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a tool adapted from MHOA's permit fee calculator for local public health departments (LHDs) in Massachusetts. The calculator is based on actual costs associated for the LHD to provide the service. Fee schedules must be defensible and not arbitrary.

his calculator, we project the cost to the next 5 years. As such, we recommend revisiting the permit fees annually.

This calculator only includes environmental health activities that involve a permit. All other environmental health activities are excluded from this calculator. These may include, and not limited to, complaint investigations (housing, nuisance, food, etc.), data analysis, answering calls, etc.

Data Entry Cells

Dover-specific Notes

Action
Based on your department's information, create a table of all of your department's staff like the one on the " Staff Table " tab for the Town of Dover (Table A). Take time to assess the % of dedicated environmental health portion of work for each employee.
Using the data from Table A, fill in the yellow "Input Boxes" on the " Inputs " tab.
On the " EH Hourly Rate Calculation " tab: estimate the projected COLA and salary step increases for your staff in coming fiscal years. You may need to talk to your municipal CFO on this. For Town of Dover, we used 3% as a combined increase for both COLA and steps. If the projected increase for your community is different, please adjust the formula in Tables B and C accordingly. Keep in mind that you are estimating this for future years and the difference of a percentage point will not have a substantial change in the final permit fee schedule.
If you anticipate a staffing increase (or a decrease!) for EH or Administrative employees within the next 5 years, please make adjustments in the formulas in Tables B, C, F, and G.

We use a 1% anticipated annual increase in the operating budget. If your anticipated annual adjustment is different, please make that change in Tables D and E.

Please make adjustments in Table H as needed. Each municipality may have minor differences. Also, we estimate an 1 hour time loss in traffic during an average work day for EH staff.

Please make adjustments in the estimated time for Admin and Inspectors in the "**Permits**" tab (Columns C & D). Add new rows and permit types as needed (or delete irrelevant ones).

Please make adjustments in the estimated time for Admin and Inspectors in the "**Plan Reviews**" tab (Columns B & C). Add new rows and permit types as needed (or delete irrelevant ones).

Attempts to set permit fees. Permit fees should be based on .

Should update it once every 5 years.

Health functions of a local health department are not a (noise, odor, etc.), training and continue education,

Output
Salary and FTE table for current fiscal year (Table A).
Completed "Inputs" tab
Refined formulas in Tables B and C in "EH Hourly Rate Calculation" tab
Refined formulas in Tables B, C, F, and G in "EH Hourly Rate Calculation" tab

Refined formulas in Tables D & E in "**EH Hourly Rate Calculation**" tab

Refined variables in Table H in "**EH Hourly Rate Calculation**" tab

Updated Columns C & D in "**Permits**" tab

Updated Columns B & C in "**Plan Reviews**" tab

Cell Colors

	Data Entry Cells
	Dover-specific Notes

Staff Table

Complete Table A. below.

1. Dover's FTE of employees in FY24: 2.0

Table A. **Note: As staffing changes, please update this table to make any r**

Position	FTE	Annual Salary
Director of Public Health	1	\$ 99,432.00
Administrative Assistant 1	0.5	\$ 34,363.18
Administrative Assistant 2	0.5	\$ 34,363.18
TOTAL	2.0	\$ 168,158.36

* Annual Available Vacation Hours for each employee, as part of their benefits. C that.

** Percentage of work in FTE that is directly in environmental health and inspecti
Inspectors are working 100% directly on environmental health and inspections. A
spend some of her time on inspections as needed. An Administrative Assistant sp
solely on EH-related functions, such as permitting and handling of EH complaints.
her time may be spent on general department-wide work (not EH-specific), includi
purchasing, taking board meeting minutes, answering calls, and other office work.

necessary changes.

EH % FTE**	Vacation*	EH % of Vacation*
1	150	150
0.25	56.25	14.06
0.25	56.25	14.06
1.5	262.5	178.125

column H is the EH portion of

ons. For example, Health
n Assistant Director may also
ends a percentage of her time
The remaining percentage of
ing accounting, payroll,

