

Title 2
OFFICERS AND ADMINISTRATION

UPDATED: November 11, 2022

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2.04 BOARD OF HEALTH

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2.04.020 Rule 1. Membership (in effect until January 1, 2023)*.

A. Consistent with K.C.C. 2.35.021, the board of health shall have a total of eleven members, of whom ten shall be voting members and one shall be a nonvoting member. Three of the voting members shall have votes weighted as two votes.

B. Consistent with K.C.C. 2.35.021A. 1. through 3., the Board of Health shall consist of the following members:

1. Three shall be members of the metropolitan King County council who are appointed by the chair of the council. Each county councilmember vote shall be weighted as two votes;
2. Three shall be elected officials of the city of Seattle who shall be appointed by the city; and
3. Two shall be elected officials from cities and towns of King County other than the city of Seattle to be appointed in a manner agreed to by and among the cities and towns representing a majority of the populations of those cities and towns.

C.1. Consistent with K.C.C. 2.35.021A.4., there shall be two members of the board who are health professionals who shall be appointed by an affirmative vote of members representing seven votes. One of the health professionals should have knowledge of environmental health, including knowledge of septic systems and groundwater quality. A third nonvoting member, who shall be a health professional, shall be appointed by a majority vote of the other members of the board.

2. Consistent with K.C.C. 2.35.021, the terms of health professional members shall be established by the rules of the board. Beginning on January 1, 2011, the term of a health professional member is established as three years and the health professional member may serve a maximum of three terms.

3. The term of a health professional shall commence on January 1, though the board may appoint a health professional as a member of the board commencing at any time during the year. For appointments to a new term on the expiration of an existing term, if a health professional is appointed to the board after January 1, the term shall be considered to have commenced on January 1. For appointments made to an existing term to fill a midterm vacancy, the health professional shall be appointed to serve the remainder of the existing term. If a health professional serves two years or more to fill a midterm vacancy, the health professional shall be considered as having served a full term for the purposes of the term limits established in subsection C.2. of this section.

D.1. Consistent with K.C.C. 2.35.021.B.1., alternate members for each regular member may be appointed according to the relevant procedures under subsection B.1, 2. or 3. of this section. During the meeting, an alternate member shall indicate to the clerk when the alternate member is serving in a regular member's absence and the clerk shall note the alternate member's attendance in the proceedings and include the alternate member in any roll call. When serving in a regular member's absence, an alternate member shall act as a regular member.

2. Consistent with K.C.C. 2.35.021.B.2., the third nonvoting health professional member shall serve as an alternate voting member in the absence of either of the two voting health professional members.

E. Consistent with RCW 70.05.040, vacancies on the board shall be filled by appointment within thirty days and made in the same manner as was the original appointment.

F. Consistent with K.C.C. 2.35.061, members of the board of health may be reimbursed for mileage and parking expenses between the member's workplace or residence and the location of the board of health meeting. Members may also be reimbursed for expenses, in accordance with the policies established for county employees in K.C.C. chapter 3.24, when traveling on official board of health business. (R&R 09-04 § 2, 2009: R&R 1 amdt. §2, 12-20-93).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-02 § 6).**

2.04.020 Rule 1. Membership (in effect January 1, 2023, and thereafter)*.

A. Consistent with K.C.C. 2.35.021, the Board of Health shall have a total of sixteen members. All sixteen members shall be equal voting members except on matters related to the setting or modification of permit, licensing and application fees. Any decision related to the setting or modification of permit, licensing and application fees may only be determined by the city and county elected officials on the board in accordance with RCW 70.05.035.

B. Consistent with K.C.C. 2.35.021A. 1. through 3., the Board of Health shall consist of the following members:

1. Three regular and one alternate member shall be members of the metropolitan King County council who are appointed by the chair of the council.

2. Three regular and one alternate member shall be elected officials of the city of Seattle who shall be appointed by the city;

3. Two regular and two alternate members shall be elected officials from cities and towns of King County other than the city of Seattle to be appointed in a manner agreed to by and among the cities and towns representing a majority of the populations of those cities and towns; and

4. Eight regular and four alternate members shall be nonelected members, one of these regular members and one alternate member shall be tribal representative as described in RCW 70.05.035(1)(e). The remaining regular and alternate members shall be selected in accordance with the categories enumerated in RCW 70.050.035(1)(a).

