001	<u>Individual/Shared Wells Adequate Water Supply Determination</u>	Each	\$790
AW002	<u>Group B Adequate Water Supply Determination</u>	Each	\$790
AW003	<u>Group A Adequate Water Supply Determination</u>	Each	\$365
AW004	<u>Cistern Adequate Water Supply Determination</u>	Each	\$1,310
	Solid Waste	-	-
SW001	<u>Landfill</u>	Annual	\$1,220
SW002	<u>Solid Waste Transfer Station</u>	Annual	\$1,585
SW003	<u>Solid Waste Composting Level 1 Permit</u>	Annual	\$1,095
SW004	<u>Solid Waste Digester</u>	Annual	\$1,220
SW005	<u>Solid Waste Material Recovery/Recycling</u>	Annual	\$670
SW006	<u>Biosolids Utilization</u>	Annual	\$1,220
SW007	<u>Demolition/Inert</u>	Annual	\$1,220
SW008	<u>Solid Waste Woodwaste Permit</u>	Annual	\$1,220
SW009	<u>Solid Waste Closed Landfill Permit</u>	Annual	\$1,220
SW010	<u>Solid Waste Limited Purpose Landfill Permit</u>	Annual	\$1,705
SW011	<u>Solid Waste Moderate Risk Waste Facility Level 1 Permit</u>	Annual	\$1,155
SW012	<u>Piles</u>	Annual	\$1,155
SW013	<u>Surface Impoundment</u>	Annual	\$1,220
SW014	<u>Tire Storage</u>	Annual	\$1,220
SW015	<u>Petroleum Contaminated Soil</u>	Annual	\$1,220
SW016	<u>New Application Review</u>	Each	Hourly Rate
SW017	<u>Inactive Solid Waste Facility</u>	Annual	\$1,635
Per Code	Per Type	Term	Rate Fee
SW018	<u>Meth Lab Investigation</u>	Per Hour	Hourly Rate
	Onsite Sewage Systems (OSS)	-	-
OS001	<u>Septic Tank Pumper License</u>	Annual	\$185
OS002	<u>OSS System Installer License</u>	Annual	\$185
OS003	<u>OSS System Installer Exam</u>	Each	\$185
OS004	<u>OSS System Site Evaluation</u>	Each	\$790
OS005	<u>OSS Certified Operations and Maintenance Service Provider License</u>	Each	\$120
OS006	<u>OSS Gravity System New/Repair Permit</u>	Each	\$915
OS007	<u>OSS Gravity System Homeowner Design</u>	Each	\$1,155

OS008	<u>OSS Pressure System New/Repair Permit</u>	Each	\$1,220
OS009	<u>OSS Pressure System Homeowner Design</u>	Each	\$1,645
OS010	<u>OSS Alternative System New/Repair Permit</u>	Each	\$1,155
OS011	<u>OSS Alternative System Homeowner Design</u>	Each	\$1,890
OS012	<u>Community OSS New/Repair</u>	Each	\$915
OS013	<u>Commercial OSS New/Repair</u>	Each	\$1,645
OS014	<u>Privy/Compost Toilet Permit</u>	Each	\$365
OS015	<u>Experimental Sewage System</u>	Each	\$1,340
OS016	<u>Incinerator</u>	Each	\$365
OS017	<u>Septic Tank Replacement</u>	Each	\$305
OS018	<u>Soil Logs</u>	Each	\$365
	OSS Land Use	-	-
OS020	<u>Preliminary/Cluster 5+ Plat</u>	Each	\$530
OS021	<u>Final Plat</u>	Each	\$280
OS022	<u>Short Plat/Cluster 4 or less, SP Amendment, Large Lot Fee</u>	Each	\$530
OS023	<u>Pre application meetings</u>	Each	\$325
OS024	<u>Boundary Line Adjustment Review</u>	Each	\$205
OS025	<u>Land Use Comments and Review</u>	Each	\$260
OS026	<u>Preliminary Site Analysis</u>	Each	\$120
	Food Safety	-	-
FS001	<u>Food Service Level 1</u>	Annual	\$365
FS002	<u>Food Service Level 2</u>	Annual	\$485
FS003	<u>Food Service Level 3</u>	Annual	\$550
FS004	<u>Mobile Service Level 1</u>	Annual	\$305
FS005	<u>Mobile Service Level 2</u>	Annual	\$550
FS006	<u>Mobile Service Level 3</u>	Annual	\$550
FS007	<u>Large Grocery Store</u>	Annual	\$425
Fee Code	Fee Type	Term	2022 Fee
FS008	<u>Meat/Seafood Department</u>	Annual	\$365
FS009	<u>Deli Department</u>	Annual	\$485
FS010	<u>Bakery Department</u>	Annual	\$120
FS011	<u>Grocery Espresso</u>	Annual	\$185
FS012	<u>Meat/Seafood Market</u>	Annual	\$1,035
FS013	<u>Comprehensive Catering</u>	Annual	\$730
FS014	<u>Supplemental Catering</u>	Annual	\$185
FS015	<u>Approved Public Commissary Kitchen</u>	Annual	\$245
FS016	<u>Temporary Food Service Type A Level 1 (single event)</u>	Each	\$120

