



MEETING MINUTES

City of Melrose
City Hall
562 Main Street
Melrose, MA 02176

Committee/Board: Board of Health

Meeting Day/Date/Time: Tuesday, February 21, 2023

Location: City Hall, Cassidy Room

Call to Order: Frank Brincherio

Time Called: 5:34 PM

Second by: Carol Ann Licitra

In Attendance/Roll Call:

Board Members: Carol Ann Licitra, Lillian Kelly, Frank Brincherio

Health Department: Director, Anthony Chui; Administrative Assistant, Denise Slane;

Sr. Environmental Inspector, Erin Carleo

Public Hearing – 340 Main St #503

Carol Ann Licitra made a motion to open the public hearing for the request of the condemnation to be lifted at 340 Main St, #503, Melrose, MA.

Lillian Kelly second the motion

Public Hearing was opened at 5:35 PM by Frank Brincherio

Frank Brincherio made an announcement that after the Inspector and Director gave their reports that the rules for public comment would be suspended temporarily so that the owner of the unit could speak to the case.

-Erin Carleo asked the unit owner, Cathy Levin, if she received the order to correct via the constable. Ms. Levin stated that she had received the order on Monday morning as she missed meeting the constable on the Friday before.

-Erin Carleo stated that when the department was contacted by the property management company and told the situation, she advised them to contact their legal counsel to obtain a warrant to legally enter the property so that the damage could be inspected and repaired as the flood was affecting other units below Ms. Levins. Erin informed the property management company this would be the best way for them to gain access as the Health and Human Services Department cannot enter a residence without the tenant or property owner's consent.

-Erin then stated that she will go through the findings at the address and the order to correct by sections and that the photos that are attached are from the property management company and were obtained legally.

-Erin Carleo reviewed the order to correct and the inspection finding with the Board as stated below:

APPENDIX A: INSPECTION FINDINGS

410.500: Owner's Responsibility to Maintain Structural Elements

Every owner shall maintain the foundation, floors, walls, doors, windows, ceilings, roof, staircases, porches, chimneys, and other structural elements of his dwelling so that the dwelling excludes wind, rain and snow, and is rodent-proof, watertight and free from chronic dampness, weathertight, in good repair and in every way fit for the use intended. Further, he shall maintain. Every structural element free from holes, cracks, loose plaster, or other defect where such holes, cracks, loose plaster or defect renders the area difficult to keep clean or constitutes an accident hazard or an insect or rodent harborage.

Observation:

Timeline for Correction: 30 days

410.100: Kitchen Facilities (A) Every dwelling unit, and every rooming house where common cooking facilities are provided, shall contain suitable space to store, prepare and serve foods in a sanitary manner. The owner shall provide within this space: (1) A kitchen sink of sufficient size and capacity for washing dishes and kitchen utensils; and (2) a stove and oven in good repair (see 105 CMR 410.351) except and to the extent the occupant is required to do so under a written letting agreement; and

Observation: The oven and stove have been removed and are on the shared balcony.

Timeline for Correction: 30 days

410.150: Washbasins, Toilets, Tubs, and Showers

The owner shall provide no less than the following:

(D) The fixtures as required in 105 CMR 410.150(A) and 410.150(B) shall have smooth and impervious surfaces and be free from defects which make them difficult to keep clean, or create an accident hazard.

Observation:

Timeline for Correction: 30 days

410.180: Potable Water

The owner shall provide, for the occupant of every dwelling, dwelling unit, and rooming unit, a supply of potable water sufficient in quantity and pressure to meet the ordinary needs of the occupant, connected with the public water supply system, or with any other source that the board of health has determined does not endanger the health of any potential user. (See 105 CMR 410.350 through 410.352).

In dwellings that are in compliance with the requirements of M.G.L. c. 186, § 22, the owner may charge the occupants for actual water usage in accordance with M.G.L. c. 186, § 22. An owner may not shut off or refuse water service to an occupant on the basis that the occupant has not paid a separately assessed water usage charge.

