

PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES

FOOD FACILITIES

MARK-UP VERSION

ATTACHMENT A2

SANTA BARBARA COUNTY PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES FEE SCHEDULE
RETAIL FOOD FACILITIES

1. **Annual Health Permit Fees**

An annual Health Permit is required for the operation of all retail food facilities. The annual permit fee shall be based on the total square footage of floor space of the food facility (including any room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food at the retail level) unless assigned a fixed fee in [the "Type of Fee" column below subsection B](#). Food facilities include, but are not limited to: bakeries, bars, bed and breakfasts, cafeterias, certified farmers' markets, coffee shops, convenience stores, commissaries, grocery stores, licensed health care facilities, mobile food facilities, mobile support units, produce stands, restaurants, snack bars, temporary food facilities, [caterers, host kitchens](#), cottage food operations and vending machines. Any other terms not specifically defined herein shall have the meanings set forth in Health and Safety Code §113728 et seq.

<u>Service/Permit</u>	<u>Type of Fee</u>	<u>Fee</u>
<u>Retail Food Facilities</u>		
<u>Annual Health Permit: <500 square feet</u>	<u>Annual Fee</u>	<u>\$ 391</u>
<u>Annual Health Permit: 501-1500 square feet</u>	<u>Annual Fee</u>	<u>\$ 556</u>
<u>Annual Health Permit: 1501-3000 square feet</u>	<u>Annual Fee</u>	<u>\$ 842</u>
<u>Annual Health Permit: 3001-10,000 square feet</u>	<u>Annual Fee</u>	<u>\$ 922</u>
<u>Annual Health Permit: over 10,000 square feet</u>	<u>Annual Fee</u>	<u>\$1,017</u>
<u>Annual Health Permit: Low Risk</u>	<u>Annual Fee</u>	<u>\$ 244</u>
<u>Mobile Food Facilities (MFF)</u>		
<u>MFF: Mobile Food Facility and Mobile Support Unit</u>	<u>Annual Fee</u>	<u>\$ 310</u>
<u>MFF: Low Risk</u>	<u>Annual Fee</u>	<u>\$ 157</u>
<u>MFF: Preparation Unit</u>	<u>Annual Fee</u>	<u>\$ 468</u>
<u>Other Food</u>		
<u>Satellite Dining Facility</u>	<u>Annual Fee</u>	<u>\$ 410</u>
<u>School Dining Facility</u>	<u>Annual Fee</u>	<u>\$ 585</u>
<u>Vending Machine w/potentially hazardous food, each</u>	<u>Annual Fee</u>	<u>\$ 75</u>
<u>Cottage Food Operations:</u> <u>Class B Permit & Pre-operating Inspection (indirect sales)</u>	<u>Annual Fee</u>	<u>\$ 354</u>
<u>Certified Farmers' Market</u>		
<u>Certified Farmers' Market (non potentially hazardous) 2-10</u>	<u>Fixed Fee</u>	<u>\$ 385</u>
<u>Certified Farmers' Market (non potentially hazardous) 11 or more</u>	<u>Fixed Fee</u>	<u>\$ 674</u>
<u>Tier 1: Certified Farmers' Market w/potentially hazardous food 2-10</u>	<u>Fixed Fee</u>	<u>\$ 535</u>
<u>Tier 2: Certified Farmers' Market w/potentially hazardous food 11 or more</u>	<u>Fixed Fee</u>	<u>\$ 935</u>
<u>Temporary Food Facilities (TFF)</u>		
<u>TFF: Tier 1: Event Coordinator (2-6)</u>	<u>Fixed Fee</u>	<u>\$ 384</u>
<u>TFF: Tier 1: Event Coordinator (2-6) Non-Profit</u>	<u>New Fixed Fee</u>	<u>\$ 384</u>
<u>TFF: Tier 2: Event Coordinator (7 or more)</u>	<u>Fixed Fee</u>	<u>\$ 761</u>
<u>TFF: Tier 2: Event Coordinator (7 or more) Non-Profit</u>	<u>New Fixed Fee</u>	<u>\$ 761</u>
<u>TFF: Booth (max 500 sf) - One Time</u>	<u>Fixed Fee</u>	<u>\$ 196</u>

<u>Service/Permit</u>	<u>Type of Fee</u>	<u>Fee</u>
TFF: Booth (max 500 sf) - One Time (Non-Profit)	New Fixed Fee	\$ 196
TFF: Booth - Low Risk (max 500 sf) - One Time	Fixed Fee	\$ 100
TFF: Booth - Low Risk (max 500 sf) - One Time (Non-Profit)	New Fixed Fee	\$ 100
TFF: Booth (max 500 sf) - Recurring	Fixed Fee	\$ 383
TFF: Booth - Low Risk (max 500 sf) - Recurring	Fixed Fee	\$ 190

<u>A. Floor Space</u>	<u>Fee</u>
≤500 square feet(sf)	\$ 388
501-1,500 sf	708
1,501-3,000 sf	788
3,001-10,000 sf	894
Over 10,000 sf	1,086

