



### **Request to Approve Proposed DCHD Environmental Health Fee Schedule**

Staff recommend that your board approve our attached DCHD Proposed Environmental Health Fee Schedule. Some fees are set by the state and are provided for your Board's information. Fees that are controlled by the Local Board of Health are proposed to increase over the coming three years (like the fee update schedule for the state's retail food program). The goal of these changes is to bring the fees closer to offsetting the cost of the programs and to ensure that those who benefit from these programs are paying for them, rather than the public. Staff requests your board's approval of the updated local fees, to be effective November 1, 2025.

# Updating Environmental Health Fees - 2025



# Introduction to Environmental Health Fees

## Fees Set by Colorado State Legislation

- Retail Food Fees
  - School Cafeterias and Non-Profits
  - Limited Food Service
  - Restaurants
  - Grocery Stores
  - Mobile Food Units
  - Site Evaluations
  - Plan Reviews
  - HACCP Plans
  - Enforcement

## Fees Set by Douglas County Board of Health

- Body Art
- Child Care
- Land Use
- Environmental Records Reviews (ERRs)
- Plan Reviews, not Retail Food
- Site Assessments, not Retail Food
- Retail Food, Special Events
- Recreational Water
- OWTS

# Fees Set by State Legislation

# Fees Set By State Legislation

- Senate Bill 25-285 - Food Protection Act
- The act updates the ongoing schedule of annual fees imposed on retail food establishments, which fees are imposed to cover the cost of required health and safety inspections under current law.
- Decided during the triennial stakeholder process outlined in C.R.S. 25-4-1607.5
- CEO CRA Sonja Riggs discussed her experience with how Retail Food Program was conducted 10 years ago and how far we have come as a state towards a Unified Inspection Program.

# Fees Set By State Legislation

Fees Set By State Legislation					
Environmental Health Fee Type	Unit of Activity	Current	2026 Fee	2027 Fee	2028 Fee
No Fee License (K-12 Schools, Non-profit)	Annual	\$0.00	\$0.00	\$0.00	\$0.00
License, Limited Food Service (Convenience, Other)*	Annual	\$270.00	\$ 338.00	\$ 367.00	\$ 475.00
Restaurant (Seating 0-100)*	Annual	\$385.00	\$ 481.00	\$ 567.00	\$ 682.00
Restaurant (Seating 101-200)*	Annual	\$430.00	\$ 538.00	\$ 634.00	\$ 763.00
Restaurant (Seating >200)*	Annual	\$465.00	\$ 581.00	\$ 687.00	\$ 826.00
Grocery Store (0-15,000 sq. ft.)*	Annual	\$195.00	\$ 244.00	\$ 282.00	\$ 340.00
Grocery Store (>15,000 sq. ft.)*	Annual	\$353.00	\$ 441.00	\$ 519.00	\$ 624.00
Grocery Store with Deli (0-15,000 sq. ft.)*	Annual	\$375.00	\$ 469.00	\$ 552.00	\$ 664.00
Grocery Store with Deli (>15,000 sq. ft.)*	Annual	\$715.00	\$ 894.00	\$ 1,062.00	\$ 1,276.00
Mobile Unit (Prepackaged, Non-TCS)*	Annual	\$270.00	\$ 481.00	\$ 587.00	\$ 682.00
Mobile Unit (Full Service)*	Annual	\$385.00	\$ 338.00	\$ 394.00	\$ 475.00
Change of Ownership or Site Evaluation (Initial Inspection)	Per Assessment	\$75.00	\$ 120.00	\$ 120.00	\$ 120.00
Plan Review Application	Per Plan Review	\$100.00	\$ 155.00	\$ 155.00	\$ 155.00
HACCP Plan, Written	Hourly	Up to \$580	Up to \$620	Up to \$620	Up to \$620
HACCP Plan, Onsite Evaluation	Hourly	Up to \$580	Up to \$620	Up to \$620	Up to \$620
Penalty Assessment, Late License Renewal	Per Assessment	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00
Penalty Assessment, Enforcement	Per Assessment	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00

\*The Colorado Department of Public Health and Environment assesses a fee of \$55 of each retail food licensed.