Instructions

Cell Colors

	Data Entry Cells
	Dover-specific Notes

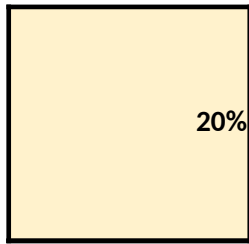
Description	General Notes
Salaries of all Environmental Health Employees (FY24):	EH employees include: 1. health inspectors and all other similar that perform environmental health inspections. 2. dedicated environmental health supervisors and managers. 3. fractional director/assistant director if they spend a portion of their time on inspections. 4. Salaries of EH portion of admin/clerks - admin typically spend some of their time solely on EH-related functions, permitting and handling of EH complaints.
Salaries of all Administrative Employees (FY24):	Administrative employees include health director, assistant health director and administrative assistants/clerks. If director/assistant director performs EH inspections, exclude those fractional FTEs. Also exclude dedicated EH portion of admin/clerks.
Environmental Health Specific Operating Budget (FY24):	EH specific operating budget items may include costs on electronic inspection software, inspection equipment (tablets, thermometer, moisture meter, etc.), inspection supplies (alcohol swabs, safety gloves, pool chemicals, etc.), inspector mobile phone and data, inspector protective uniform, etc.
Department-wide General Operating Budget (FY24):	Department-wide general operating budget items are those that are not EH specific. These may include office supplies, training, dues and subscriptions, postage, office phones, legal advertisement, mileage reimbursement, computer supplies, printer toner, etc.
Total Number of Annual Available Hours of Vacation for All Environmental Health Employees (FY24)	Include all annual available hours of vacation of all EH employees, fractional EH employees, include annual available vacations for fractional employees proportionally.

Fringe Benefit Rate (Estimated), as a
Percentage of Salary (FY24).

You may need to ask your municipality's CFO. Typical rate is

	Input Boxes	Input Box Notes/Formula, if applicable
ilar employees al salaries if ie on EH n/clerks ons, such as	\$ 133,795	100% of Director + 50% of .5 FTE Administrative Assistant 1 + 50% of .5 FTE Administrative Assistant 2
health director, ector also exclude	\$ 34,363	50% of Administrative Assistant 1 + 50% of Adminisitrative Assistant 2
tronic eters, itizer strips, a plan,	\$ 109,829	EH dedicated operating budget for Dover.
:hat are not EH d ileage	\$ 278,292	Non-EH operating budget for Dover.
yees. For ours	178.125	This number is being pulled in from the Table A (Cell H17) on the "Staff Table" tab.

15% to 25%.



20%

Dover-Specific Action Steps

This formula needs to be updated manually as staffing changes in Table 1 in the "Staff Table" Tab.

This formula needs to be updated manually as staffing changes in Table 1 in the "Staff Table" Tab.

Update EH Operating Budget as needed. This should not include salaries.

Update General Operating Budget as needed. This should not include salaries.

Update Fringe Benefit Rate as needed

Environmental Health Hourly Rate:

\$ 237.48

The basics on determining the Environmental Health hourly rate:

- * Program Area specific - Environmental Health, Community Health, Public Health Nursing, Emergency Health Services, etc.
- * Distribute department-wide "Administrative Personnel Costs" to each Program Area based on number of director/assistant director that do not provide direct EH services, as well as non-EH portion of administrative costs.
- * Distribute department-wide "General Operating Costs" to each Program Area based on number of personnel, training, etc.
- * Personnel overhead is estimated at 20% of salaries (fringe benefits, employer payroll taxes, retirement, etc.)
- * Facility and town-wide (city-wide) operational overhead costs are not included (accounting & financial expenses if you are a standalone district or if you know your department's share of these costs from other departments).

Please update all highlighted input boxes in the following tables as needed.

Table B

EH Personnel Budget (3% projected annual overall increases after COLA and steps, unless otherwise specified)

FY24	\$	133,795	1 FTE Director + .25 FTE Admin Assistant 1 + .25 FTE Admin Assistant 2 = Total 1.5 FTE	
FY25	\$	137,809	Total 1.5 EH FTE	
FY26	\$	146,078	Total 1.5 EH FTE	
FY27	\$	177,960	Total 1.75 EH FTE (.5 FTE Public Health Nurse is spending 50% of their time on EH; Public Health nurse is shared with another town - \$55,000 is Dover's share of salary)	Note: Dover anticipates an increase in the change the for change the mul next 5 years, pl
FY28	\$	183,299	Total 1.75 EH FTE	
FY29	\$	188,798	Total 1.75 EH FTE	
5 yr Avg (FY25 to FY29):				\$ 166,789
20% Personnel Overhead Costs (insurance/retirement):				\$ 33,357.72
EH Inspectors Costs				\$ 200,146
Note: Average # of EH Inspectors FTEs (FY25 to FY29):				1.65

Table C

Administrative Personnel Budget (3% projected annual overall increases after COLA and steps):

FY24	\$	34,363	2 x .25 FTE Admin Assistant = Total .5 FTE
FY25	\$	35,394	2 x .25 FTE Admin Assistant = Total .5 FTE

FY26	\$	37,518	2 x .25 FTE Admin Assistant = Total .5 FTE	Note: Dover an increase in the can change the change the mul If you anticipate make adjustments personnel to th
FY27	\$	38,643	2 x .25 FTE Admin Assistant = Total .5 FTE	
FY28	\$	39,803	2 x .25 FTE Admin Assistant = Total .5 FTE	
FY29	\$	40,997	2 x .25 FTE Admin Assistant = Total .5 FTE	
5 yr Avg (FY25 to FY29):				\$ 38,471
20% Personnel Overhead Costs:				\$ 7,694.17
Administrative Personnel Costs				\$ 46,165