FS017	<u>Temporary Food Service Type A Level 2 (single event)</u>	Each	\$245
FS018	<u>Temporary Food Service Type A Level 3 (single event)</u>	Each	\$305
FS019	<u>Temporary Food Service Type B Level 1</u>	Annual	\$185
FS020	<u>Temporary Food Service Type B Level 2</u>	Annual	\$425
FS021	<u>Temporary Food Service Type B Level 3</u>	Annual	\$485
FS022	<u>Fair/Rodeo Food Service Level 1</u>	Each	\$305
FS023	<u>Fair/Rodeo Food Service Level 2</u>	Each	\$425
FS024	<u>Fair/Rodeo Food Service Level 3</u>	Each	\$485
FS025	<u>Seasonal Food Service</u>	Each	\$305
FS026	<u>Food Reinspection</u>	Each	\$120
FS027	<u>Food Service Plan Review</u>	Each	\$1,155
FS028	<u>Food Service Remodel</u>	Each	\$730
FS029	<u>Change of Ownership</u>	Each	\$245
FS030	<u>Reopening</u>	Each	\$305
FS031	<u>Food Handler's Cards</u>	Each	\$10
FS032	<u>In Office Food Handler's Cards Replacement</u>	Each	\$6
FS033	<u>HACCP Technical Assistance</u>	Per Hour	Hourly Rate
-	Living Environment	-	-
LE001	<u>Camps</u>	Annual	\$550
LE003	<u>Comprehensive School Inspection 0-100 Students</u>	Each	\$610
LE004	<u>Comprehensive School Inspection 101-200 Students</u>	Each	\$855
LE005	<u>Comprehensive School Inspection 201-500 Students</u>	Each	\$1,095
LE006	<u>Comprehensive School Inspection 501-1000 Students</u>	Each	\$730
LE007	<u>Comprehensive School Inspection ≥ 1001 Students</u>	Each	\$975
LE008	<u>Pool, Spa, Wading or Spray Pool: Pre-Opening Inspection</u>	Each	\$1,035
LE009	<u>Pool, Spa, Wading or Spray Pool: Open 6 months or less</u>	Each	\$365
LE010	<u>Pool, Spa, Wading or Spray Pool: Open 7-12 Months</u>	Each	\$610
Fee Code	Fee Type	Rate	\$245 Fee
LE011	<u>Water Recreation Reinspection</u>	Annual	\$365
-	General Services	-	-
EH001	<u>Environmental Health Hourly Services Rate</u>	Per Hour	\$245
EH002	<u>Refund Processing Fee</u>	Each	\$120
EH003	<u>Variance or Waiver Request</u>	Each	\$830
EH004	<u>Administrative Appeal to the Board of Health</u>	Each	\$1,670
EH005	<u>Administrative Appeal to the Hearings Examiner</u>	Each	\$1,670
-	Vital Records	-	-
VR001	<u>Birth and Death Certificate Fee</u>	Each	\$25



