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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

Medfield-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 Medfield (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 Medfield, 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).

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

id 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
	Medfield-specific Notes

Staff Table

Complete Table A. below.

1. Medfield's FTE of employees in FY24: 7

Table A.

Note: This table has been filled in with example data. Please update this table to make any necessary staffing changes, please update this table to make any necessary staffing changes.

Position	FTE	Annual Salary
Director of Public Health	1	\$ 100,000.00
Assistant Director of Public Health	1	\$ 80,000.00
Health Inspector A	1	\$ 65,000.00
Health Inspector B	1	\$ 65,000.00
Public Health Nurse	1	\$ 75,000.00
Administrative Assistant	1	\$ 50,000.00
Community Health Program Coordinator***	1	\$ 65,000.00
TOTAL	7	\$ 500,000.00

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

** Percentage of work in FTE that is directly in environmental health and inspections. The Assistant Director is working 100% directly on environmental health and inspections. The Assistant Director spends about 25% of her time on inspections as needed. On average, she spends about 25% of her time supplementing the inspectors. The Administrative Assistant spends about 50% of her time on administrative functions, such as permitting and handling of EH complaints. The remaining 50% is spent on general department-wide work, including accounting, payroll, purchasing, taking calls, answering calls, and other office work.

*** Community Health Program Coordinator works on population health and behavior change, including tobacco control, substance use prevention, community health program areas.

2. The Director of Public Health plans to add two new positions in the next 5 years: a Community Health Program Coordinator (CHPC) in FY23 and a third environmental health inspector (EHI) in FY24. The new CHPC in FY23, which will most likely be grant funded with a start salary of \$65,000. The new EHI in FY24 will be funded with a start salary of \$65,000.

Complete this table with Medfield's data. As necessary, make any changes.

EH % FTE**	Vacation*	EH % of Vacation*
0	150	0
0.25	112.5	28.125
1.00	75	75
1.0	75	75
0.0	112.5	0
0.5	112.5	56.25
0.0	75	0
		0
		0
2.75	712.5	234.375

Column H is the EH portion of

tions. Both Health Inspectors
ant Director also spends some
r time on inspections to
er time solely on EH-related
% of her time is spent on
g board meeting minutes,

ehavioral health programs,
ms, and other non-EH public

ars. It includes a second
ntal health inspector (EHI) in
ing salary of \$65,000, will
d by the town with a starting

Instructions

Cell Colors

	Data Entry Cells
	Medfield-specific Notes

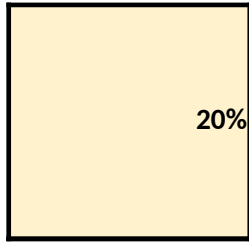
Description	General Notes
Salaries of all Environmental Health Employees (FY24):	EH employees include: 1. health inspectors and all other similar that perform environmental health inspections. 2. dedicated environmental health supervisors and managers. 3. fractional director/assistant director if they 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 include 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 specific to the department. 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	\$ 175,000	2 health inspectors (\$130k) + 25% assistant director (\$20k) + 50% admin/clerk (\$25k) = \$175k
health director, ector also exclude	\$ 185,000	Health director (\$100k) + 75% assistant director (\$60k) + 50% admin/clerk = \$185k
tronic eters, itizer strips, a plan,	\$ 10,000	EH dedicated operating budget \$10k
hat are not EH d ileage	\$ 25,000	Non-EH operating budget \$25k
yees. For ours	234.38	This number is being pulled in from the Table A (Cell H22) on the "Staff Table" tab.

15% to 25%.



20%

Medfield-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

Update General Operating Budget as needed

Update Fringe Benefit Rate as needed

Environmental Health Hourly Rate:

\$ 82.66

The basics on determining the Environmental Health hourly rate:

- * Program Area specific - Environmental Health, Community Health, Public Health Nursing, Emergency Medical Services, etc.
 - * Distribute department-wide "Administrative Personnel Costs" to each Program Area based on number of employees in each Program Area 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 employees in each Program Area that do not provide direct EH services, as well as non-EH portion of administrative costs, 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 services, etc.)
- expenses if you are a standalone district or if you know your department's share of these costs from the town's budget.