Table D

EH Specific Operating Budget (budgetary items that are only applicable to EH):

FY24	\$	109,829.00		Note: The current you want to account example, if you from 1.01 to 1.0 line. Dover anti
FY25	\$	110,927.29	(projected 1% increase)	
FY26	\$	112,036.56	(projected 1% increase)	
FY27	\$	113,156.93	(projected 1% increase)	
FY28	\$	114,288.50	(projected 1% increase)	
FY29	\$	115,431.38	(projected 1% increase)	
5 yr Avg (FY25 to FY29):				\$ 113,168

Table E

Department-wide General Operating Budget (1% projected annual increases):

FY24	\$	278,292.00		Note: The current general operating the formula to multiplier in the appropriate fiscal
FY25	\$	281,074.92	(projected 1% increase)	
FY26	\$	283,885.67	(projected 1% increase)	
FY27	\$	286,724.53	(projected 1% increase)	
FY28	\$	289,591.77	(projected 1% increase)	
FY29	\$	292,487.69	(projected 1% increase)	
5 yr Avg (FY25 to FY29):				\$ 286,753

Table F

Environmental Health % Share

Total Department Personnel (FTE):

FY24	2
FY25	2.00
FY26	2.00
FY27	2.50
FY28	2.50
FY29	2.50

Dover anticipates the addition of .5 FTE nurse

Note: Dover anticipates the addition of a second and a third FTE department personnel due to a change in cells

5 yr Avg (FY25 to FY29):

2.3

Total Environmental Health Personnel (FTE):

FY24	1.50
FY25	1.50
FY26	1.50
FY27	1.75
FY28	1.75
FY29	1.75

Dover anticipates the addition of 50% of .5 FTE nurse toward EH functions

5 yr Avg (FY25 to FY29):

1.65

Environmental Health %:

71.74% (5 yr Avg)

EH % Share of Administrative Personnel Budget:

EH % Share of Administrative General Operating Budget:

EH Inspectors Budget:

EH Specific Operating Budget:

Overall EH Budget:

Table G**Average Annual Available Vacation Hours for EH Employees**

Total Number of Annual Available Hours of Vacation for All Environmental Health Employees:

FY24	178.13	Health inspectors (150 hrs. total) + 50% of .5 FTE admin assistant 1 (14.06 hrs)
FY25	178.13	
FY26	178.13	
FY27	215.63	Dover anticipates the addition of 50% of .5 FTE nurse toward EH functions. Dover anticipates the PHN to have 3-4 weeks of vacation (150 hours). This PHN's time on EH function is 25% and there 25% of 150 hours is vacation hours for EH employees.
FY28	215.63	
FY29	215.63	

Note: Dover an updated to refl**5 yr Avg (FY25 to FY29):****Average Annual Available Vacation Hours for EH Employees per FTE:****Table H****Total Projected Annual Work Hours:**

Total Gross Annual Work Hours:	1950
Average Annual Vacation Hours per FTE:	121.59
Annual Personal Hours:	15
Projected Annual Sick Hours (1 day/month):	90
Annual Federal Holidays:	82.5
Projected Other Paid Leave (2 days/yr):	15
Subtotal (annual total work hours):	1625.91
Annual Time Loss in Traffic (hrs.)	217
Total Projected Annual Work Hours:	1409.12

EH Hourly Rate Calculation:

Overall EH Budget/# of EH Inspector FTE/Total Annual Work Hours

\$	237.48
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Note: This value is calculated based on the data in the tables below.

gency Preparedness, etc.

umber of employees (FTE). Administrative Personnel includes the portion of department
ministrative assistants/clerks.

r of employees (FTE). These include office supplies, postage, telephone, dues and subscriptions,

irement, etc.).

nance, HR, electricity, facility, municipal leadership, etc.). You can certainly include these
om your town or city finance officials.

ticipates a 6% increase after COLA and steps in FY26. FY27 and on is calculating a 3%
EH Personnel budget. If you want to account for higher/lower annual increase, you can
nula to reflect it. For example, if you'd like to project a 2% annual increase, you can
tiplier in the formula from 1.03 to 1.02.

es the addition of a .5 FTE Public Health Nurse in FY27 who is spending 50% of their .5
functions. If you anticipate a staffing increase/decrease for EH personnel within the
ease make adjustments in the formulas in the Table directly.

Note: Calculated based on 20% Fringe Benefits Rate from Inputs Tab.
Update calculation if Fringe Benefit Rate changes.

icipates a 6% increase after COLA and steps in FY26. FY27 and on is calculating a 3% Admin Personnel budget. If you want to account for higher/lower annual increase, you formula to reflect it. For example, if you'd like to project a 2% annual increase, you can tiplier in the formula from 1.03 to 1.02.

e a staffing increase/decrease Administrative personnel within the next 5 years, please nts in the formulas in the table directly by adding/subtracting the salary of the e appropriate fiscal year line.