# Fees Set by Board of Health

# Fees Set By Board of Health

- Why now?
  - Seeking to align fee schedule changes and updates with the Triannual Review period.
  - Have been a Health Department for 3 years and can benchmark against DCHD historical expenditures.
  - Original calculations did not include 'Fringe Benefits'.
- Methodology
  - Average change is 10-15% annually
  - Proposed fees will increase incrementally over a three-year period, as opposed to all at once.
  - Funding for state is being clawed back.
  - Without any adjustments, we will continue to rely on General Funds to subsidize our work.



# Proposed License Type Updates and Formatting Changes

- Childcare Program
  - Reduce 3 Fee Types down to 2 Fee Types
    - Eliminate “Twice a Year Inspection”
  - Re-name to align with how CDPHE classifies childcare inspections
    - “Part Day Program Inspection” and “Full Day or 24- Hour Care Program Inspections”
- Unit of Activity
  - Update any “Per Hour” to “Hourly” for consistency across programs

# Proposed Formatting and Layout Changes

- Environmental Health Fee Type:
  - Re-name Body Art “Temporary Event” to “Special Event Plan Review Application” to align with other programmatic nomenclature
  - Re-distributed “Plan Review Application - All Programs, Except Food” to their designated program types for clarity
  - Re-distributed “Site Assessment / Change of Owner - All Programs Except Food” to their designated program types for clarity
  - Re-examine Special Event Vendor Thresholds from 2-15 and 16+ vendors to 2-9 food vendors and 10+ vendors

# Current 2023 Fee Schedule

## Fees Set By Douglas County Board of Health

Program	Environmental Health Fee Type	Unit of Activity	Current
Body Art	Annual Inspection	Annual	\$310.00
Body Art	Temporary Event Inspection	Per Hour	\$45.00
Child Care	Biennial Inspection	Biennial	\$155.00
Child Care	Annual Inspection	Annual	\$210.00
Child Care	Twice a Year Inspection	Annual	\$260.00
Land Use Plan Review	Land Use Plan Review (minimum one hour)	Per Hour	\$45.00
Environmental Records Review	Environmental Assessment File Review (minimum one hour)	Per Hour	\$45.00
All Programs, except food	Plan Review Application	Per Plan Review	\$90.00
All Programs, except food	Site Assessment / Change of Owner	Per Hour	\$45.00
Retail Food	Special Events License	Annual	\$120.00
Retail Food	Special Event Plan Review Application (2-15 vendors)	Per Event	\$100.00
Retail Food	Special Event Plan Review Application (16 + vendors)	Per Event	\$200.00
Retail Food	Special Event Plan Review Late Fee	Per Late Application	\$50.00
Retail Food	Special Event Inspection (per inspector)	Per Hour	\$45.00
Retail Food	Education, 2 Hour In-Service Training	Per Training	\$90.00
Recreational Water	Pool / Spa / Spray Pad (by filtration system)	Annual	\$160.00
Onsite Wastewater Treatment System	New Permit**	Per Permit**	\$925.00
Onsite Wastewater Treatment System	Major Repair or Expansion Permit**	Per Permit**	\$605.00
Onsite Wastewater Treatment System	Minor Repair**	Per Permit**	\$340.00
Onsite Wastewater Treatment System	Use Permit Application Fee	Per Permit	\$60.00
Onsite Wastewater Treatment System	Variance Request (New/Repair Permit)	Hourly	\$45.00
Onsite Wastewater Treatment System	New/Repair Permit Renewal	Per Permit	\$50.00
Onsite Wastewater Treatment System	Re-Inspection	Per Inspection	\$90.00
Onsite Wastewater Treatment System	Plan Review per additional hour (first hour free)	Per Plan Review	\$45.00
Onsite Wastewater Treatment System	Installers' & Cleaners' License - New/Renewal	Annual	\$35.00