Examination of the water system shall include an examination of the plumbing system and its actual performance. If possible, such examination shall occur at the times and under such conditions as the occupant has identified the system as being insufficient.

Observation: Water has been turned off

Timeline for Correction: 30 days

410.190: Hot Water

The owner shall provide and maintain in good operating condition the facilities capable of heating water. The owner shall also provide the hot water for use at a temperature of not less than 110°F (43° C) and in a quantity and pressure sufficient to satisfy the ordinary use of all plumbing fixtures which normally need hot water for their proper use and function, unless and to the extent the occupant is required to provide fuel for the operation of the facilities under a written letting agreement. The hot water shall not exceed 130°F (54° C).

Inspection of the hot water system shall include an examination of the hot water system and its actual performance. If possible, such examination shall occur at the times and under such conditions as the occupant has identified the system to be insufficient.

Observation: No hot water

Timeline for Correction: 30 days

410.351: Owner's Installation and Maintenance Responsibilities

The owner shall install or cause to be installed, in accordance with accepted plumbing, gas fitting and electrical wiring standards, and shall maintain free from leaks, obstructions or other defects, the following:

(A) all facilities and equipment which the owner is or may be required to provide including, but not limited to, all sinks, washbasins, bathtubs, showers, toilets, water heating facilities, gas pipes, heating equipment, water pipes, owner installed stoves and ovens, catch basins, drains, vents and other similar supplied fixtures; the connections to water, sewer and gas lines; the subsurface sewage disposal system, if any; all electrical fixtures, outlets and wiring, smoke detectors and carbon monoxide alarms, and all heating and ventilating equipment and appurtenances thereto; and

(B) all owner-installed optional equipment, including but not limited to, refrigerators, dishwashers, clothes washing machines and dryers, garbage grinders, and submetering devices designed to measure the usage of electricity, gas or water.

410.352: Occupant's Installation and Maintenance Responsibilities (A) The occupant shall install in accordance with accepted plumbing, heating, gas fitting, and electrical wiring standards, and shall maintain free from leaks, obstructions and other defects, all occupant owned and installed equipment such as, but not limited to, refrigerators, clothes washing machines and dryers, dishwashers, stoves, garbage grinders and electrical fixtures. (B) Every occupant of a dwelling unit shall keep all toilets, wash basins, sinks, showers, bathtubs, stoves, refrigerators and dishwashers in a clean and sanitary condition and exercise reasonable care in the proper use and operation thereof.

410.505: Occupant's Responsibility Respecting Structural Elements

The occupant shall exercise reasonable care in the use of the floors, walls, doors, windows, ceilings, roof, staircases, porches, chimneys, and other structural elements of the dwelling.

410.501: Weathertight Elements

(A) A window shall be considered weathertight only if:

- (1) all panes of glass are in place, unbroken and properly caulked; and
- (2) the window opens and closes fully without excessive effort; and
- (3) exterior cracks between the prime window frame and the exterior wall are caulked; and
- (4) one of the following conditions is met:
 - (a) a storm window is affixed to the prime window frame, with caulking installed so as to fill exterior cracks between the storm window frame and the prime window frame; or
 - (b) weatherstripping is applied such that the space between the window sash and the prime window frame is no larger than 1/16 inch at any point on the perimeter of the sash, in the case of double hung windows and 1/32 inch in the case of casement windows; or
 - (c) the window sash is sufficiently well-fitted such that, without weatherstripping, the space between the window sash and the prime window frame is no larger than 1/16 inch at any point on the perimeter of the sash in the case of double hung windows and 1/32 inch in the case of casement windows.

Observation:

Timeline for Correction: 30 days

Notes: Occupant has concerns regarding initial installation of HVAC system and heaters. Health & Human Services Department will consult with Inspectional Services and follow up.

410.602: Maintenance of Areas Free from Garbage and Rubbish

(B) Dwelling Units. The occupant of any dwelling unit shall be responsible for maintaining in a clean and sanitary condition and free of garbage, rubbish, other filth or causes of sickness that part of the dwelling which he exclusively occupies or controls.