Note: Calculated based on 20% Fringe Benefits Rate from Inputs Tab.
Update calculation if Fringe Benefit Rate changes.

ent formula in Cells B46-B50 is calculating a 1% increase in the EH operating budget. If count for higher/lower annual increase, you can change the formula to reflect it. For 'd like to project a 2% annual increase, you can change the multiplier in the formula 02. You can also add anticipated budgeted costs directly to the appropriate fiscal year cipates needing an additional \$5k for additional electronic inspection modules in FY26.

ent formula in Cells B57-B61 is calculating a 1% increase in the Department-wide ng budget. If you want to account for higher/lower annual increase, you can change reflect it. For example, if you'd like to project a 2% annual increase, you can change the e formula from 1.01 to 1.02. You can also add anticipated budgeted costs directly to the cal year line.

anticipates adding a second FTE Community Health Program Coordinator position in FY26
EH Inspector in FY27. If there are additional anticipated staffing changes in both total
rsonnel and/or EH personnel over the next five years, you can enter the expected FTE
B70-74 and/or B79-83.

\$	33,118
\$	205,714
\$	200,146
\$	113,168
\$	552,147

anticipates staffing changes in FY27 with 1 .5 PHN being added. Vacation hours has been
ect this.

200.63

121.59

Time Loss in Traffic per Work Day (hrs.):	1
Time Loss in Traffic per Work Week (hrs.):	5
Annual Hours Loss in Traffic:	217

Standard Weekly Work Hours:	37.5
Total Number of Work Week (1664.1/37.5):	43.36

Permit Type

~~~ SEPTIC SYSTEMS ~~~

ALTERNATIVE GRAVITY/PRESSURE SYSTEM, DESIGN REVIEW

GRAVITY/PRESSURE SYSTEM PIPE IN STONE, DESIGN REVIEW

--> PUMP CHAMBER - NEW FOR SEPTIC SYSTEM (add on fee for septic application - time for this included in the Alternative Gravity/Pressure System and Gravity/Pressure System Pipe in Stone permits)

--> EXTERIOR EJECTOR STYLE PUMP - add on to first two septic permits

TRANSFER OF SEPTIC PERMIT (not as much expected time)

REPLACE SEPTIC TANK

PUMP CHAMBER - REPLACEMENT

D-BOX REPLACEMENT-PIPING, RISER, PUMPS OR OTHER MISCELLANEOUS ITEMS

ABANDONMENT PERMIT

TITLE 5 REPORT REVIEW

VARIANCE (BOH Meeting Agenda)

LOCAL UPGRADE APPROVAL

PLAN REVIEW - NEW OR REMODEL: HOUSE, GARAGE, BARN, CABANA, ETC

DEMOLITION - PERMIT REVIEW

SEPTIC SYSTEM COMPANY - INSTALLER PERMIT

INDIVIDUAL SEPTIC SYSTEM INSTALLER PERMIT (MUST HAVE COMPANY PERMIT)

SEPTIC HAULER PERMIT - PER TRUCK

~~~ SOIL EVALUATIONS ~~~

OBSERVE TEST PITS, PER LOT, PER ONE VISIT. UP TO 8 TEST PITS.

OBSERVE ADDITIONAL TEST PITS, AFTER 8 HOLES, SAME DAY, PER ONE LOT (do not utilize)

ADDITIONAL VISITS TO OBSERVE TEST PITS AFTER FIRST DAY, PER PIT, PER DAY (do not utilize)

~~~ WELLS ~~~

NEW WELL

PUMP TEST OR RETEST (Time for existing well that needs to have pump test)

WELL ABANDONMENT

GEOHERMAL - UP TO 3 WELLS

--> EACH ADDITIONAL GEOHERMAL WELL

WELL FRACKING

MONITORING WELLS (not sure what this is - not something we have any involvement)