<u>VR002</u>	<u>Search Net Term for Information</u>	<u>Each</u>	<u>\$10</u>
<u>VR003</u>	<u>Reprocess of Death Certificate</u>	<u>Each</u>	<u>\$5</u>
<u>VR004</u>	<u>Vital Records Mailing Fee</u>	<u>Each</u>	<u>\$2</u>
	<u>Passports</u>		
<u>PP001</u>	<u>First-time Adult Passport Book (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP002</u>	<u>First-time Adult Passport Card (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP003</u>	<u>First-time Adult Passport Book and Card (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP004</u>	<u>Minor Passport Book (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP005</u>	<u>Minor Passport Card (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP006</u>	<u>Minor Passport Book and Card (Form DS-11)</u>	<u>Each</u>	<u>\$35</u>
<u>PP007</u>	<u>Passport Photos</u>	<u>Each</u>	<u>\$15</u>



EXHIBIT A

PH-DEPT-002 Fee Schedule Policy

I. Purpose

It is the purpose of this policy to:

- A. Outline the authority of the Kittitas County Board of Health (BOH) to establish current fees for services provided by the Kittitas County Public Health Department (KCPHD),
- B. Provide guidelines for the determination of fees,
- C. Establish service cost calculation, billing, and refund policies, and
- D. Set the current year KCPHD fee schedule.

II. Policy

- A. Board of Health: Per Revised Code of Washington 70.05.060, "each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall: Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state board of health; provided that such fees for services shall not exceed the actual cost of providing any such services."
- B. Fee Schedule Development: The fee schedules shall be developed to allow KCPHD to recover its direct and indirect costs. KCPHD shall not operate on a for-profit basis, but shall seek not to operate at a loss. However, if a service primarily benefits the population by protecting them from health problems or hazards, the cost recovery rate may be lower (e.g. childhood immunizations). The BOH will have the primary decision-making authority and responsibility for subsidizing service fees at less than full cost recovery, except when grant funding is specified to support a service. Fees for services that benefit an individual or small class of individuals only, with no benefit to all the residents of Kittitas County, cannot be developed at less than full cost recovery or subsidized.
- C. Public Input: Public input in the form of a public hearing process shall be sought prior to completion of the draft fee schedule. Appropriate stakeholders shall be notified about the public hearing. Stakeholder lists are determined for each fee for service category, and these lists will be reviewed on an annual basis. KCPHD encourages stakeholders or any interested parties to sign up to receive online notifications at:



<https://www.co.kittitas.wa.us/opt/default.aspx>. Public notification of changes shall also be completed after the updated fees are adopted.

- D. Frequency of Review: Fee schedules shall be updated and presented to the BOH for review and approval on an annual basis, at a minimum.
- E. Service Cost Calculation: Prior to setting the fee, the service shall be clearly defined, using standard definitions of practice when they exist. The actual cost of the service, including indirect costs, shall be calculated using the designated county fee development model.
- F. Clinic Services: Pediatric vaccines are received from the State of Washington Childhood Vaccine Program and are administered following the Washington State guidelines, except for injectable or oral typhoid, Japanese Encephalitis, Rabies vaccine, and yellow fever. Recommended childhood vaccines are provided by the state at no cost to KCPHD and KCPHD shall follow the rules of the state Childhood Vaccine Program and the federal Vaccines for Children Program.

Other vaccines received for free by KCPHD shall be provided free of charge.

- G. Fee Collection: Fees for most services at KCPHD shall be collected at the time-of-service provision, application for services, or permit/license issuance, unless other billing arrangements have been made prior.

Payment shall be in the form of cash, credit card, money order, cashier check, or personal check for almost all services. Credit card transactions are charged fees based on rates established between the county and contracted credit card company. For Vital Records and Food Worker Cards, personal checks are not accepted, with the exception of business checks from organizations that have established a working relationship with and received pre-authorization from KCPHD. Money orders, cashier's checks, and personal checks shall be made out to Kittitas County Public Health Department or KCPHD. Two-party checks shall not be accepted for payment.

Checks returned for insufficient funds shall be assessed the Kittitas County insufficient fund fee and follow up actions shall follow Kittitas County Cash Handling Policy and Procedures.

Payments made through SmartGov online permitting will be processed through Point and Pay. Kittitas County will receive funds through Point and Pay and rates are independent and not subject to BOH approval or alteration.