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):

FY24	\$	175,000	(Example: 2 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 2.75 FTE)	Note: The current budget is based on a salary schedule that you want to account for. For example, if you have a salary schedule that goes from 1.03 to 1.04, you would need to adjust the budget accordingly. If you anticipate adjustments in the appropriate salary schedule, please reflect them in the appropriate input boxes.
FY25	\$	180,250	(Example: 2 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 2.75 FTE)	
FY26	\$	185,658	(Example: 2 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 2.75 FTE)	
FY27	\$	256,227	(Example: 3 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 3.75 FTE)	
FY28	\$	263,914	(Example: 3 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 3.75 FTE)	
FY29	\$	271,831	(Example: 3 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 3.75 FTE)	
5 yr Avg (FY25 to FY29):				\$ 231,576
20% Personnel Overhead Costs (insurance/retirement):				\$ 46,315.21
EH Inspectors Costs				\$ 277,891
Note: Average # of EH Inspectors FTEs (FY25 to FY29):				3.35

Table C

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

FY24	\$	185,000	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	Note: The current budget is based on a salary schedule that you want to account for. For example, if you have a salary schedule that goes from 1.03 to 1.04, you would need to adjust the budget accordingly. If you anticipate adjustments in the appropriate salary schedule, please reflect them in the appropriate input boxes.
FY25	\$	190,550	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	
FY26	\$	196,267	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	

FY27	\$	202,154	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	the formula from
FY28	\$	208,219	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	If you anticipate
FY29	\$	214,466	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	make adjustments to the personnel to the
5 yr Avg (FY25 to FY29):				\$ 202,331
20% Personnel Overhead Costs:				\$ 40,466.23
Administrative Personnel Costs				\$ 242,797

Table D

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

FY24	\$	10,000.00		
FY25	\$	10,100.00	(Example: projected 1% increase)	
FY26	\$	15,201.00	(Example: projected 1% increase + \$5k for additional electronic inspection modules)	
FY27	\$	15,353.01	(Example: projected 1% increase)	
FY28	\$	15,506.54	(Example: projected 1% increase)	
FY29	\$	15,661.61	(Example: projected 1% increase)	
5 yr Avg (FY25 to FY29):				\$ 14,364

Note: The current budget for FY26 is \$15,201.00. If you want to account for the additional \$5k for electronic inspection modules, you would add \$5,000 to the FY26 line. Medfield anticipates a 1% increase in FY26.

Table E

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

FY24	\$	25,000.00		
FY25	\$	25,250.00	(Example: projected 1% increase)	
FY26	\$	25,502.50	(Example: projected 1% increase)	
FY27	\$	25,757.53	(Example: projected 1% increase)	
FY28	\$	26,015.10	(Example: projected 1% increase)	
FY29	\$	26,275.25	(Example: projected 1% increase)	
5 yr Avg (FY25 to FY29):				\$ 25,760

Note: The current budget for FY26 is \$25,502.50. If you want to account for the additional \$5k for electronic inspection modules, you would add \$5,000 to the FY26 line. Medfield anticipates a 1% increase in FY26.

Table F

Environmental Health % Share

Total Department Personnel (FTE):

FY24	7	
FY25	7	Note: If you anticipate the addition of a second FT community health program coordinator position within the next 5 years, add 1 to the number in the next 5 years column directly by adding the appropriate fiscal year.
FY26	Example: Anticipate the addition of a second FT community health program coordinator position	
FY27	Example: Anticipate the addition of a third FT environmental health inspector position	
FY28	9	
FY29	9	
5 yr Avg (FY25 to FY29):		8.4
Total Environmental Health Personnel (FTE):		
FY24	2.75	
FY25	2.75	Note: If you anticipate the addition of a second FT community health program coordinator position within the next 5 years, add 1 to the number in the next 5 years column directly by adding the appropriate fiscal year.
FY26	2.75	
FY27	3.75	
FY28	3.75	
FY29	3.75	
5 yr Avg (FY25 to FY29):		3.35
Environmental Health %:		
		39.88% (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	234.38	Example: Health inspectors (150 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)
FY25	234.38	Example: Health inspectors (150 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)
FY26	234.38	Example: Health inspectors (150 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)
FY27	309.38	Example: Health inspectors (225 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)
FY28	309.38	Example: Health inspectors (225 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)
FY29	309.38	Example: Health inspectors (225 hrs. total) + 25% assistant director (28.125 hrs.) + 50% admin/clerk (56.25 hrs.)