Redistribute  
to each  
program  
type

# Proposed 2026 Fee Schedule: Body Art Program

Environmental Health Fee Type	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
Body Art License	Annual	\$310.00	\$355.00	\$390.00	\$430.00
Special Event Plan Review Application	Per Event	\$45.00	\$60.00	\$60.00	\$60.00
Plan Review Application	Per Application	\$90.00	\$100.00	\$110.00	\$125.00
EHS Hourly (Plan Review per additional hour, Change of Owner, Site Assessment, etc.)	Hourly	\$45.00	\$60.00	\$60.00	\$60.00

# Proposed 2026 Fee Schedule: Child Care Program

Environmental Health Fee Type	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
Part Day Program Inspection (Less than 4 hours in care)	Per Routine Inspection	\$155.00	\$175.00	\$195.00	\$215.00
Full Day or 24-Hour Care Program Inspection (4 hours or more in care)	Per Routine Inspection	\$210.00	\$240.00	\$265.00	\$290.00
Plan Review Application	Per Application	\$90.00	\$100.00	\$110.00	\$125.00
EHS Hourly (Plan Review per additional hour, Change of Owner, Site Assessment, etc.)	Hourly	\$45.00	\$60.00	\$60.00	\$60.00

# Proposed 2025 Fee Schedule: Local Retail Food Program

Environmental Health Fee Type	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
Special Events License	Annual	\$120.00	\$135.00	\$150.00	\$165.00
Special Event Plan Review Application (2-5 Vendors)	Per Event	\$100.00	\$115.00	\$125.00	\$135.00
Special Event Plan Review Application (5+ Vendors)	Per Event	\$200.00	\$230.00	\$250.00	\$275.00
Special Event Plan Review Late Fee	Per Late Application	\$50.00	\$60.00	\$69.00	\$75.00
Education, 2 Hour In-Service Training	Per Training	\$90.00	\$100.00	\$110.00	\$125.00

# Proposed 2026 Fee Schedule: Land Use, ERRs, and Recreational Water

Environmental Health Fee Type`	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
Land Use and ERRs, Consulting and Review	Hourly	\$45.00	\$60.00	\$60.00	\$60.00
Recreational Water, Pool/Spa/Spray Pad by filtration system	Annual	\$160.00	\$180.00	\$200.00	\$220.00
Recreational Water, Plan Review Application	Per Plan Review	\$90.00	\$100.00	\$110.00	\$125.00
EHS Hourly (Plan Review per additional hour, Change of Owner, Site Assessment, etc.)	Hourly	\$45.00	\$60.00	\$60.00	\$60.00

# Proposed 2026 Fee Schedule: Onsite Wastewater Treatment System

Environmental Health Fee Type	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
New Permit**	Per Permit	\$925.00	\$1,060.00	\$1,170.00	\$1,285.00
Major Repair or Expansion Permit**	Per Permit	\$605.00	\$695.00	\$765.00	\$840.00
Minor Repair**	Per Permit	\$340.00	\$390.00	\$430.00	\$470.00
Use Permit Application Fee	Per Permit	\$60.00	\$65.00	\$75.00	\$80.00
New/Repair Permit Renewal	Per Permit	\$50.00	\$55.00	\$60.00	\$60.00

\*\*The CDPHE Water Quality Division assesses a fee of \$23 for each authorized new and repair permit for OWTS. \$20 is transmitted to CDPHE and \$3 is retained by LPHA for administrative costs.



# Proposed 2026 Fee Schedule: Onsite Wastewater Treatment System

Environmental Health Fee Type	Unit of Activity	Current	Proposed 2026 Fee	Proposed 2027 Fee	Proposed 2028 Fee
Variance Request (New/Repair Permit)	Hourly	\$45.00	\$60.00	\$60.00	\$60.00
Re-Inspection	Per Inspection	\$90.00	\$100.00	\$110.00	\$125.00
Installers License (New/Renewal)	Annual	\$35.00	\$40.00	\$40.00	\$50.00
Cleaners License (New/Renewal)	Annual	\$35.00	\$40.00	\$40.00	\$50.00



Proposed Effective Date  
November 1, 2025

# Any Questions?