(C) Dwellings Containing Less than Three Dwelling Units. In a dwelling that contains less than three dwelling units, the occupant shall be responsible for maintaining in a clean and sanitary condition, free of garbage, rubbish, other filth or causes of sickness the stairs or stairways leading to his dwelling unit and the landing adjacent to his dwelling unit if the stairs, stairways or landing are not used by another occupant.

410.831: Dwellings Unfit for Human Habitation; Hearing; Condemnation; Order to Vacate; Demolition

(A) Finding that a dwelling or portion thereof is unfit for human habitation. If an inspection conducted pursuant to 105 CMR 400.100 or 105 CMR 410.820 reveals that a dwelling or portion thereof is unfit for human habitation, the board of health may (after complying with 105 CMR 410.831(B), (C) or (D), if the dwelling is occupied) issue a written finding that the dwelling or portion thereof is unfit for human habitation. The finding shall include a statement of the material facts and conditions upon which the finding is based. 105 CMR: DEPARTMENT OF PUBLIC HEALTH 410.831: continued (B) Prior notification to occupant(s) and owner. If the dwelling or portion thereof is occupied, the board of health shall, prior to issuing a finding under 105 CMR 410.831(A), provide written notice to the occupant(s) and owner which shall include: (1) Identification of the dwelling (address and apartment number, if any); (2) A copy of the inspection report; (3) A statement that the board of health will consider issuing a finding that the dwelling or a specifically identified portion thereof is unfit for human habitation; (4) A statement that

this finding may result in an order of condemnation requiring the owner to secure the dwelling and requiring the occupant(s) to vacate the dwelling. (5) A statement of the time and place of a public hearing which the board of health will conduct in order to determine whether the dwelling or portion thereof is unfit for human habitation, and whether an order to secure and vacate should be issued. The notice shall be served on the occupant(s) and owner in accordance with 105 CMR 410.833.

Exception to notification and hearing requirements. If at any time the board of health determines in writing that the danger to the life or health of the occupant(s) is so immediate that no delay may be permitted, then the board of health may immediately issue a finding that an occupied dwelling or portion thereof is unfit for human habitation without providing the notification or hearing specified in 105 CMR 410.831(B) and (C). A copy of the determination of immediate danger, and a copy of the finding of unfitness for human habitation shall be sent to each affected occupant, and to the owner.

(E) Condemnation, order to vacate, order to secure. At the same time, or at any time after the board of health issues a finding that a dwelling or portion thereof is unfit for human habitation, the board may issue an order condemning the dwelling or portion thereof and an order to vacate the dwelling or portion thereof, and an order requiring the owner to secure the dwelling or portion thereof. If the dwelling or portion thereof which is ordered to be secured is unoccupied (and therefore no public hearing was conducted prior to the issuance of the order) then the owner or any other affected person shall have the right to request a hearing in accordance with 105 CMR 410.850 through 410.860. No dwelling or portion thereof which is ordered to be secured shall be occupied without the prior written permission of the board of health based upon the board's written finding that the dwelling or portion thereof to be occupied is fit for human habitation.

410.750: Conditions Deemed to Endanger or Impair Health or Safety The following conditions, when found to exist in residential premises, shall be deemed conditions which may endanger or impair the health, or safety and well-being of a person or persons occupying the premises. This listing is composed of those items which are deemed to always have the potential to endanger or materially impair the health or safety, and well-being of the occupants or the public. Because, 105 CMR 410.100 through 410.620 state minimum requirements of fitness for human habitation, any other violation has the potential to fall within this category in any given specific situation but may not do so in every case and therefore is not included in this listing. Failure to include shall in no way be construed as a determination that other violations or conditions may not be found to fall within this category. Nor shall failure to include affect the duty of the local health official to order repair or correction of such violations pursuant to 105 CMR 410.830 through 410.833 nor shall failure to include affect the legal obligation of the person to whom the order is issued to comply with such order. (A) Failure to provide a supply of water sufficient in quantity, pressure and temperature, both hot and cold, to meet the ordinary needs of the occupant in accordance with 105 CMR 410.180 and 410.190 for a period of 24 hours or longer. (B) Failure to provide heat as required by 105 CMR 410.201 or improper venting or use of a space heater or water heater as prohibited by 105 CMR 410.200(B) and 410.202. (C) Shutoff and/or failure to restore electricity, gas or water. (D) Failure to provide the electrical facilities required by 105 CMR 410.250(B), 410.251(A), 410.253 and the lighting in common area required by 105 CMR 410.254. (E) Failure to provide a safe supply of water. (F) Failure to provide a toilet and maintain a sewage