Note: Please m
adding/subtrac
EH staffing char

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:	83.40
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):	1664.10
Annual Time Loss in Traffic (hrs.)	222
Total Projected Annual Work Hours:	1442.22

EH Hourly Rate Calculation:

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

\$	82.66
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Note: This value is calculated based on the data in the tables below.

gency Preparedness, etc.

number of employees (FTE). Administrative Personnel includes the portion of department administrative 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 from your town or city finance officials.

ent formula in Cells B18-B22 is calculating a 3% increase in the EH Personnel budget. If you want to account for higher/lower annual increase, you can change the formula to reflect it. For example, if you'd like to project a 2% annual increase, you can change the multiplier in the formula to 0.02.

If you want to project a staffing increase/decrease for EH personnel within the next 5 years, please make the formulas in the Table directly by adding/subtracting the salary of the personnel to the 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 B34-B38 is calculating a 3% increase in the Admin Personnel budget. If you want to account for higher/lower annual increase, you can change the formula to reflect it. For example, if you'd like to project a 2% annual increase, you can change the multiplier in

m 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
anticipates needing an additional \$5k for additional electronic inspection modules in

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.

anticipate a staffing increase/decrease for personnel within
s, please make adjustments in the formulas in the Table
ng/subtracting the salary of the personnel to the
cal year line.

anticipate a staffing increase/decrease for EH personnel
5 years, please make adjustments in the formulas in the
y adding/subtracting the salary of the personnel to the
cal year line.

	\$	96,830
	\$	10,273
	\$	277,891
	\$	14,364
	\$	399,359

ake adjustments in the formulas in the Table directly by
ting the vacation hour to the appropriate fiscal year line as
nges.

279.38
83.40

Time Loss in Traffic per Work Day (hrs.):	1
Time Loss in Traffic per Work Week (hrs.):	5
Annual Hours Loss in Traffic:	222

Standard Weekly Work Hours:	37.5
Total Number of Work Week (1664.1/37.5):	44.38

Permit Type

Food Establishment Permit Fees

Food Retail (based on square footage, except for incidental)

Incidental

Less than 1,500 sq. ft

1,501 - 4,000 sq. ft

4,001 - 8,000 sq ft

8,001-greater

Food Service (based on number of seats - INCLUDING bar)

1 to 25 seats

26 to 99 seats

100 seats - greater

Temporary Food Event

1 to 4 days

5 to 14 days (not to exceed 14 days)

Catering

With an out of town business base

As an additional service (to a permitted in town business base)

Mobile Unit

Five months or less

Six to 12 months

Food Service Kitchen

Residential Food Kitchen

Function Hall

Nursing Home

Consultation with Health Agent

Plan Review Fee

New construction /major renovation inspection fee

Violation re-inspection fee (charged upon non-compliance with regulations)

1st re-inspection

2nd re-inspection
3rd re-inspection

Miscellaneous Permit Fees

Body Art

Establishment
Body Art
Apprentice

Animal

Commercial Stable
Horse (each)
Livestock (per unit)

Camp

Per Session

Pool / Bathing Beach

Seasonal
Year-round

Well

Tobacco / Nicotine Delivery Products

Engineering-Related Application Fees

Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of less than 1000 gallons per day

Soil Evaluation (each site location & site visit)

1st Permit Application & Plan Review

Additional Fee For:

Pump System

Basement Ejector Pump

Alternative/Innovative System/Treatment Process

Passive Components

Shared System

Revisions Prior to Plan Approval:

1st Revision

Each Additional Revision

Revision of Previously Approved Plan (includes as-built plan if system is built differently)

Building Relocation Only (leaching area remains in the same location)

Minor Alterations (D-box, Tank relocation or replacement)

Emergency Repair (broken pipe, tee, etc.)