C.1. All regular and alternate nonelected board members identified in BOH 2.04.020.B.4. shall be recruited in accordance with RCW 70.05.035, chapter 246-90 WAC and K. C. C. 2.35.021 and all shall be appointed by a majority of the King County council. The regular and alternate tribal representative identified in BOH 2.04.020.B.4. shall be selected by the American Indian Health Commission of Washington State, and the remaining nonelected members shall be selected by the Board of Health.

2. Each of the three categories of nonelected members enumerated in RCW 70.05.035(1)(a) shall have one alternate each. An alternate shall only serve in place of a regular member from that category in the event of that regular member's absence.

D.1. During a meeting, an alternate member shall indicate to the clerk when the alternate member is serving in a regular member's absence and the clerk shall note the alternate member's attendance in the proceedings and include the alternate member in any roll call. When serving in a regular member's absence, an alternate member shall act as a regular member.

2. The board shall pass a resolution identifying the board's regular and alternate nonelected member candidate selections and the American Indian Health Commission's regular and alternate tribal representative selections to be transmitted with the materials identified in K.C.C. chapter 2.35 for appointment.

F. Consistent with K.C.C. 2.35.061, boardmembers may be reimbursed for mileage and parking expenses between the member's workplace or residence and the location of the board of health meeting. Members may also be reimbursed for expenses, in accordance with the policies established for county employees in K.C.C. chapter 3.24, when traveling on official board of health business.

F.1 Nonelected members who are not being compensated for their participation on the board through their employer shall be compensated in accordance with K.C.C. 2.35.031.

2. Administrative processes to distribute the compensation described in this section shall be determined by executive staff.

G. Nonelected regular and alternate member terms shall be structured in accordance with K.C.C. 2.35.026. (R&R 22-02 § 1, 2022: R&R 09-04 § 2, 2009: R&R 1 amdt. §2, 12-20-93).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-02 § 6).**

2.04.035 Rule 2. Chair (in effect until January 1, 2023)*.

A. Consistent with RCW 70.05.040, the board shall annually elect a chair to serve for a period of one year. The chair shall perform the usual functions of a presiding officer.

B. The chair shall:

1. Establish the agenda for regular and special meetings;
2. Call the board to order at the hour appointed for meeting and, if a quorum is present, shall cause the minutes of the previous meeting to be approved;
3. Proceed with the order of business; and
4. Adjourn the board when business is deemed finished. If a quorum is not present, the chair shall proceed with any business that does not require a quorum.

C. The chair shall preserve order and decorum and in the interest of efficiency may impose time and subject matter limits for the testimony and comment given by the public and members of the board.

D. The chair shall promote efficient operation of the board, including alteration of the order of the agenda if necessary, and expedite orderly debate and the passage of routine motions. The chair may speak to points of order, inquiry or information in preference to other members and shall decide all questions of order, subject to appeal to the board by two members of the board.

E. The chair may create standing and ad hoc committees of boardmembers and may appoint boardmembers and other persons to any committee to facilitate the performance of the board's functions.

F. The chair shall sign rules and regulations, guidelines and recommendations and resolutions adopted by the board.

G. The chair shall determine the process for selecting the candidates for the health professional members of the board. (R&R 11-01, § 1, 2011: R&R 09-04 § 2, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.035 Rule 2. Chair (in effect January 1, 2023, and thereafter)*.

A. Consistent with RCW 70.05.040, the board shall annually elect a chair to serve for a period of one year. In accordance with K. C. C. 2.35.021, the chair shall be selected from among the boardmembers representing the King County council. The chair shall perform the usual functions of a presiding officer.

B. The chair shall:

1. Establish the agenda for regular and special meetings;
2. Call the board to order at the hour appointed for meeting and, if a quorum is present, shall cause the minutes of the previous meeting to be approved;
3. Proceed with the order of business; and
4. Adjourn the board when business is deemed finished. If a quorum is not present, the chair shall proceed with any business that does not require a quorum.

C. The chair shall preserve order and decorum and in the interest of efficiency may impose time and subject matter limits for the testimony and comment given by the public and members of the board.

D. The chair shall promote efficient operation of the board, including alteration of the order of the agenda if necessary, and expedite orderly debate and the passage of routine motions. The chair may speak to points of order, inquiry or information in preference to other members and shall decide all questions of order, subject to appeal to the board by two members of the board.

E. The chair may create standing and ad hoc committees of boardmembers and may appoint boardmembers and other persons to any committee to facilitate the performance of the board's functions.

F. The chair shall sign rules and regulations, guidelines and recommendations and resolutions adopted by the board. (R&R 22-02 § 2, 2022: R&R 11-01, § 1, 2011: R&R 09-04 § 2, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.045 Rule 3. Vice-chairs (in effect until January 1, 2023)*.