~~~ POOL PERMITS ~~~

SWIMMING POOL - INGROUND OR ABOVE-GROUND

HOT TUB

~~~ ADDITIONAL PERMITS ~~~

COVENANTS - SENT TO NORFOLK REGISTRY OF DEEDS, FOR RECORDING

FOOD ESTABLISHMENT PERMIT (11 establishments)

TEMPORARY FOOD SERVICE PERMIT

DAY CAMP

SPORTS CAMP

BEACH AND BOATING

TOBACCO SALES

Permit Duration	Admin Time (min)	Inspection Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service
Annual	180	120	300	5.00 \$	237.48 \$	1,187.39
Annual	120	120	240	4.00 \$	237.48 \$	949.91
Annual	30	30	60	1.00 \$	237.48 \$	237.48
Annual	30	30	60	1.00 \$	237.48 \$	237.48
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	30	0	30	0.50 \$	237.48 \$	118.74
Annual	120	0	120	2.00 \$	237.48 \$	474.96
Annual	120	0	120	2.00 \$	237.48 \$	474.96
Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	30	0	30	0.50 \$	237.48 \$	118.74
Annual	60	240	300	5.00 \$	237.48 \$	1,187.39
Annual			0	0.00 \$	237.48 \$	-
Annual			0	0.00 \$	237.48 \$	-
Annual	60	120	180	3.00 \$	237.48 \$	712.43
Annual	30	60	90	1.50 \$	237.48 \$	356.22
Annual	30	30	60	1.00 \$	237.48 \$	237.48
Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	30	0	30	0.50 \$	237.48 \$	118.74
Annual			0	0.00 \$	237.48 \$	-

Annual	60	0	60	1.00 \$	237.48 \$	237.48
Annual	60	0	60	1.00 \$	237.48 \$	237.48

Annual	90	0	90	1.50 \$	237.48 \$	356.22
Annual	60	60	120	2.00 \$	237.48 \$	474.96
Annual	30	30	60	1.00 \$	237.48 \$	237.48
Annual	180	180	360	6.00 \$	237.48 \$	1,424.87
Annual	120	120	240	4.00 \$	237.48 \$	949.91
Annual	30	60	90	1.50 \$	237.48 \$	356.22
Annual	30	30	60	1.00 \$	237.48 \$	237.48

**Calculated Permit
Fee (rounded up to
nearest \$10)**

\$ 1,190.00

\$ 950.00

\$ 240.00

\$ 240.00

\$ 480.00

\$ 480.00

\$ 480.00

\$ 480.00

\$ 120.00

\$ 480.00

\$ 480.00

\$ 240.00

\$ 480.00

\$ 240.00

\$ 240.00

\$ 120.00

\$ 1,190.00

\$ -

\$ -

\$ 720.00

\$ 360.00

\$ 240.00

\$ 240.00

\$ 240.00

\$ 120.00

\$ -

Notes:

Fees highlighted in yellow were flagged during facilitation session as fees that potentially be consolidated.

During the facilitated session, Dover accounted for Plan Review Admin and Inspector time as part of Permitting Admin and Inspector time. Therefore, time's in Columns B & C in the Plan Review tab may need to be zero'd out. If they want to separate out Permit & Plan Review time, they should update the Admin and Inspector times in both the Permits tab and Plan Reviews tabs

\$	240.00
\$	240.00

\$	360.00
\$	480.00
\$	240.00
\$	1,430.00
\$	950.00
\$	360.00
\$	240.00

that could

d
the
If Dover
Admin

Plan Review Type	Admin Time (min)
~~~ SEPTIC SYSTEMS ~~~	
ALTERNATIVE GRAVITY/PRESSURE SYSTEM, DESIGN REVIEW	30
GRAVITY/PRESSURE SYSTEM PIPE IN STONE, DESIGN REVIEW	30
--> PUMP CHAMBER - NEW FOR SEPTIC SYSTEM (add on fee for septic application - time included in the first two that we did)	20
--> EXTERIOR EJECTOR STYLE PUMP - add on to first two septic permits	15
TRANSFER OF SEPTIC PERMIT (not as much expected time)	15
REPLACE SEPTIC TANK	20
PUMP CHAMBER - REPLACEMENT	20
D-BOX REPLACEMENT-PIPING, RISER, PUMPS OR OTHER MISCELLANEOUS ITEMS	10
ABANDONMENT PERMIT	30
TITLE 5 REPORT REVIEW	5
VARIANCE (BOH Meeting Agenda)	20
LOCAL UPGRADE APPROVAL	30
PLAN REVIEW - NEW OR REMODEL: HOUSE, GARAGE, BARN, CABANA, ETC	30
DEMOLITION - PERMIT REVIEW	30
SEPTIC SYSTEM COMPANY - INSTALLER PERMIT	30
INDIVIDUAL SEPTIC SYSTEM INSTALLER PERMIT (MUST HAVE COMPANY PERMIT)	30
SEPTIC HAULER PERMIT - PER TRUCK	30
~~~ SOIL EVALUATIONS ~~~	
OBSERVE TEST PITS, PER LOT, PER ONE VISIT. UP TO 8 TEST PITS.	0
OBSERVE ADDITIONAL TEST PITS, AFTER 8 HOLES, SAME DAY, PER ONE LOT (do not utilize)	0
ADDITIONAL VISITS TO OBSERVE TEST PITS AFTER FIRST DAY, PER PIT, PER DAY (do not utilize)	0
~~~ WELLS ~~~	
NEW WELL	10
PUMP TEST OR RETEST (Included in new wells category; time for existing well that needs to have pump test)	10
WELL ABANDONMENT	
GEOTHERMAL - UP TO 3 WELLS	
--> EACH ADDITIONAL GEOTHERMAL WELL	
WELL FRACKING	
MONITORING WELLS (not sure what this is - not something we have any involvement)	
~~~ POOL PERMITS ~~~	
SWIMMING POOL - INGROUND OR ABOVE-GROUND	
HOT TUB	
~~~ ADDITIONAL PERMITS ~~~	