disposal system in operable condition as required by 105 CMR 410.150(A)(1) and 410.300. (G) Failure to provide adequate exits, or the obstruction of any exit, passageway or common area caused by any object, including garbage or trash, which prevents egress in case of an emergency 105 CMR 410.450, 410.451 and 410.452. 105 CMR: DEPARTMENT OF PUBLIC HEALTH 410.750: continued (H) Failure to comply with the security requirements of 105 CMR 410.480(D). (I) Failure to comply with any provisions of 105 CMR 410.600, 410.601, or 410.602 which results in any accumulation of garbage, rubbish, filth or other causes of sickness which may provide a food source or harborage for rodents, insects or other pests or otherwise contribute to accidents or to the creation or spread of disease. (J) The presence of lead based paint on a dwelling or dwelling unit in violation of 105 CMR 460.000: Lead Poisoning Prevention and Control. (See M.G.L c. 111, §§ 190 through 199.) (K) Roof, foundation, or other structural defects that may expose the occupant or anyone else to fire, burns, shock, accident or other dangers or impairment to health or safety. (L) Failure to install electrical, plumbing, heating and gas burning facilities in accordance with accepted plumbing, heating, gas fitting and electrical wiring standards or failure to maintain such facilities as are required by 105 CMR 410.351 and 410.352, so as to expose the occupant or anyone else to fire, burns, shock, accident or other danger or impairment to health or safety. (M) Any defect in asbestos material used as insulation or covering on a pipe, boiler or furnace which may result in the release of asbestos dust or which may result in the release of powdered, crumbled or pulverized asbestos material in violation of 105 CMR 410.353. (N) Failure to provide a smoke detector or carbon monoxide alarm required by 105 CMR 410.482. (O) Any of the following conditions which remain uncorrected for a period of five or more days following the notice to or knowledge of the owner of said condition or conditions: (1) Lack of a kitchen sink of sufficient size and capacity for washing dishes and kitchen utensils or lack of a stove and oven or any defect that renders either inoperable. (2) Failure to provide a washbasin and shower or bathtub as required in 105 CMR 410.150(A)(2) and 410.150(A)(3) or any defect which renders them inoperable. (3) Any defect in the electrical, plumbing, or heating system which makes such system or any part thereof in violation of generally accepted plumbing, heating, gas fitting, or electrical wiring standards that do not create an immediate hazard. (4) Failure to maintain a safe handrail or protective railing for every stairway, porch balcony, roof or similar place as required by 105 CMR 410.503(A) and 410.503(B). (5) Failure to eliminate rodents, cockroaches, insect infestations and other pests as required by 105 CMR 410.550. (P) Any other violation of 105 CMR 410.000 not enumerated in 105 CMR 410.750(A) through (O) shall be deemed to be a condition which may endanger or materially impair the health or safety and well-being of an occupant upon the failure of the owner to remedy said condition within the time so ordered by the board of health.

APPENDIX B: was a review of the photographs that were taken by property management.

-At the end of the review by Erin Carleo, the Director, Anthony Chui, was asked if he had anything to present and he stated that Erin had covered all the details of the report.

-Cathy Levin, the property owner of 340 Main Street, Unit 503, Melrose, MA, spoke at this point. She stated that there was not white powder all over the floor. She also stated that the

blood was from her cutting herself on a sharp object that had been put into a trash bag because she was in the process of cleaning so she could rent the property. Ms. Levin also stated that she believes this is a setup by the property trustees and their lawyer and has to do with a lower level unit wanting a permit to do work, so they said the flood was her fault. She believes this is being done by them so that she cannot clean her place to rent it. Ms. Levin stated that she had a cleaning lady come in but that the cleaning lady only cleaned up a little so that the place would still look bad causing her to not be able to rent it and that this was also a setup by the trustees and their lawyer.