H. **Subsidized Services:** No fee shall be established for services which are funded by a local, state, or federal grant that provides for 100% reimbursement of KCPHD costs.

I. **Late Payments**

- **Food Establishments:** in accordance with Washington Administrative Code 246-215-08310, a food establishment applicant shall submit an application for a permit at least 30 calendar days before the date planned for opening a food establishment or the expiration of the current permit for an existing facility. The department's established hourly rate in addition to annual permit cost will be assessed to any food establishment that is found to be operating without a valid permit.

To ensure timely processing, all applications for temporary food permits must be submitted at least (3) business days before the event. Applications submitted after this deadline will not be accepted, and no late fees will be applied as late applications will not be processed. Compliance with this policy is required to ensure a smooth permitting process.

- **All Other Environmental Health Programs:** for all other Environmental Health annual operating permits or licenses that are renewed after its expiration date, but before 30 days have passed, a late fee of 20% of the annual fee total shall be assessed. After 30 days a 40% late fee of the annual fee total shall be assessed.

All other payments not received within 30 days of issuance by KCPHD may incur a 10% late fee of the annual fee total, accruing an additional 10% on the unpaid balance every 30 days thereafter. If payment is not made within 120 days, the department may hold a permit or license until payment is made and/or attempt to recover payment through a collections agency.

J. **Prorated Fees:** If a new annual operating permit for permanent food, septic installers license, or water recreation (pools) facility open year-round is applied for outside of the permitting year (November 1-October 31), the fee will be prorated approximately on a quarterly basis according to the table below.

Quarter 1	100%
Quarter 2	75%
Quarter 3	50%
Quarter 4	25%



- K. Refunds: All refunds may be subject to the refund processing fee and/or a deduction for actual work performed by KCPHD prior to receiving the refund request. The cost of actual work performed shall be estimated using the established hourly rate.
- L. Vital Records Fees: Vital records fees shall be consistent with RCW 70.58A.560 and are subject to change at any time by the state legislature. Any fee changes by the state legislature shall be adopted by KCPHD. Additional fees shall be charged for the re-processing of death certificates that are returned due to a correction reprint, and for mailing a vital record. Rates charged by Permitium for access to online ordering are in addition to KCPHD fees. Permitium rates are independent and not subject to BOH approval or alteration.
- M. Asset Loaning: KCPHD will allow trusted partners to borrow some previously designated assets. Borrowable assets include KCPHD's books, select air monitors, and coalition materials. Borrowers will complete the appropriate lending agreement, which includes the cost of asset, return date, and associated late fee of \$25.00 per day, which will be collected upon return. Assets not returned within 14 days of the due date will be considered lost and will result in charges equivalent to the cost of the asset.
- N. U.S. Passport Application Acceptance Services: KCPHD will accept passport applications on behalf of the U.S. Department of State. Passport application fees are set forth by the U.S. Department of State and are subject to change at any time. Any fees that are changed by the U.S. Department of State shall be adopted by KCPHD as required by the program. KCPHD will fully retain the passport photo fee and the document photocopy fee.

III. Procedures

- A. Fee Model: The designated fee development model shall include all costs associated with delivering the service which best meets customer needs and protects the health of the public. These costs shall include specialist time, health officer time, technician time, coordinator time, and other expenses such as supplies, services and charges, computer replacement, vehicle replacement, indirect expenses, software costs, and other relevant charges. The current fee schedule can be found starting on page 6.
- B. Division Hourly Rates: Overall division hourly rates are calculated by the fee model. This rate is for services or activities without an established fee, or which require more hours than what is included in the current fee. KCPHD staff shall inform the customer of the need to charge a division hourly rate prior to providing the service. The current division hourly rates can be found in the current fee schedule.



- C. **Rounding:** The hourly division rates used for services without an established fee shall be rounded to the nearest \$5.00. Fee calculations shall also be rounded to the nearest \$5.00. Fees below \$10.00 shall be rounded to the nearest dollar.

IV. Applicability

- A. This policy applies to all fees charged directly by the Kittitas County Public Health Department or collected by another county department on behalf of KCPHD, and to all individuals who are concerned with establishing or collecting fees for services administered by the Kittitas County Public Health Department staff.
- B. This policy is effective on January 1, 2026.
- C. This policy is subject to review at least annually.