COVENANTS - SENT TO NORFOLK REGISTRY OF DEEDS, FOR RECORDING	60
FOOD ESTABLISHMENT PERMIT (11 establishments)	60
TEMPORARY FOOD SERVICE PERMIT	60
DAY CAMP	
SPORTS CAMP	
BEACH AND BOATING	
TOBACCO SALES	

Inspector Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service	Calculated Plan Review Fee (rounded up to nearest \$10)
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
40	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
45	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
20	35	0.58	\$ 237.48	\$ 138.53	\$ 140.00
40	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
40	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
50	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
55	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
40	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
30	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
60	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
60	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
60	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
50	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
50	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
	0	0.00	\$ 237.48	-	\$ -
	0	0.00	\$ 237.48	-	\$ -
	0	0.00	\$ 237.48	-	\$ -
	0	0.00	\$ 237.48	-	\$ -
	0	0.00	\$ 237.48	-	\$ -
	0	0.00	\$ 237.48	-	\$ -
60	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00
60	60	1.00	\$ 237.48	\$ 237.48	\$ 240.00



60	1.00	\$	237.48	\$	237.48	\$	240.00
60	1.00	\$	237.48	\$	237.48	\$	240.00
60	1.00	\$	237.48	\$	237.48	\$	240.00
0	0.00	\$	237.48	\$	-	\$	-
0	0.00	\$	237.48	\$	-	\$	-
0	0.00	\$	237.48	\$	-	\$	-
0	0.00	\$	237.48	\$	-	\$	-

Support from
Municipal Funds (Cost
minus Fee)

Notes:

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During the facilitated session, Dover accounted for Plan Review Admin and Inspector time as part of Permitting Admin and Inspector time. Therefore, time's in Columns B & C may need to be zero'd out. If Dover wants to separate Permit & Plan Review time, they should update the Admin and Inspector time on both the Permits tab and Plan Reviews tabs

that could

d
the
rate out
times in

Permit Type

~~~ SEPTIC SYSTEMS ~~~

ALTERNATIVE GRAVITY/PRESSURE SYSTEM, DESIGN REVIEW

GRAVITY/PRESSURE SYSTEM PIPE IN STONE, DESIGN REVIEW

--> PUMP CHAMBER - NEW FOR SEPTIC SYSTEM

--> EXTERIOR EJECTOR STYLE PUMP - add on to first two septic permits

TRANSFER OF SEPTIC PERMIT (not as much expected time)

REPLACE SEPTIC TANK

PUMP CHAMBER - REPLACEMENT

D-BOX REPLACEMENT-PIPING, RISER, PUMPS OR OTHER MISCELLANEOUS ITEMS

ABANDONMENT PERMIT

TITLE 5 REPORT REVIEW

VARIANCE (BOH Meeting Agenda)

LOCAL UPGRADE APPROVAL

PLAN REVIEW - NEW OR REMODEL: HOUSE, GARAGE, BARN, CABANA, ETC

DEMOLITION - PERMIT REVIEW

SEPTIC SYSTEM COMPANY - INSTALLER PERMIT

INDIVIDUAL SEPTIC SYSTEM INSTALLER PERMIT (MUST HAVE COMPANY PERMIT)

SEPTIC HAULER PERMIT - PER TRUCK

~~~ SOIL EVALUATIONS ~~~

OBSERVE TEST PITS, PER LOT, PER ONE VISIT. UP TO 8 TEST PITS.

OBSERVE ADDITIONAL TEST PITS, AFTER 8 HOLES, SAME DAY, PER ONE LOT (do not utilize)

ADDITIONAL VISITS TO OBSERVE TEST PITS AFTER FIRST DAY, PER PIT, PER DAY (do not utilize)

~~~ WELLS ~~~

NEW WELL

PUMP TEST OR RETEST

WELL ABANDONMENT

GEOHERMAL - UP TO 3 WELLS

--> EACH ADDITIONAL GEOHERMAL WELL

WELL FRACKING

MONITORING WELLS (not sure what this is - not something we have any involvement)