-Jonathan Feld, a long time friend of Ms. Levin, spoke about being concerned for her breathing with the white powder all over the unit. He believes that there may have been bedbugs and she was treating it.

-Cathy Levin stated that was not true and that she did not want Mr. Feld to speak on her behalf. She also stated that it is her intention to live in the unit without a stove. She wants to replace the stove with a hot plate, crock pot and George Foreman grill.

-Anthony Chui, HHS Director, stated that Mass. General Housing Law requires the unit needs to have a working stove in it to be habitable. He informed her that she can choose to not use the stove, but that a working stove must in the unit.

-Carol Ann Licitra asked what the Health and Human Services department would like the outcome to be.

-Erin Carleo stated that the department would like for the corrections to be made to the unit so that Ms. Levin can return to her home and that it be safe for her to do so.

-Ms. Levin stated that she can not enter her unit and that the Melrose Fire Department had to breach the security door that was setup and she was upset by this. Ms. Levin was told by Mr. Brincherio that the matter with the Melrose Fire Department cannot be addressed by us and she would have to refer to the Fire Department about that.

-Anthony Chui stated that we would help Ms. Levin work with property management so that she can gain access to the unit to begin making the repairs.

-Lillian Kelly asked if she would be allowed to stay there once granted access to make the repairs. Erin Carleo stated that Ms. Levin could only be in the unit during the daytime to make repairs and that she is not allowed to stay overnight.

-Ms. Levin stated that all the damage to her unit and others in the flood was because when she was cleaning the handle came off her bathroom sink. Mr. Brincherio told Ms. Levin that we cannot discuss the flood issues, that we can only discuss the findings of the unit and the report from the inspector.

-Lillian Kelly made a motion to close the public comment section of the hearing at 5:54 PM. The motion was seconded by Carol Ann Licitria.

Vote to close public comment section of the housing hearing:

Frank Brincherio – Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

-Carol Ann Licitra stated that nothing has been presented to the Board that would give them a reason to lift the condemnation of the property.

-Lillian Kelly stated that the conditions are still uninhabitable and believes the current condemnation order should stand until repairs can be made as stated by the order to correct.

-Carol Ann Licitra made a motion to uphold the condemnation order issued. Lillian Kelly second the motion.

Further Discussion: Both Anthony and Erin stated that they would speak to the property management company to help Ms. Levin gain access to her unit so that she could enter to make the repairs.

Vote to uphold the current condemnation order:

Frank Brincherio – Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

-Carol Ann Licitra made a motion to close the public hearing. Lillian Kelly second the motion.

Vote to close the public hearing at 5:57 PM:

Frank Brincherio – Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

PUBLIC HEARING CLOSED 5:57 PM

Public Comment:

Carol Ann Licitra made a motion to open Public Comment at 6:00 pm.

Lillian Kelly second the motion.

No public comment was made.

Carol Ann Licitra made a motion to close Public Comment at 6:01pm.

Lillian Kelly second the motion.

Vote to close Public Comment:

Frank Brincheiro– Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Approval of Minutes for January 17, 2023, Meeting:

Carol Ann Licitra made a motion accept the minutes from the January 17, 2023, meeting.

Lillian Kelly second the motion

Further Discussion: None

Vote to accept the meeting minutes from January 17, 2023:

Frank Brincheiro – Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Health Director's Report

-Anthony Chui gave an update that the three grants awards presented to the Board at the last meeting were accepted by the City Council. Frank Brincherio asked who does the grant writing for the department. Anthony told him it is a collaboration of the department staff and other organizations. Each grant has one main writer and the department supports the individual writing the grant with assistance as needed or requested.

Review of New Proposed Fees Schedule

-Anthony Chui presented the new fee schedule to the Board. The reasons for the fee change requests are attached to the minutes at the end.