<u>B. Fixed Fees</u>	<u>Fee</u>
Low Risk	\$ 292
—Permanent food facility limited to commercially prepackaged, —nonpotentially hazardous food and/or whole uncut (not ready to eat) —produce, with total building floor area not exceeding 3,000 sf	
Certified Farmers Market (produce only)	636
Certified Farmers Market w/potentially hazardous food	792
Satellite Dining Facility	176
School Dining Facility	208
Mobile Food Facility/Mobile Support Unit	208
Mobile Food Facility—Low Risk	168
—Limited to prepackaged, nonpotentially hazardous or frozen food	
Mobile Food Preparation Unit	328
Seasonal Mobile Food Facility/Mobile Support Unit (2 nd Permit)	135
Seasonal Mobile Food Facility—Low Risk (2 nd Permit)	135
Seasonal Mobile Food Preparation Unit (2 nd Permit)	250
Vending Machine w/potentially hazardous food, each	56
<u>Temporary Food Facilities:</u>	
Community Event Organizer	\$ 500*‡

* Nonprofit charitable organizations: Fees for Event Organizers and Temporary Food Facilities will be waived for charitable nonprofit organizations (as defined in the California Retail Food Code, §113841) operating no more than four times per year for no more than three days in duration. Fee waiver is contingent on the following:

- Submittal of proof of nonprofit status and a complete permit application to Environmental Health Services at least two weeks prior to the event.
- At all times of operation, there shall be at least one booth operator present who has completed a food safety course administered by Environmental Health Services or a recognized provider of food safety training.

** The Hourly Rate in Section 3 will be applied if the local enforcement agency investigates a Class A Cottage Food Operation complaint and confirms that a violation exists.

Temporary Food Facility (booth, max. 500 sf)	180*
Temporary Food Facility, low risk (booth, max. 500 sf)	84*
— Food service limited to commercially prepackaged, — nonpotentially hazardous food	
Annual Event Organizer	500
— Recurring swap meet or community event at a single location, — limited to temporary food facilities w/ annual permits	
Annual Temporary Food Facility (booth, max. 500 sf)	350
— Food service limited to nonpotentially hazardous food — at a recurring swap meet or Community Event at a single location	
Annual Temporary Food Facility, low risk (booth, max. 500 sf)	180
— Food service limited to commercially prepackaged, nonpotentially — hazardous food and/or whole uncut (not ready to eat) produce at a — recurring swap meet or community event at a single location	

Cottage Food Operations:

-Class A Registration (direct sales, online registration required)	No Fee**
-Class B Permit and Pre-operating inspection (indirect sales)	292***

*** A surcharge fee, if such surcharge fee is established by the California Public Health Department, may be collected in addition to the Class B permit fee. The purpose of the surcharge fee is for the development and delivery of commodity specific training to local enforcement agencies related to the safe processing and packaging of Cottage Food products, as prescribed in California Health & Safety Code §114365.6.

2. Construction/Plan Check Fees, One-time fees

A fee is required for plan review and approval to construct or remodel a food facility, based upon the project category or square footage of area(s) being constructed or remodeled as follows:

<u>Floor Space</u>	<u>Fee / Hours</u>
≤ 500 square feet	\$ 840 / (6 hrs)
501-10,000 square feet	1,700 / (12 hrs)
>10,000 square feet	2,900 / (20 hrs)

Mobile Food Facility 435 / (3 hrs)

Equipment Change or Addition 560 / (4 hrs)

- Ventilation hood change or change / addition of one major item of equipment such as a dishwasher or walk-in refrigerator

Minor Remodel

Dining area change or change / addition of countertop equipment 295 / (2 hrs)

Plan check fees include plan checking, construction evaluation and final inspection services. Plans that are found to be unsatisfactory will be returned for revision. Plans which are unusually complex or resubmitted with significant changes, requiring staff time in excess of the hours noted above shall be charged the standard hourly rate for the excess time. Environmental Health Services will not issue plan approval or final construction approval until all applicable fees have been paid.

2. Plan Review Fees, Application plus hourly fees

All proposed new, remodel, or change in operation food facilities must submit a Plan Review Application, on a form approved by the Director of Environmental Health Services, with the appropriate application fee. The application fee shall also be applied when a facility re-initiates operations after having been closed for business. Note: Facilities that have been operating without benefit of permit will not be exempt from application fees.

A processing fee is required on all applications for plan review and approval to construct or remodel a permanent or mobile food facility. The application fee is part of the overall plan review project and is non-refundable.

Application Fee \$255

Hourly plan review fees include plan reviewing, construction evaluation and final inspection services. Plans that are found to be unsatisfactory will be returned for revision. Environmental Health Services will not issue plan approval or final construction approval until all applicable fees have been paid.