~~~ POOL PERMITS ~~~

SWIMMING POOL - INGROUND OR ABOVE-GROUND

HOT TUB

~~~ ADDITIONAL PERMITS ~~~

COVENANTS - SENT TO NORFOLK REGISTRY OF DEEDS, FOR RECORDING

FOOD ESTABLISHMENT PERMIT (11 establishments)

TEMPORARY FOOD SERVICE PERMIT

DAY CAMP

SPORTS CAMP

BEACH AND BOATING

TOBACCO SALES

Calculated Plan Review Fee	Calculated Permit Application Fee	Total Calculated Fee for Initial Permit Application
-------------------------------	--------------------------------------	---

\$ 240.00	\$ 1,190.00	\$ 1,430.00
\$ 240.00	\$ 950.00	\$ 1,190.00
\$ -	\$ -	
\$ 240.00	\$ 240.00	\$ 480.00
\$ 140.00	\$ 240.00	\$ 380.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 120.00	\$ 360.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 240.00	\$ 480.00
\$ 240.00	\$ 480.00	\$ 720.00
\$ 240.00	\$ 240.00	\$ 480.00
\$ 240.00	\$ 240.00	\$ 480.00
\$ 240.00	\$ 120.00	\$ 360.00
\$ -	\$ -	
\$ -	\$ -	
\$ 240.00	\$ 1,190.00	\$ 1,430.00
\$ 240.00	\$ -	\$ 240.00
\$ 240.00	\$ -	\$ 240.00
\$ -	\$ -	
\$ -	\$ -	
\$ 240.00	\$ 720.00	\$ 960.00
\$ 240.00	\$ 240.00	\$ 480.00
\$ -	\$ 240.00	\$ 240.00
\$ -	\$ 240.00	\$ 240.00
\$ -	\$ 240.00	\$ 240.00
\$ -	\$ 120.00	\$ 120.00
\$ -	\$ -	\$ -
\$ -	\$ -	
\$ -	\$ -	
\$ 240.00	\$ 240.00	\$ 480.00

Notes:

Fees highli
potentially

During the
Inspector t
separate o
Inspector t

\$	240.00	\$	240.00	\$	480.00
		\$	-		
		\$	-		
\$	240.00	\$	360.00	\$	600.00
\$	240.00	\$	480.00	\$	720.00
\$	240.00	\$	240.00	\$	480.00
\$	-	\$	1,430.00	\$	1,430.00
\$	-	\$	950.00	\$	950.00
\$	-	\$	360.00	\$	360.00
\$	-	\$	240.00	\$	240.00
		\$	-		
		\$	-		
		\$	-		

highlighted in yellow were flagged during facilitation session as fees that could be consolidated.

During the facilitated session, Dover accounted for Plan Review Admin and time as part of Permitting Admin and Inspector time. If Dover wants to account for Permit & Plan Review time, they should update the Admin and time in both the Permits tab and Plan Reviews tabs

Permit Type	Total Number of Permits
-------------	-------------------------

This sheet tracks what the projected revenue is based on calculated permit fees and the total number of permits. You are also able to compare Dover's current permit fees (Column C) against the calculated permit fees.

~~~ SEPTIC SYSTEMS ~~~

ALTERNATIVE GRAVITY/PRESSURE SYSTEM, DESIGN REVIEW
 GRAVITY/PRESSURE SYSTEM PIPE IN STONE, DESIGN REVIEW
 --> PUMP CHAMBER
 --> EXTERIOR EJECTOR STYLE PUMP
 TRANSFER OF SEPTIC PERMIT (not as much expected time)
 REPLACE SEPTIC TANK
 PUMP CHAMBER - REPLACEMENT
 D-BOX REPLACEMENT-PIPING, RISER, PUMPS OR OTHER MISCELLANEOUS ITEMS
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 PLAN REVIEW - NEW OR REMODEL: HOUSE, GARAGE, BARN, CABANA, ETC
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 SEPTIC HAULER PERMIT - PER TRUCK

~~~ SOIL EVALUATIONS ~~~

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 OBSERVE ADDITIONAL TEST PITS, AFTER 8 HOLES, SAME DAY, PER ONE LOT (do not utilize)
 ADDITIONAL VISITS TO OBSERVE TEST PITS AFTER FIRST DAY, PER PIT, PER DAY (do not utilize)

~~~ WELLS ~~~

NEW WELL
 PUMP TEST OR RETEST (lump into new well category; included in new wells category; time for existing well that needs to have pump test)
 WELL ABANDONMENT
 GEOTHERMAL - UP TO 3 WELLS
 --> EACH ADDITIONAL GEOTHERMAL WELL
 WELL FRACKING
 MONITORING WELLS (not sure what this is - not something we have any involvement)

~~~ POOL PERMITS ~~~

SWIMMING POOL - INGROUND OR ABOVE-GROUND
 HOT TUB

~~~ **ADDITIONAL PERMITS** ~~~

COVENANTS - SENT TO NORFOLK REGISTRY OF DEEDS, FOR RECORDING  
FOOD ESTABLISHMENT PERMIT (11 establishments)  
TEMPORARY FOOD SERVICE PERMIT  
DAY CAMP  
SPORTS CAMP  
BEACH AND BOATING  
TOBACCO SALES