Public Health Director


Date


Health Officer


Date


Board of Health Chair


Date



2026 Kittitas County Public Health Department Fee Schedule

Fee Code	Fee Type	Term	2026 Fee
	Drinking Water		
DW001	Potable Water Hauler License	Every 2 Years	\$1,110
DW002	Additional Water test (hauler)	Each	\$250
DW003	Cistern System Inspection	Each	Hourly Rate
DW004	Annual Cistern Fee	Annual	\$195
DW005	Well Site Review	Each	\$485
DW006	Group A Well Site Inspection	Each	\$1,095
DW007	Group B Well Site Inspection	Each	\$610
DW008	Group B Water System Application	Each	\$2,740
DW009	Group B Water Expansion	Each	\$1,340
DW010	Group B Workbook	Each	\$8
	Adequate Water Supply Determinations		
AW001	Individual/Shared Wells Adequate Water Supply Determination	Each	\$790
AW002	Group B Adequate Water Supply Determination	Each	\$790
AW003	Group A Adequate Water Supply Determination	Each	\$365
AW004	Cistern Adequate Water Supply Determination	Each	\$1,310
	Solid Waste		
SW001	Landfill	Annual	\$1,220
SW002	Solid Waste Transfer Station	Annual	\$1,585
SW003	Solid Waste Composting Level 1 Permit	Annual	\$1,095
SW004	Solid Waste Digester	Annual	\$1,220
SW005	Solid Waste Material Recovery/Recycling	Annual	\$670
SW006	Biosolids Utilization	Annual	\$1,220
SW007	Demolition/Inert	Annual	\$1,220
SW008	Solid Waste Woodwaste Permit	Annual	\$1,220
SW009	Solid Waste Closed Landfill Permit	Annual	\$1,220
SW010	Solid Waste Limited Purpose Landfill Permit	Annual	\$1,705
SW011	Solid Waste Moderate Risk Waste Facility Level 1 Permit	Annual	\$1,155
SW012	Piles	Annual	\$1,155
SW013	Surface Impoundment	Annual	\$1,220
SW014	Tire Storage	Annual	\$1,220
SW015	Petroleum Contaminated Soil	Annual	\$1,220
SW016	New Application Review	Each	Hourly Rate
SW017	Inactive Solid Waste Facility	Annual	\$1,635



Fee Code	Fee Type	Term	2026 Fee
SW018	Meth Lab Investigation	Per Hour	Hourly Rate
	Onsite Sewage Systems (OSS)		
OS001	Septic Tank Pumper License	Annual	\$185
OS002	OSS System Installer License	Annual	\$185
OS003	OSS System Installer Exam	Each	\$185
OS004	OSS System Site Evaluation	Each	\$790
OS005	OSS Certified Operations and Maintenance Service Provider License	Each	\$120
OS006	OSS Gravity System New/Repair Permit	Each	\$915
OS007	OSS Gravity System Homeowner Design	Each	\$1,155
OS008	OSS Pressure System New/Repair Permit	Each	\$1,220
OS009	OSS Pressure System Homeowner Design	Each	\$1,645
OS010	OSS Alternative System New/Repair Permit	Each	\$1,155
OS011	OSS Alternative System Homeowner Design	Each	\$1,890
OS012	Community OSS New/Repair	Each	\$915
OS013	Commercial OSS New/Repair	Each	\$1,645
OS014	Privy/Compost Toilet Permit	Each	\$365
OS015	Experimental Sewage System	Each	\$1,340
OS016	Incinerator	Each	\$365
OS017	Septic Tank Replacement	Each	\$305
OS018	Soil Logs	Each	\$365
	OSS Land Use		
OS020	Preliminary/Cluster 5+ Plat	Each	\$530
OS021	Final Plat	Each	\$280
OS022	Short Plat/Cluster 4 or less, SP Amendment, Large Lot Fee	Each	\$530
OS023	Pre application meetings	Each	\$325
OS024	Boundary Line Adjustment Review	Each	\$205
OS025	Land Use Comments and Review	Each	\$260
OS026	Preliminary Site Analysis	Each	\$120
	Food Safety		
FS001	Food Service Level 1	Annual	\$365
FS002	Food Service Level 2	Annual	\$485
FS003	Food Service Level 3	Annual	\$550
FS004	Mobile Service Level 1	Annual	\$305
FS005	Mobile Service Level 2	Annual	\$550
FS006	Mobile Service Level 3	Annual	\$550
FS007	Large Grocery Store	Annual	\$425



