



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 Permittum for access to online ordering are in addition to KCPHD fees. Permittum 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