---

**TOTAL**

---

**0**

---

| Current Permit Fees                                                                                                                 | Calculated Permit Application Fees | Permit Fee Difference | Current Revenue | Projected Revenue Based on Calculated Fees |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------|-----------------|--------------------------------------------|
| of permits issued. The table has been customized to Dover's permit fees. Please fill in Column B with number of permits (Column E). |                                    |                       |                 |                                            |

|    |        |    |          |    |          |    |   |    |   |
|----|--------|----|----------|----|----------|----|---|----|---|
| \$ | 675.00 | \$ | 1,190.00 | \$ | (515.00) | \$ | - | \$ | - |
| \$ | 500.00 | \$ | 950.00   | \$ | (450.00) | \$ | - | \$ | - |
| \$ | 225.00 | \$ | -        | \$ | 225.00   | \$ | - | \$ | - |
| \$ | 500.00 | \$ | 240.00   | \$ | 260.00   | \$ | - | \$ | - |
| \$ | 250.00 | \$ | 240.00   | \$ | 10.00    | \$ | - | \$ | - |
| \$ | 375.00 | \$ | 480.00   | \$ | (105.00) | \$ | - | \$ | - |
| \$ | 375.00 | \$ | 480.00   | \$ | (105.00) | \$ | - | \$ | - |
| \$ | 225.00 | \$ | 480.00   | \$ | (255.00) | \$ | - | \$ | - |
| \$ | 225.00 | \$ | 480.00   | \$ | (255.00) | \$ | - | \$ | - |
| \$ | 50.00  | \$ | 120.00   | \$ | (70.00)  | \$ | - | \$ | - |
| \$ | 225.00 | \$ | 480.00   | \$ | (255.00) | \$ | - | \$ | - |
| \$ | 150.00 | \$ | 480.00   | \$ | (330.00) | \$ | - | \$ | - |
| \$ | 150.00 | \$ | 240.00   | \$ | (90.00)  | \$ | - | \$ | - |
| \$ | 150.00 | \$ | 480.00   | \$ | (330.00) | \$ | - | \$ | - |
| \$ | 225.00 | \$ | 240.00   | \$ | (15.00)  | \$ | - | \$ | - |
| \$ | 50.00  | \$ | 240.00   | \$ | (190.00) | \$ | - | \$ | - |
| \$ | 100.00 | \$ | 120.00   | \$ | (20.00)  | \$ | - | \$ | - |
|    |        | \$ | -        | \$ | -        | \$ | - | \$ | - |
| \$ | 550.00 | \$ | 1,190.00 | \$ | (640.00) | \$ | - | \$ | - |
| \$ | 50.00  | \$ | -        | \$ | 50.00    | \$ | - | \$ | - |
| \$ | 150.00 | \$ | -        | \$ | 150.00   | \$ | - | \$ | - |
|    |        | \$ | -        | \$ | -        | \$ | - | \$ | - |
| \$ | 575.00 | \$ | 720.00   | \$ | (145.00) | \$ | - | \$ | - |
| \$ | 425.00 | \$ | 360.00   | \$ | 65.00    | \$ | - | \$ | - |
| \$ | 225.00 | \$ | 240.00   | \$ | (15.00)  | \$ | - | \$ | - |
| \$ | 375.00 | \$ | 240.00   | \$ | 135.00   | \$ | - | \$ | - |
| \$ | 175.00 | \$ | 240.00   | \$ | (65.00)  | \$ | - | \$ | - |
| \$ | 475.00 | \$ | 120.00   | \$ | 355.00   | \$ | - | \$ | - |
|    |        | \$ | -        | \$ | -        | \$ | - | \$ | - |
|    |        | \$ | -        | \$ | -        | \$ | - | \$ | - |
| \$ | 425.00 | \$ | 240.00   | \$ | 185.00   | \$ | - | \$ | - |
| \$ | 425.00 | \$ | 240.00   | \$ | 185.00   | \$ | - | \$ | - |

|                    |           |                  |    |            |           |          |           |          |
|--------------------|-----------|------------------|----|------------|-----------|----------|-----------|----------|
|                    | \$        | -                | \$ | -          | \$        | -        | \$        | -        |
| \$ 106.00          | \$        | 360.00           | \$ | (254.00)   | \$        | -        | \$        | -        |
| \$ 200.00          | \$        | 480.00           | \$ | (280.00)   | \$        | -        | \$        | -        |
| \$ 25.00           | \$        | 240.00           | \$ | (215.00)   | \$        | -        | \$        | -        |
| \$ 50.00           | \$        | 1,430.00         | \$ | (1,380.00) | \$        | -        | \$        | -        |
| \$ 100.00          | \$        | 950.00           | \$ | (850.00)   | \$        | -        | \$        | -        |
| \$ 125.00          | \$        | 360.00           | \$ | (235.00)   | \$        | -        | \$        | -        |
| \$ 300.00          | \$        | 240.00           | \$ | 60.00      | \$        | -        | \$        | -        |
| <b>\$ 9,206.00</b> | <b>\$</b> | <b>14,590.00</b> |    |            | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>-</b> |

## Revenue Difference

f permits for analysis.

[illegible]

**Notes:**

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|    |   |
|----|---|
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |

that could

d Inspector time as  
mit Application Fees  
o separate out  
times in both the  
s (Columns B & C) in