Fee Code	Fee Type	Term	2026 Fee
FS008	Meat/Seafood Department	Annual	\$365
FS009	Deli Department	Annual	\$485
FS010	Bakery Department	Annual	\$120
FS011	Grocery Espresso	Annual	\$185
FS012	Meat/Seafood Market	Annual	\$1,035
FS013	Comprehensive Catering	Annual	\$730
FS014	Supplemental Catering	Annual	\$185
FS015	Approved Public Commissary Kitchen	Annual	\$245
FS016	Temporary Food Service Type A Level 1 (single event)	Each	\$120
FS017	Temporary Food Service Type A Level 2 (single event)	Each	\$245
FS018	Temporary Food Service Type A Level 3 (single event)	Each	\$305
FS019	Temporary Food Service Type B Level 1	Annual	\$185
FS020	Temporary Food Service Type B Level 2	Annual	\$425
FS021	Temporary Food Service Type B Level 3	Annual	\$485
FS022	Fair/Rodeo Food Service Level 1	Each	\$305
FS023	Fair/Rodeo Food Service Level 2	Each	\$425
FS024	Fair/Rodeo Food Service Level 3	Each	\$485
FS025	Seasonal Food Service	Each	\$305
FS026	Food Reinspection	Each	\$120
FS027	Food Service Plan Review	Each	\$1,155
FS028	Food Service Remodel	Each	\$730
FS029	Change of Ownership	Each	\$245
FS030	Reopening	Each	\$305
FS031	Food Handler's Cards	Each	\$10
FS032	In Office Food Handler's Cards Replacement	Each	\$6
FS033	HACCP Technical Assistance	Per Hour	Hourly Rate
	Living Environment		
LE001	Camps	Annual	\$550
LE003	Comprehensive School Inspection 0-100 Students	Each	\$610
LE004	Comprehensive School Inspection 101-200 Students	Each	\$855
LE005	Comprehensive School Inspection 201-500 Students	Each	\$1,095
LE006	Comprehensive School Inspection 501-1000 Students	Each	\$730
LE007	Comprehensive School Inspection ≥ 1001 Students	Each	\$975
LE008	Pool, Spa, Wading or Spray Pool: Pre-Opening Inspection	Each	\$1,035
LE009	Pool, Spa, Wading or Spray Pool: Open 6 months or less	Each	\$365
LE010	Pool, Spa, Wading or Spray Pool: Open 7-12 Months	Each	\$610



Fee Code	Fee Type	Term	2026 Fee
LE011	Water Recreation Reinspection	Annual	\$365
	General Services		
EH001	Environmental Health Hourly Services Rate	Per Hour	\$245
EH002	Refund Processing Fee	Each	\$120
EH003	Variance or Waiver Request	Each	\$830
EH004	Administrative Appeal to the Board of Health	Each	\$1,670
EH005	Administrative Appeal to the Hearings Examiner	Each	\$1,670
	Vital Records		
VR001	Birth and Death Certificate Fee	Each	\$25
VR002	Search Net Term for Information	Each	\$10
VR003	Reprocess of Death Certificate	Each	\$5
VR004	Vital Records Mailing Fee	Each	\$2
	Passports		
PP001	First-time Adult Passport Book (Form DS-11)	Each	\$35
PP002	First-time Adult Passport Card (Form DS-11)	Each	\$35
PP003	First-time Adult Passport Book and Card (Form DS-11)	Each	\$35
PP004	Minor Passport Book (Form DS-11)	Each	\$35
PP005	Minor Passport Card (Form DS-11)	Each	\$35
PP006	Minor Passport Book and Card (Form DS-11)	Each	\$35
PP007	Passport Photos	Each	\$15