-The Board asked for a few of the requested to be clarified in writing with more detail. The changes were recorded and updated.

-Frank Brincherio requested that we review these minutes again at the next meeting to be sure we have covered everything.

-Carol Ann Licitra made a motion to table the vote to update the fee until the next meeting so the Board can review them again with the department to be sure everything has been updated.

Lillian Kelly seconded the motion.

Vote to table the final vote on fee change requests until a final review is completed at the next Board of Health meeting:

Frank Brincheiro – Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Carol Ann Licitra made a motion to adjourn the meeting at 7:03 PM.

Lillian Kelly second the motion to adjourn the meeting.

Further Discussion:

Vote to adjourn the meeting:

Frank Brincheiro– Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Meeting Adjourned at 7:03 PM

Permit Fee Comparison

Melrose

Permit Type	Current Fee	Proposed Fee	Notes/Reason requesting change
ANIMALS			
Initial Fee/Plan Review	\$0.00	\$50.00	New fee for new applications only. Existing permits are exempt. This fee is being added due to the time it takes for inspections and paperwork review of new coops.
Keeping of Animals - Chickens	\$10.00	\$15.00	Requesting this fee be raised due to the paperwork review and inspection time of coops
Cattle, Cows, Horses, Sheep, Goats (each)	\$15.00		No fee change
Pigeons (max 14)	\$10.00		No fee change
Pigs	\$15. each		No fee change
BODY ART AND WORK			
Body Art - Intital Applications/Plan Reviews	\$500.00	Minor \$250.00 Major \$500.00	Requesting a fee change to accomidate minor renovations vs. major renovations
Body Art - Establishment	\$200.00		No fee change
Body Art - Practitioner (Each)	\$100.00		No fee change
Body Art - Apprentice (Each)	\$0.00	\$25.00	With increasing apprentice workers entering the field we need to monitor them as we do a practitioner this fee is for paperwork review and inspection.
Body Work - Intital Applications/Plan Reviews	\$500.00	Minor \$250.00 Major \$500.00	Requesting a fee change to accomidate minor renovations vs. major renovations
Body Work - Establishment	\$150.00	\$200.00	Requesting a fee change due to the amount of time required for paperwork review and inspections
Body Work - Practitioner (Each)	\$75.00	\$100.00	Requesting a fee change due to the amount of time required for paperwork review and inspections

DEATH

Burial Permits	\$15.00	No fee change
Funeral Director (Per Director)	\$50.00	No fee change

DISPOSAL

Septic Plan Review	\$150.00	Fee for new applications only. Existing permits are exempt. This fee is being added due to the time it takes for inspections and paperwork review of new septic plans. This fee aligns with the rules and regulations for septic.
Septic Soil Evaluation	\$50.00	Fee for paperwork review and soil evaluation. This fee is based on the standard contractor hourly rate of \$50. this test takes approximately 1 hour to complete. This fee aligns with rules and regulations for septic.
Septic Perc-Test	\$50.00	Fee for paperwork review and perc-test. This fee is based on the standard contractor hourly rate of \$50. this test takes approximately 1 hour to complete. This fee aligns with rules and regulations for septic.
Disposal for Septic Construction		This fee will now fall under Disposal Works Installer instead of two separate fees, it will be part of the Installer fee.
Disposal Works Installer	\$150.00	Fee for paperwork review and meeting with installer for plan reviews and on site inspections. This fee is based on the standard contractor hourly rate of \$50. this process takes approximately 3 to complete. This fee aligns with rules and regulations for septic.
Septic Abandonment	\$50.00	Fee for paperwork review and site inspection. This fee is based on the standard contractor hourly rate of \$50. this inspection takes approximately 1 hour to complete. This fee aligns with rules and regulations for septic.
Transporter of Garbage, Offal or Other Offensive Sub (Trash Hauler)	\$150.00	No fee change
Dumpster Permit (long term)	\$100.00 -1st plus \$50. each additional	No fee change

