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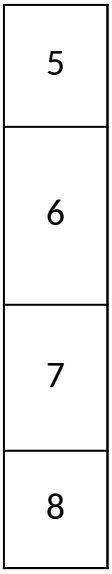
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ground

a tool adapted from MHOA's permit fee calculator for local public health departments (LHDs) in Massachus
ual costs associated for the LHD to provide the service. Fee schedules must be defensible and not arbitrar

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

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

Data Entry Cells

Sherborn-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 Sherborn (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 Sherborn, 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).

ɛtts to set permit fees. Permit fees should be based on .
ıd update it once every 5 years.
health functions of a local health department are not a ɔise, 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
	Sherborn-specific Notes

Staff Table

Complete Table A. below.

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

Table A. **Note: This table has been filled in with example data. Pleas staffing changes, please update this table to make any nece**

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 inspec
are working 100% directly on environmental health and inspections. The Assista
of her time on inspections as needed. On average, she spends about 25% of her
supplement the inspectors. The Administrative Assistant spends about 50% of h
functions, such as permitting and handling of EH complaints. The remaining 50%
general department-wide work, including accounting, payroll, purchasing, takin
answering calls, and other office work.

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

2. The Director of Public Health plans to add two new positions in the next 5 ye
Community Health Program Coordinator (CHPC) in FY23 and a third environmer
FY24. The new CHPC in FY23, which will most likely be grant funded with a start
work on substance use prevention programs. The new EHI in FY24 will be funde
salary of $65,000.

e complete this table with Sherborn's data. As ssary 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

ctions. Both Health Inspectors
ant Director also spends some
time on inspections to
ner 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
ed by the town with a starting

Instructions

Cell Colors

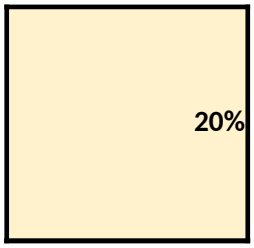
	Data Entry Cells
	Sherborn-specific Notes

Description	General Notes
Salaries of all Environmental Health Employees (FY24):	EH employees include: 1. health inspectors and all other simi that perform environmental health inspections. 2. dedicated environmental health supervisors and managers. 3. fractiona director/assistant director is they spend a portion of their tim inspections. 4. Salaries of EH portion of admin/clerks - admi typically spend some of their time solely on EH-related functi permitting and handling of EH complaints.
Salaries of all Administrative Employees	Administrative employees include health director, assistant h and administrative assistants/clerks. If director/assistant dire performs EH inspections, exclude those fractional FTEs. Also dedicated EH portion of admin/clerks.
Environmental Health Specific Operating Budget (FY24):	EH specific operating budget items may include costs on elec inspection software, inspection equipment (tablets, thermom moisture meter, etc.), inspection supplies (alcohol swabs, sar gloves, pool chemicals, etc.), inspector mobile phone and dat inspector protective uniform, etc.
Department-wide General Operating Budget (FY24):	Department-wide general operating budget items are those t specific. These may include office supplies, training, dues and subscriptions, postage, office phones, legal advertisement, m 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 emplo fractional EH employees, include annual available vacations h 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 ne on EH n/clerks ons, such as	$ 175,000	2 health inspectors ($130k) + 25% assistant director ($20k) + 50% admin/clerk ($25k) = $175k
ealth director, ector also exclude	$ 185,000	Health director ($100k) + 75% assistant director ($60k) + 50% admin/clerk = $185k
tronic neters, 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%.



Sherborn-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, Emer
* Distribute department-wide "Administrative Personnel Costs" to each Program Area based on r director/assistant director that do not provide direct EH services, as well as non-EH portion of ad
* Distribute department-wide "General Operating Costs" to each Program Area based on numbe training, etc.
* Personnel overhead is estimated at 20% of salaries (fringe benefits, employer payroll taxes, reti
* Facility and town-wide (city-wide) operational overhead costs are not included (accounting & fi expenses if you are a standalone district or if you know your department's share of these costs fr

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)	
FY25	$ 180,250	(Example: 2 FTE inspectors + 0.25 FTE assistant director + 0.5 FTE admin/clerk = total 2.75 FTE)	**Note:** The curre you want to acc example, if you from 1.03 to 1.(
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)	If you anticipat adjustments in the appropriate
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)	
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)	**Note:** The curre

