



**COUNTY BOARD OF HEALTH
POLICY # EH-172
ENVIRONMENTAL HEALTH FEES REFUND POLICY**

Approval:		3-23-26
	District Health Director	Date

1.0 PURPOSE

This policy contains guidelines and procedures to be used in determining refunds of fees for environmental health services.

2.0 AUTHORITY

The Environmental Health Fees Refund Policy is published under the authority of the County Board of Health (CBOH).

3.0 SCOPE

This policy applies to all environmental health offices and county health departments within District 2 Public Health.

4.0 POLICY

The policy of the CBOH is to ensure that all refunds of fees collected for environmental health services are made appropriately by health department staff, and to provide the necessary audit trail.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 DHD – District Health Director

5.3 D2PH – District 2 Public Health

5.4 EH - Environmental Health

6.0 RESPONSIBILITIES

6.1 The D2PH Management Team, in consultation with the District Environmental Health Director, is responsible for publishing the Environmental Health Fees Refund Policy.

6.2 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.

6.3 A copy of this policy is to be kept on file in the County Environmental Health Office at all times.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-172		
	Initial Date:	12/1/2007	Revision #:	2
Environmental Health Fees Refund	Page No.	2 of 5		

7.0 REFUND GUIDELINES

7.1 On-site Sewage Management Program

7.1.1 If a refund request for a permit is made within twelve (12) months of application and payment and there has been NO effort expended by the Environmental Specialist and no system has been installed, the fees paid less a \$25.00 administration fee will be refunded.

7.1.2 If a refund request for a permit is made within twelve (12) months of application and payment and there HAS been effort expended by the Environmental Specialist, but no system has been installed, the fees paid less 50% for administration and work actually completed will be refunded.

7.1.3 If the client has paid for an evaluation of an existing system and that evaluation by the Environmental Specialist results in system replacement or major repairs that require the client to obtain a septic system permit, then the fee paid for the evaluation can be deducted from the fee for the septic system permit.

Likewise, if a septic system permit is applied for, then it is discovered that a higher cost permit is needed (such as for a pump system, change in system size, etc.), the fee paid for the original permit can be deducted from the fee for the higher cost permit.

No refund of the original fee is made under these circumstances.

7.1.4 If the septic system has been installed, no refund is granted.

7.1.5 No refund will be granted on expired permits.

7.1.6 If a septic system permit is applied for but the permit is denied (not approved), the permit fee paid will be refunded in full.

7.1.7 Septic permits applied for and not approved within 12 months from the application date (i.e. awaiting additional information) are invalidated and must be closed out (i.e. voided) in the data system. Review pending paperwork routinely to help reduce outstanding inactive projects.

7.1.8 All subdivision and individual lot/plat review fees are refundable ONLY if the proposed development is not going to be created and are applied as follows:

7.1.8.1 If there has been NO effort expended by the Environmental Specialist, a \$25.00 administrative charge will be deducted from the refund.

7.1.8.2 If there HAS been effort expended by the Environmental Specialist, the fees paid less 50% for administration and work actually completed will be refunded.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-172		
	Initial Date:	12/1/2007	Revision #:	2
Environmental Health Fees Refund	Page No.	3 of 5		

- 7.1.9** All other onsite sewage program fees are refundable ONLY if no site/review work was performed. A \$25.00 administrative charge will be deducted from the refund for any other onsite sewage program fees not specified in 7.1.1 through 7.1.8 above.