More than 1 minor alteration/emergency repair inspection

Application for transfer or renewal (no plan change)

Variance/Local upgrade approval - DEP or BOH Regulations

New Systems

Failure

Upgrades

System Construction Inspections

Up to 3

Each Inspection over 3

Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of more than 1000 gallons per day to 9,999 gallons per day

Soil Evaluation (each site location & site visit)

Cost Per 1000 gallons or fraction thereof over 10,000 gallons

1st Permit Application & Plan Review

Cost Per 1000 gallons or fraction thereof over 10,000 gallons

Additional Fee For:

Pump System Required

Alternative/Innovative System

Shared System

Revisions Prior to Plan Approval:

1st Revision

Each Additional Revision

Revision of Previously Approved Plan

Building Structure Relocation only (leaching area remains the same)

Minor Repair (ie tank, D-box relocation or replacement)

Emergency Repair (ie broken pipe, cover, etc)

Application for transfer or renewal (no plan change)

Variance/Local Upgrade Approval - DEP or BOH regulations

System Construction Inspections

Up to 3

Each Inspection over 3

More than 1 minor alteration/emergency repair inspection

Consultation with Engineer (up to 1/2 hour)

Permit Duration	Admin Time (min)	Inspection Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service
-----------------	------------------	-----------------------	------------------	--------------------------	-------------	-----------------

Annual			0	0.00 \$	82.66 \$	-
Annual			0	0.00 \$	82.66 \$	-
Annual			0	0.00 \$	82.66 \$	-
Annual			0	0.00 \$	82.66 \$	-
Annual			0	0.00 \$	82.66 \$	-

Annual			0	0.00 \$	82.66 \$	-
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Annual		0	0.00 \$	82.66 \$	-
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Annual		0	0.00 \$	82.66 \$	-
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Annual		0	0.00 \$	82.66 \$	-
Annual		0	0.00 \$	82.66 \$	-
Annual		0	0.00 \$	82.66 \$	-

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

[illegible]

Notes:

Allocate Admin time (Column C) and Inspection Time (Column D). There is "Plan Reviews" where Medfield can account for the plan review portion of permitting service. Otherwise, if you would like to include Plan Review Admin time as part of Permitting Admin and Inspector time, you can disallocate the Plan Review tab.

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Plan Review Type	Admin Time (min)
Food Establishment Permit Fees	
Food Retail (based on square footage, except for incidental)	
Incidental	
Less than 1,500 sq. ft	
1,501 - 4,000 sq. ft	
4,001 - 8,000 sq ft	
8,001-greater	
Food Service (based on number of seats - INCLUDING bar)	
1 to 25 seats	
26 to 99 seats	
100 seats - greater	
Temporary Food Event	
1 to 4 days	
5 to 14 days (not to exceed 14 days)	
Catering	
With an out of town business base	
As an additional service (to a permitted in town business base)	
Mobile Unit	
Five months or less	
Six to 12 months	
Food Service Kitchen	
Residential Food Kitchen	
Function Hall	
Nursing Home	
Consultation with Health Agent	
Plan Review Fee	
New construction /major renovation inspection fee	
Violation re-inspection fee (charged upon non-compliance with regulations)	
1st re-inspection	
2nd re-inspection	
3rd re-inspection	
Miscellaneous Permit Fees	
Body Art	
Establishment	

Body Art
Apprentice

Animal

Commercial Stable
Horse (each)
Livestock (per unit)

Camp

Per Session

Pool / Bathing Beach

Seasonal
Year-round

Well

Tobacco / Nicotine Delivery Products

Engineering-Related Application Fees

Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of less than 1000 gallons per day

Soil Evaluation (each site location & site visit)
1st Permit Application & Plan Review

Additional Fee For:

Pump System
Basement Ejector Pump
Alternative/Innovative System/Treatment Process
Passive Components
Shared System

Revisions Prior to Plan Approval:

1st Revision
Each Additional Revision
Revision of Previously Approved Plan (includes as-built plan if system is built differently)
Building Relocation Only (leaching area remains in the same location)
Minor Alterations (D-box, Tank relocation or replacement)
Emergency Repair (broken pipe, tee, etc.)