FY27	$	202,154	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	budget. If you v reflect it. For ex the formula fro within the next adding/subtrac
FY28	$	208,219	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	
FY29	$	214,466	(Example: 1 FTE director + 0.75 FTE assistant director + 0.5 FTE admin/clerk = total 2.25 FTE)	
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)	**Note:** The curre you want to acc example, if you from 1.01 to 1.(line. Sherborn a FY26.
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**

Table E

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

FY24	$	25,000.00		
FY25	$	25,250.00	(Example: projected 1% increase)	**Note:** The curre general operati the formula to multiplier in the appropriate fisc
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**

Table F

Environmental Health % Share

Total Department Personnel (FTE):

FY24	7	
FY25	7	
FY26	8	Example: Anticipate the addition of a second FT community health program coordinator position
FY27	9	Example: Anticipate the addition of a third FT environmental health inspector position
FY28	9	
FY29	9	

Note: If you ant
the next 5 years
directly by addi
appropriate fisc

5 yr Avg (FY25 to FY29): **8.4**

Total Environmental Health Personnel (FTE):

FY24	2.75
FY25	2.75
FY26	2.75
FY27	3.75
FY28	3.75
FY29	3.75

Note: If you ant
within the next
Table directly b
appropriate fisc

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.)

5 yr Avg (FY25 to FY29):

Average Annual Available Vacation Hours for EH Employees per FTE:

Note: Please m
adding/subtrac
EH staffing char

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**

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
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.

ent formula in Cells B18-B22 is calculating a 3% increase in the EH Personnel 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.

e 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
e 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

vant to account for higher/lower annual increase, you can change the formula to
kample, if you'd like to project a 2% annual increase, you can change the multiplier in
m 1.03 to 1.02.If you anticipate a staffing increase/decrease Administrative personnel
5 years, please make adjustments in the formulas in the table directly by
ting the salary of the personnel to the 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.

ticipate 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.

ticipate 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 Establishments Fee Schedule

Restaurant – 100 seats or more

Restaurant – under 100 seats

Food Retail – over 1,000 sq. ft.

Food Retail – under 1,000 sq. ft.

Catering

Mobile Food Vendor

Limited Retail Food Sales (year-round)

Limited Retail Food Sales (seasonal)

Ice Cream Manufacturing

Reinspection Fee

Private Institutional (non-profit)

Public Institutional (non-profit)

Temporary establishment

Residential Kitchen – Retail Sale

Multi-Vendor Temporary Food Event

General Fee Schedule

WELLS

Well Repair (deepening an existing well)

New Well / Well Replacement

SOIL TESTING:

Each Site – Each Visit

SEPTIC SYSTEMS:

Direct Replacement of Piping / Distribution Box

Repair / Replacement of Septic Tank

Alteration to an existing system (soil testing included)

Alteration to an existing system (no soil testing)

Revision to a previously approved plan

More than three (3) construction inspections (each visit)

Replacement [at plan submission – includes one (1) plan revision]

2nd plan revision

3rd plan revision

4th or more plan revision(s)

New Septic Systems

Residential New Construction – up to and including 4 bedrooms

At plan submission [Includes 1 plan revision]

Additional bedrooms over four (4)

2nd plan revision

3rd plan revision

4th or more plan revision(s)

Commercial New Construction

At plan submission [Includes 1 plan revision]

Above 750 gallons, Cost per Gallon

2nd plan revision

3rd plan revision

4th or more plan revision(s)

Transfer Permit

Renewal Permit + Any required soil testing fee

Variance Fee

Local Regulations Only

Variances to Title 5

Out-of-Season Groundwater Determination Fee

Preliminary Subdivision Plan Review

Definitive Subdivision Plan Review Per Lot

Required Engineering Fees

Cost per Hour after 4 hours

Disposal Works Installer Permit

Septage Handler Permit (per truck)

Permit for Transport of Medical Waste (per truck)

Permit to Operate a Tanning Facility – initial opening

Permit to Operate a Tanning Facility – renewal (4 beds or fewer)

Additional fee per bed above 4

Tobacco Sales Permit

Body Art Establishment Permit

Body Art Practitioner Permit

Bodywork Establishment Permit

Bodywork Therapist Individual Permit

Preliminary Building Plan Consultation Fee

Building Application Screening Fee

Swimming Pool / Hot Tub Permit

Recreational Camp for Children Fee

10-Day Emergency Beaver or Muskrat Permit

Fee for any other permit or license not listed

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	$ -
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Annual			0	0.00	$ 82.66	$ -
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Calculated Permit Fee (rounded up to nearest $10)
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Notes:

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

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Plan Review Type	Admin Time (min)
Food Establishments Fee Schedule	
Restaurant – 100 seats or more	
Restaurant – under 100 seats	
Food Retail – over 1,000 sq. ft.	
Food Retail – under 1,000 sq. ft.	
Catering	
Mobile Food Vendor	
Limited Retail Food Sales (year-round)	
Limited Retail Food Sales (seasonal)	
Ice Cream Manufacturing	
Reinspection Fee	
Private Institutional (non-profit)	
Public Institutional (non-profit)	
Temporary establishment	
Residential Kitchen – Retail Sale	
Multi-Vendor Temporary Food Event	
General Fee Schedule	
WELLS	
Well Repair (deepening an existing well)	
New Well / Well Replacement	
SOIL TESTING:	
Each Site – Each Visit	
SEPTIC SYSTEMS:	
Direct Replacement of Piping / Distribution Box	
Repair / Replacement of Septic Tank	
Alteration to an existing system (soil testing included)	
Alteration to an existing system (no soil testing)	
Revision to a previously approved plan	
More than three (3) construction inspections (each visit)	
Replacement [at plan submission – includes one (1) plan revision]	
2nd plan revision	
3rd plan revision	
4th or more plan revision(s)	
New Septic Systems	
Residential New Construction – up to and including 4 bedrooms	
At plan submission [Includes 1 plan revision]	
Additional bedrooms over four (4)	

2nd plan revision	
3rd plan revision	
4th or more plan revision(s)	
Commercial New Construction	
At plan submission [Includes 1 plan revision]	
Above 750 gallons, Cost per Gallon	
2nd plan revision	
3rd plan revision	
4th or more plan revision(s)	
Transfer Permit	
Renewal Permit + Any required soil testing fee	
Variance Fee	
Local Regulations Only	
Variances to Title 5	
Out-of-Season Groundwater Determination Fee	
Preliminary Subdivision Plan Review	
Definitive Subdivision Plan Review Per Lot	
Required Engineering Fees	
Cost per Hour after 4 hours	
Disposal Works Installer Permit	
Septage Handler Permit (per truck)	
Permit for Transport of Medical Waste (per truck)	
Permit to Operate a Tanning Facility – initial opening	
Permit to Operate a Tanning Facility – renewal (4 beds or fewer)	
Additional fee per bed above 4	
Tobacco Sales Permit	
Body Art Establishment Permit	
Body Art Practitioner Permit	
Bodywork Establishment Permit	
Bodywork Therapist Individual Permit	
Preliminary Building Plan Consultation Fee	
Building Application Screening Fee	
Swimming Pool / Hot Tub Permit	
Recreational Camp for Children Fee	
10-Day Emergency Beaver or Muskrat Permit	
Fee for any other permit or license not listed	

Inspector Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service	Calculated Plan Review Fee (rounded up to nearest $10)
	0	0.00	$ 82.66	$ -	$ -
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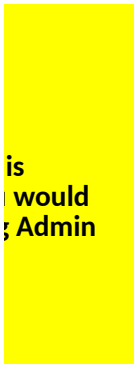
Support from Municipal Funds (Cost minus Fee)

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 Establishments Fee Schedule

Restaurant – 100 seats or more

Restaurant – under 100 seats

Food Retail – over 1,000 sq. ft.

Food Retail – under 1,000 sq. ft.

Catering

Mobile Food Vendor

Limited Retail Food Sales (year-round)

Limited Retail Food Sales (seasonal)

Ice Cream Manufacturing

Reinspection Fee

Private Institutional (non-profit)

Public Institutional (non-profit)

Temporary establishment

Residential Kitchen – Retail Sale

Multi-Vendor Temporary Food Event

General Fee Schedule

WELLS

Well Repair (deepening an existing well)

New Well / Well Replacement

SOIL TESTING:

Each Site – Each Visit

SEPTIC SYSTEMS:

Direct Replacement of Piping / Distribution Box

Repair / Replacement of Septic Tank

Alteration to an existing system (soil testing included)

Alteration to an existing system (no soil testing)

Revision to a previously approved plan

More than three (3) construction inspections (each visit)

Replacement [at plan submission – includes one (1) plan revision]

2nd plan revision

3rd plan revision

4th or more plan revision(s)

New Septic Systems

Residential New Construction – up to and including 4 bedrooms

At plan submission [Includes 1 plan revision]

Additional bedrooms over four (4)