7.2 General / Other Programs

- 7.2.1** Water sample fees are refundable ONLY if the sample was never performed. A \$15.00 administrative charge will be deducted from the refund.
- 7.2.2** Well permit fees (where applicable) are refundable ONLY if the well site visit was never performed and/or the well is not going to be constructed.
- 7.2.2.1** If there has been NO effort expended by the Environmental Specialist, a \$25.00 administrative charge will be deducted from the refund.
- 7.2.2.2** If there HAS been effort expended by the Environmental Specialist, the fees paid less 50% for administration and work actually completed will be refunded.
- 7.2.3** Initial food service fees, initial tourist accommodation fees, initial body art facility fees, and initial pool/spa fees are refundable ONLY if the initial inspection was never performed and the facility is not going to go into operation.
- 7.2.3.1** If there has been NO effort expended by the Environmental Specialist, a \$25.00 administrative charge will be deducted from the refund.
- 7.2.3.2** If there HAS been effort expended by the Environmental Specialist, the fees paid less 50% for administration and work actually completed will be refunded.
- 7.2.4** Plan reviews are refundable ONLY if no part of the review has been performed. A \$25.00 administrative charge will be deducted from the refund.
- 7.2.5** Temporary food service vendor inspection fees are ONLY refundable if the temporary event is cancelled and no inspection is performed. A \$15.00 administrative charge will be deducted from the refund.
- 7.2.6** There is no refund for all other services since they are performed at the time of payment of the fee, except as specified in 7.2.7.
- 7.2.7** If an erroneous or duplicate fee is paid for a given service (i.e. a single service is paid for twice), a full refund of the erroneous or duplicate fee is granted.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-172		
	Initial Date:	12/1/2007	Revision #:	2
Environmental Health Fees Refund	Page No.	4 of 5		

8.0 REFUND PROCEDURES

8.1 Request

These refund procedures are to be followed regardless of the original payment type, i.e. cash, check, credit card, debit card, etc.

The client is expected to provide the receipts of payment of the fees for which a refund is being requested.

8.1.1 If a refund is permissible, the Environmental Health Clerk (or other staff as deemed appropriate) shall:

8.1.1.1 Fill out the EH Request for Refund form, filling in all applicable information, including the amount to be refunded, the name and address of where the check is to be sent, and the reason the refund is being requested.

8.1.1.2 Attach the applicable fee receipt(s) and permit/application(s).

8.1.1.3 If the client does not provide the applicable fee receipt(s), the clerk must verify that payment was received by auditing the financial records and the environmental files. Once the payment receipt is verified, a copy must be placed with the EH Request for Refund form.

8.1.2 The County Environmental Health Manager shall review each request for a refund and sign the request form if approved.

8.1.3 The Request for Refund form, along with a copy of the application and fee receipt(s), shall be forwarded to the District Environmental Health Director or Deputy District Environmental Health Director.

8.1.4 The client should be informed that the refund check, if approved, will be sent within approximately 15 days of final approval and receipt by the accounting department. If payment was made by check less than 30 days prior to the refund request, this time period may be longer. (See 8.2.2)

8.1.5 The original permit/application shall be annotated VOID and filed accordingly (i.e. a voided septic permit will be filed numerically with septic permit files)

8.2 Approval and Payment

8.2.1 The District Environmental Health Director or Deputy Environmental Health Director will review each request for a refund and will forward to accounting for repayment if approved.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-172		
	Initial Date:	12/1/2007	Revision #:	2
Environmental Health Fees Refund	Page No.	5 of 5		

- 8.2.2** Refund payments will be made by check and sent to the person and address listed on the Request for Refund form. If the fee to be refunded, whether wholly or in part, was paid by check no refund will be issued until 30 days after the check was deposited, in order to ensure the payment cleared the bank.

9.0 INDIVIDUAL COUNTY REFUND POLICIES

Individual County Boards of Health may adopt county-specific environmental health fees refund policies. These policies supersede the D2PH policy and are to be followed whenever applicable.

The D2PH policy is to be followed for any situation not covered by a specific County Board of Health.

10.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	12/01/2007	Initial Issue
1	1/01/2026	Revision

11.0 RELATED FORMS

EH Request for Refund Form



DISTRICT 2 PUBLIC HEALTH
Environmental Health
Request for Refund

Please type or print legibly.

County: _____

Refund Amount: \$ _____

Payable To: _____

Mail Refund To: _____

Reason: _____

Enclosed: _____ Receipt* _____ Voided Permit _____ Other Documentation
*receipt number is required

EH County Supervisor: _____ Date: _____

Send form to District Environmental Health Director or Deputy District Environmental Health Director.

District Environmentalist: _____ Date: _____

_____ Approved _____ Not Approved

Comments: _____