Dumpster Permit (short term)	Building Dept Issues		
FOOD			
Plan Review - Residential Kitchens, Minor Renovations, Food Trucks		\$50.00	New fee for new applications only. Existing permits are exempt. This fee is being added due to the time it takes for inspections and paperwork review of new setups.
Plan Review - New Business or Extensive Renovation	Currently \$100. < 50 sts/3,000 retail sq ft, \$150. > 50 sts.3,000 sq ft	\$150.00	Requesting a permit fee change to one flat rate due to plan review and inspection time being the same.
Residential Kitchen - Initial Application	\$50.00		No fee change
Residential Kitchen - Annual	\$25.00	\$50.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Service 0-50 seats	\$100.00	\$150.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Service 51-100 seats	\$150.00	\$200.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Services more than 100 seats	\$200.00	\$250.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Service - Establishment plus catering	\$25.00 additional to establishment fee		No fee change
Food Services - Catering Only	\$100.00	\$150.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Services - Frozen Dessert (making ice cream or soft serve)	\$40.00 additional to establishment fee	\$50.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Food Services - Incidental	\$25.00		No fee change
Food Services - Non Profit	\$0.00		No fee change
Food Services - Temporary Event	\$25.00	\$30.00	Due 14 days before the event date - if received after 14 days before the event an additional late permit fee of \$30.00 per day (from the deadline date) will be charged. Also, specify that Non-Profit is for events that are non-profit or a food vendor that is donating food to the event. If you are a vendor selling/making a profit at a non-profit event you will still need to pay the permit fees as stated above.
Food Services - Seasonal (Mobile Food)	\$75.00	\$150.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.

Food Services - Seasonal - Mobile (Ice Cream Truck)	\$75.00	\$150.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Farmer's Market - Seasonal	\$0.00	\$25.00 per vendor	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Retail Food 0-9,000 sq feet	\$100.00	\$150.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Retail Food 9,001-30,000 sq feet	\$150.00	\$200.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Retail Food 30,000 + sq feet	\$350.00	\$500.00	Requesting a permit fee change due to the time needed for paperwork review and inspections.
Retail Food - Incidental	\$25.00	Remove Fee	Remove Fee for Level 1 Food Establishments ONLY
HOUSING			
Voucher Inspection/Certificate of Fitness/Pre-Occupancy Rental Inspections	\$75.00		No fee change
Voucher Inspection/Certificate of Fitness/Pre-Occupancy Rental Inspections - REINSPECTIONS	\$0.00	\$25.00	Per re-inspection. Requesting this fee change due to the time needed for re-inspections.
LATE FEE FOR ANY ANNUAL PERMIT	\$50.00 per day		No fee change
LODGING			
Hotel/Motel/Lodging	\$8. per room, \$24.min/\$160. max		No fee change
B&B/Rooming House			No fee change

RECREATIONAL CAMP	\$25.00	\$200.00	Requesting fee change due to camp inspections take a lot of time on the part of the Inspector and Public Health Nurse. The increase in fees is due to the time it takes to review all records and having to revisit camps for inspections throughout the duration of the camp.
SWIMMING POOLS			
Pool Plan Review - New Construction or Renovation	\$200.00	\$250.00	New fee for new applications only. Existing permits are exempt. Requesting an increase in this fee, due to the time it takes for inspections and paperwork review of new pool plans.
Pool - Outdoor (May - Sept)	\$75.00	\$150.00	Fee for paperwork review and site inspection. This fee is based on the standard contractor hourly rate of \$75. this inspection takes approximately 1 1/2 - 2 hours to complete. This will also cover re-inspections for pools that do not pass the first inspection for the year. This will also align the fee with what is charged for indoor pool inspections.
Pool - Indoor	\$150.00		No fee change
TANNING			
Establishment - Initial Application	\$100. plur \$25 per bed/booth		No fee change
Establishment - Annual	\$25. per bed/booth		No fee change
TOBACCO			
Tobacco - Sale of products	\$200.00		No fee change

WELL

Well - Construction

\$0.00

\$100.00

Requesting a permit fee change due to the time needed for paperwork review and inspections.