

District 2 Public Health  
Policy # 230  
Environmental Health Fees and Billing Policy  
Revised March 1, 2016

**I. GENERAL**

**A. OBJECTIVES**

To ensure that all Environmental Health fees and billings of annual inspection fees are processed appropriately by Health Department staff, and to provide the necessary accounting audit trail.

**B. AUTHORITY AND RESPONSIBILITY**

1. The District 2 Public Health Management Team, in consultation with the District Environmental Health Director, is responsible for publishing the District 2 Public Health Environmental Health Billing Fee Policy, and the District Health Director will approve all changes to this policy. No changes are to be made to this policy unless the directive for the change has been made in writing by the District Health Director.
2. A copy of this policy is to be kept on file in the Environmental Health office at all times.

**II. BILLING GUIDELINES**

1. The full fee must be charged for any service for which the County has an adopted and approved fee. Payments must be made in full with no partial payments.
2. Payment must be collected prior to service, with the exception of annual fees. Annual inspection fees must be billed annually.
3. Annual Fees (Food Service, Tourist Accommodation, and Body Art Facilities):
  - i. An initial permitting fee will be paid to Environmental Health when application is submitted for a permit. This fee shall include all required inspections made in the facility prior to issuance of the permit and until the following billing cycle. The facility will then be billed for the first year annual inspections fee, with the exception of any facility which has been permitted during the previous quarter. Annual inspection fees shall include all required routine inspections during the billing cycle.

- ii. Billing for annual inspection fees shall be submitted to the permit holder according to the County Board of Health's billing cycle, but no later than April 1<sup>st</sup> with a due date no later than the 1<sup>st</sup> of May of each year, in order for receipts to be recorded within the Environmental Health Program by accounting. In counties where approved and applicable, late fees shall apply.
    - All bills must be sent out promptly according to the County Board of Health's billing cycle (beginning most commonly in January).
    - Initial bills must state that they are due in 30 days.
    - If payment is not received in 30 days, a second written reminder with sanctions specified must be sent.
    - If payment is again not received, a third and final written notice must be sent.
    - Payment not received by the final due date (no later than 90 days from the original bill date) must be taken for legal action in all counties where the comprehensive ordinance has been passed.
  - iii. Swimming Pools/Spas/Water Parks require annual permitting. Therefore, annual inspection fees are not applicable in this program. For Swimming Pools/Spas/Water Parks that operate year-round, a written reminder of permit renewal/fee must be sent to the facility with an application form at least 60 days prior to permit expiration.
4. Fees collected must be reconciled and balanced on a daily basis.
  5. The daily receipt report must be given to the office manager or other person responsible on a daily basis.
  6. Deposits (cash and checks) must be given to the office manager or other person responsible for deposit at least twice a week, or within one working day if the cash (not including checks or credit card receipts) on hand equals or exceeds \$1000.00.
  7. The Environmental Health Refund Policy (# 172) is to be strictly adhered to.

---

David N. Westfall, M.D., MPH, C.P.E.  
District Health Director

---

Date