More than 1 minor alteration/emergency repair inspection
Application for transfer or renewal (no plan change)
Variance/Local upgrade approval - DEP or BOH Regulations
New Systems
Failure
Upgrades
System Construction Inspections
Up to 3
Each Inspection over 3

Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of more than 1000 gallons per day to 9,999 gallons per day

Soil Evaluation (each site location & site visit)
Cost Per 1000 gallons or fraction thereof over 10,000 gallons
1st Permit Application & Plan Review
Cost Per 1000 gallons or fraction thereof over 10,000 gallons
Additional Fee For:
Pump System Required
Alternative/Innovative System
Shared System
Revisions Prior to Plan Approval:
1st Revision
Each Additional Revision
Revision of Previously Approved Plan
Building Structure Relocation only (leeching area remains the same)
Minor Repair (ie tank, D-box relocation or replacement)
Emergency Repair (ie broken pipe, cover, etc)
Application for transfer or renewal (no plan change)
Variance/Local Upgrade Approval - DEP or BOH regulations
System Construction Inspections
Up to 3
Each Inspection over 3
More than 1 minor alteration/emergency repair inspection
Consultation with Engineer (up to 1/2 hour)

Inspector Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service	Calculated Plan Review Fee (rounded up to nearest \$10)
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Support from
Municipal Funds (Cost
minus Fee)

Notes:

Allocate Admin time (Column B) and Inspection Time (Column C). This tab capturing time for the plan review portion of the permitting service. If you like to include Plan Review Admin and Inspector time as part of Permitting and Inspector time, you can disregard the Plan Review tab.

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Admin

Permit Type

Food Establishment Permit Fees

Food Retail (based on square footage, except for incidental)

Incidental

Less than 1,500 sq. ft

1,501 - 4,000 sq. ft

4,001 - 8,000 sq ft

8,001-greater

Food Service (based on number of seats - INCLUDING bar)

1 to 25 seats

26 to 99 seats

100 seats - greater

Temporary Food Event

1 to 4 days

5 to 14 days (not to exceed 14 days)

Catering

With an out of town business base

As an additional service (to a permitted in town business base)

Mobile Unit

Five months or less

Six to 12 months

Food Service Kitchen

Residential Food Kitchen

Function Hall

Nursing Home

Consultation with Health Agent

Plan Review Fee

New construction /major renovation inspection fee

Violation re-inspection fee (charged upon non-compliance with regulations)

1st re-inspection

2nd re-inspection
3rd re-inspection

Miscellaneous Permit Fees

Body Art

Establishment
Body Art
Apprentice

Animal

Commercial Stable
Horse (each)
Livestock (per unit)

Camp

Per Session

Pool / Bathing Beach

Seasonal
Year-round

Well

Tobacco / Nicotine Delivery Products

Engineering-Related Application Fees

Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of less than 1000 gallons per day

Soil Evaluation (each site location & site visit)

1st Permit Application & Plan Review

Additional Fee For:

Pump System

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Alternative/Innovative System/Treatment Process

Passive Components

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Failure

Upgrades

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Each Inspection over 3

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Up to 3

Each Inspection over 3

More than 1 minor alteration/emergency repair inspection

Consultation with Engineer (up to 1/2 hour)

Calculated Plan Review Fee	Calculated Permit Application Fee	Total Calculated Fee for Initial Permit Application
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Permit Type	Total Number of Permits
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This sheet tracks what the projected revenue is based on calculated permit fees and the total number of permits issued. You are also able to compare Medfield's current permit fees (Column C) against the calculated revenue (Column D).

Food Establishment Permit Fees

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Body Art

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Year-round

Well**Tobacco / Nicotine Delivery Products****Engineering-Related Application Fees****Permit applications for new and upgrade SSDS systems, including major alterations of existing systems, having a design flow of less than 1000 gallons per day**

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New Systems	
Failure Upgrades	
<i>System Construction Inspections</i>	
Up to 3	
Each Inspection over 3	
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Application for transfer or renewal (no plan change)	
Variance/Local Upgrade Approval - DEP or BOH regulations	
<i>System Construction Inspections</i>	
Up to 3	
Each Inspection over 3	
More than 1 minor alteration/emergency repair inspection	
Consultation with Engineer (up to 1/2 hour)	
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 Medfield's permit fees. Please fill in Column B with number of permits issued and permit fees (Column E).									
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Revenue Difference

Number of permits for

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