Hourly Plan Review Fee \$161/per hour

3. Other Services – Hourly Rate

\$136

An hourly rate fee, determined by the number of person-hours expended by Environmental Health Services personnel, including reasonable travel time and rounded up to the nearest one-quarter hour, shall be charged for the following services:

- Non-Compliance Re-inspection Fee (each occurrence) – Follow-up investigations and/or reinspections when violations remain uncorrected after a routine/original inspection and one scheduled reinspection. The hourly rate shall apply to the second reinspection and all subsequent reinspections, including reasonable travel time, until all violations have been corrected.
- Consultation Services – Special inspections or consultations requested by operators or prospective new facility operators.

~~C. Plan Check Charge—Staff time in excess of the hours noted in Section 2, Construction/Plan Check Fees, or for any food facility plan check not included in Section 2 (e.g. Certified Farmers Market).~~

~~D.C.~~ Notices of Violation – Preparation, issuance and monitoring of compliance in conjunction with a Notice of Violation or other enforcement action.

Hourly Rate \$161

4. Operating Without a Permit

Pursuant to Health and Safety Code §114387, any person operating a food facility without a valid Health Permit shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the Health Permit. This financial penalty shall be in addition to the plan ~~check~~review/construction fee and the Health Permit fee required by this resolution.

~~5. Lost Health Permit/Lost Vehicle Sticker Replacement~~ ~~\$28~~

~~6. Amended Permit Fee~~ ~~\$40~~

~~A fee shall apply to the re-issuance of a Health Permit when a partner is added to or deleted from the ownership of a food facility, upon a change in the legal name of the permittee(s), upon the forming of a corporation or limited partnership by the permittee(s), or upon change of the business name of a food facility.~~

75. Additional Program Charges

Photocopies each	\$ 0.35
<u>Returned</u> Check fee returned for non-sufficient funds or closed account	\$3541.00

86. Prorating of Fees

The County reserves the right to prorate, ~~in quarterly increments,~~ all fees described in this resolution at the discretion of the Director of Environmental Health Services.

97. Delinquent Fees

Fees invoiced by Environmental Health Services as outlined in this fee resolution that are not paid by the due date on the invoice shall be considered delinquent, and the following additional charges added:

- A. During the first thirty days of delinquency, any unpaid portion of the fee will have a penalty of 10% assessed.
- B. After thirty days of delinquency, an additional penalty of 15% of the unpaid balance will be assessed and a Final Notice will be issued.
- C. If the delinquent fee is for a required Health Permit and such permit is not obtained within two weeks from the issuance of a Final Notice, a Notice of Violation will be issued for operating without a valid Health Permit and the facility owner will have 48 hours to obtain a valid permit or face closure. At this time, the operator will be required to pay for a valid Health Permit, as well as any penalty fees assessed during the delinquent period, before resuming operation.
- D. If the fee, including any penalty assessed pursuant to this resolution, is not paid within three weeks from the date of the Final Notice the unpaid balance may be referred to either the County Treasurer/Tax Collector's office or the County's contracted collection agency for collection. In addition to the fee(s) and any penalties associated with delinquent fee(s) described above,

accounts referred for collection shall be charged the actual cost associated with collection efforts. The delinquency fees are in addition to any other remedies available to the County.

- E. If any person required to pay a fee pursuant to this resolution has an outstanding balance due for any service rendered by Environmental Health Services, any past due amount shall be paid before Environmental Health Services will approve a subsequent application from that person or renewal of an existing permit for that person, unless such past due amount is waived or reduced as provided in this resolution.

108. Contest of Charges

Any person required to pay fees pursuant to this resolution may file a written notice of contest of charges accompanied by such materials as will support the claim for relief, including payment in full as invoiced, with the Director (or designee) of Environmental Health Services for determination of the correct amount of fees due under this resolution. ~~If the staff time required to review and approve construction plans addressed by this resolution is at least 30 minutes less than that allotted for that particular fee category, the applicant may request a partial refund of the fee paid.~~

Such written notice shall be filed with the Director (or designee) within 45 days after mailing or personal delivery of the fee invoice or other notification of fees due. This period may be extended by the Director upon a showing of good cause. Upon receipt of such written notice of contest of fees, the Director (or designee) shall make a decision on the contested fees. The decision shall be final with no further right of review. Failure to include payment in full as invoiced will result in denial of review.

Refunds made as a result of this process shall be paid by Environmental Health Services and shall not include interest.

119. Fee Waiver

Any person required to pay fees pursuant to this fee resolution may file a written application, including payment in full as invoiced, with the Board of Supervisors for a waiver or reduction of any said fees, or any part thereof. The Board of Supervisors may waive or reduce the fees to the extent permitted by law and public policy, upon a showing of good cause by the applicant. The application shall be filed with the Clerk of the Board of Supervisors within 45 days after mailing or personal delivery of the fee invoice. Failure to include payment in full as invoiced will result in denial of review.

Refunds made as a result of this process shall be paid by Environmental Health Services and shall not include interest.