



**COUNTY BOARD OF HEALTH
POLICY # EH-230
ENVIRONMENTAL HEALTH FEES AND
BILLING POLICY**

Approval:		3-23-26
	District Health Director	Date

1.0 PURPOSE

This policy contains guidelines and procedures to be used in determining fees and billings for environmental health inspections.

2.0 AUTHORITY

The Environmental Health Fees and Billing 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 fees and billings of annual inspection fees are processed 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 Billing Fee 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.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-230		
	Initial Date:	2/09/2009	Revision #:	2
Environmental Health Fees and Billing	Page No.	2 of 3		

- 6.3** A copy of this policy is always to be kept on file in each of the Environmental Health Office for each county.

7.0 BILLING GUIDELINES

- 7.1** 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.
- 7.2** Payments must be collected prior to service, except for annual fees. Annual inspection fees must be billed annually.

- 7.3** Initial Permitting Fees (Food Service, Tourist Accommodation, and Body Art Facilities):

7.3.1 An initial permitting fee will be paid to EH when the 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 annual billing cycle.

- 7.4** Annual Fees (Food Service, Tourist Accommodation, and Body Art Facilities):

7.4.1 The first year following permitting, the facility will be billed the applicable annual inspection fee per the CBOH Environmental Health Fee Schedule. Exception: No facility which has been permitted during the previous quarter shall be billed the first year. (i.e. Facility A is permitted October 3rd; Annual billing occurs on January 3rd to be due February 3rd; Facility A is not invoiced during this billing cycle). Annual inspection fees shall include all required routine inspections during the billing cycle.

7.4.2 Billing for annual inspection fees shall be submitted to the permit holder according to the CBOH's billing cycle, but no later than April 1st with a due date no later than the 1st of May of each year, in order for receipts to be recorded within the Environmental Health Program by accounting within the respective fiscal year. In counties where approved and applicable, late fees shall apply.

7.4.2.1 All bills must be sent out promptly according to the CBOH's billing cycle (beginning most commonly in January).

7.4.2.2 Initial bills must state the due date (i.e. a specific date or 30 days from initial bill date).

7.4.2.3 If payment is not received by the due date, a second written reminder with specified sanctions must be sent.

7.4.2.4 If payment is again not received (i.e. within 60 days from initial bill date), a third and final written notice must be sent.

County Board of Health POLICY AND PROCEDURES	Policy No.	EH-230		
	Initial Date:	2/09/2009	Revision #:	2
Environmental Health Fees and Billing	Page No.	3 of 3		

7.4.2.5 Payment not received by the final due date (i.e. 90 days from the original bill date) must be taken for legal action in all counties where the comprehensive ordinance has been passed.

7.4.3 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.

7.5 Fees collected must be reconciled and balanced on a daily basis.

7.6 The daily receipt report must be given to the office manager or other person responsible on a daily basis.

7.7 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.

7.8 Any issues encountered with fees, billing, or daily financial reports must be promptly reported to the supervisor, office manager and/or other person responsible.

7.9 The Environmental Health Refund Policy (EH-172) is to be strictly adhered to.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	2/09/2009	Initial Issue
1	3/01/2016	Revision
2	1/01/2026	Revision

9.0 RELATED FORMS

None