2nd plan revision

3rd plan revision

4th or more plan revision(s)

Commercial New Construction

At plan submission [Includes 1 plan revision]

Above 750 gallons, Cost per Gallon

2nd plan revision

3rd plan revision

4th or more plan revision(s)

Transfer Permit

Renewal Permit + Any required soil testing fee

Variance Fee

Local Regulations Only

Variances to Title 5

Out-of-Season Groundwater Determination Fee

Preliminary Subdivision Plan Review

Definitive Subdivision Plan Review Per Lot

Required Engineering Fees

Cost per Hour after 4 hours

Disposal Works Installer Permit

Septage Handler Permit (per truck)

Permit for Transport of Medical Waste (per truck)

Permit to Operate a Tanning Facility – initial opening

Permit to Operate a Tanning Facility – renewal (4 beds or fewer)

Additional fee per bed above 4

Tobacco Sales Permit

Body Art Establishment Permit

Body Art Practitioner Permit

Bodywork Establishment Permit

Bodywork Therapist Individual Permit

Preliminary Building Plan Consultation Fee

Building Application Screening Fee

Swimming Pool / Hot Tub Permit

Recreational Camp for Children Fee

10-Day Emergency Beaver or Muskrat Permit

Fee for any other permit or license not listed

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
This sheet tracks what the projected revenue is based on calculated permit fees and the total number analysis. You are also able to compare Sherborn's current permit fees (Column C) against the calculate	
Food Establishments Fee Schedule	
Restaurant – 100 seats or more	
Restaurant – under 100 seats	
Food Retail – over 1,000 sq. ft.	
Food Retail – under 1,000 sq. ft.	
Catering	
Mobile Food Vendor	
Limited Retail Food Sales (year-round)	
Limited Retail Food Sales (seasonal)	
Ice Cream Manufacturing	
Reinspection Fee	
Private Institutional (non-profit)	
Public Institutional (non-profit)	
Temporary establishment	
Residential Kitchen – Retail Sale	
Multi-Vendor Temporary Food Event	
General Fee Schedule	
WELLS	
Well Repair (deepening an existing well)	
New Well / Well Replacement	
SOIL TESTING:	
Each Site – Each Visit	
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Direct Replacement of Piping / Distribution Box	
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3rd plan revision	
4th or more plan revision(s)	
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3rd plan revision	
4th or more plan revision(s)	
Transfer Permit	
Renewal Permit + Any required soil testing fee	
Variance Fee	
Local Regulations Only	
Variances to Title 5	
Out-of-Season Groundwater Determination Fee	
Preliminary Subdivision Plan Review	
Definitive Subdivision Plan Review Per Lot	
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Permit to Operate a Tanning Facility – renewal (4 beds or fewer)	
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Body Art Establishment Permit	
Body Art Practitioner Permit	
Bodywork Establishment Permit	
Bodywork Therapist Individual Permit	
Preliminary Building Plan Consultation Fee	
Building Application Screening Fee	
Swimming Pool / Hot Tub Permit	
Recreational Camp for Children Fee	
10-Day Emergency Beaver or Muskrat Permit	
Fee for any other permit or license not listed	
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 Sherborn's permit fees. Please fill in Column B with numbe d permit fees (Column E).					
$ 700.00	$ -	$ 700.00		$ -	$ -
$ 350.00	$ -	$ 350.00		$ -	$ -
$ 350.00	$ -	$ 350.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 100.00	$ -	$ 100.00		$ -	$ -
$ 50.00	$ -	$ 50.00		$ -	$ -
$ 25.00	$ -	$ 25.00		$ -	$ -
$ 75.00	$ -	$ 75.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 50.00	$ -	$ 50.00		$ -	$ -
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$ 150.00	$ -	$ 150.00		$ -	$ -
	$ -				
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	$ -	$ -		$ -	$ -
$ 250.00	$ -	$ 250.00		$ -	$ -
$ 400.00	$ -	$ 400.00		$ -	$ -
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$ 300.00	$ -	$ 300.00		$ -	$ -
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$ 200.00	$ -	$ 200.00		$ -	$ -
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$ 350.00	$ -	$ 350.00		$ -	$ -
$ 250.00	$ -	$ 250.00		$ -	$ -
$ 700.00	$ -	$ 700.00		$ -	$ -
$ 150.00	$ -	$ 150.00		$ -	$ -
$ 200.00	$ -	$ 200.00		$ -	$ -
$ 300.00	$ -	$ 300.00		$ -	$ -
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