A. Annually, the board shall designate four vice-chairs, each representing one of the major categories of membership:

1. Metropolitan King County council;
2. City of Seattle;
3. Suburban cities; and
4. Health professionals.

B. In the absence of the chair, a vice-chair will exercise the duties, powers and prerogatives of the chair. Each year the board shall designate by resolution the order in which the vice-chairs may act in the absence of the chair. The order of the vice-chair shall rotate annually. (R&R 09-04 § 3, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.045 Rule 3. Vice-chairs (in effect January 1, 2023, and thereafter)*.

A. Annually, the board shall designate two vice-chairs. One shall represent the city and county officials and one shall represent the nonelected members.

B. In the absence of the chair, a vice-chair will exercise the duties, powers and prerogatives of the chair. Each year the board shall designate by resolution the order in which the vice-chairs may act in the absence of the chair. The order of the vice-chair shall rotate annually. (R&R 22-02 § 3, 2022: R&R 09-04 § 3, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.055 Rule 4. Meetings.

A. The time of the regular meeting of the board shall be at 1:00 p.m. on the third Thursday of each month or, if the third Thursday falls on or near a legal holiday, an alternative date may be determined by the chair.

B. Any regular meeting of the board may be cancelled by the chair of the board.

C. All regular meetings of the board shall be held in the King County council chambers on the tenth floor of the King County Courthouse in Seattle, Washington.

D. The chair or boardmembers representing seven votes may call a special meeting of the board consistent with the provisions of RCW 42.30.080.

E. The board may hold executive sessions from which the public may be excluded for purposes set forth in, and in compliance with, RCW 42.30.110.

F. Whenever, due to an emergency, as defined in K.C.C. 12.52.010, it is imprudent, inexpedient or impossible to conduct the affairs of the board at the regular or usual place, the board may meet at any place within or without the territorial limits of the county on the call of the chair or any two members of the board. After an emergency relocation, the affairs of the board shall be lawfully conducted at the emergency location for the duration of the emergency. The notices required in Rule 6.B. shall be suspended during the period of the emergency.

G. All regular and special meetings of the board shall be open to the public, and conducted in accordance with chapter 42.30 RCW. The board may order the removal of individuals who are interrupting the meeting and may adjourn and reconvene in another location as provided in RCW 42.30.050.

H. The proceedings of all board meetings shall be recorded electronically, unless the meeting is an emergency meeting as provided in Rule 4.F. (R&R 19-01, § 1, 2019: R&R 11-01, § 2, 2011: R&R 09-04 § 4, 2009).

2.04.065 Rule 5. Agenda (in effect until January 1, 2023)*.

A. Subject to the discretion of the chair, the board shall dispose of business in the following order:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. General public comment;
5. Report of the director of the department of public health;
6. Rules and Regulations:
 - a. public hearing; and
 - b. discussion and vote;
7. Guidelines and Recommendations:
 - a. public hearing; and

- b. discussion and vote;
8. Discussion and vote on other action items;
9. Briefings;
10. Report of the chair;
11. Board member reports;
12. Other business; and
13. Adjourn.

B.1. Except in cases of emergency, the agenda and materials related to action items shall be sent to boardmembers at least seven days in advance of the meeting at which the items will be considered.

2. The agenda for regular meetings of the board shall be posted to the internet at least seven days in advance of the meeting. (R&R 11-01, § 3, 2011: R&R 09-04 § 5, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.065 Rule 5. Agenda (in effect January 1, 2023, and thereafter)*.

A. Subject to the discretion of the chair, the board shall dispose of business in the following order:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. General public comment;
5. Report of the director of the department of public health;
6. Rules and Regulations:
 - a. public hearing; and
 - b. discussion and vote;
7. Guidelines and Recommendations:
 - a. public hearing; and
 - b. discussion and vote;
8. Discussion and vote on other action items;
9. Briefings;
10. Report of the chair;
11. Board member reports;
12. Other business; and
13. Adjourn.

B.1. Except in cases of emergency, the agenda and materials related to action items shall be sent to boardmembers at least seven days in advance of the meeting at which the items will be considered.

2. The agenda for regular meetings of the board shall be posted to the internet at least seven days in advance of the meeting.

3. The agenda shall include information about how to access meetings remotely, if applicable. (R&R 22-02 § 4, 2022: R&R 11-01, § 3, 2011: R&R 09-04 § 5, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.140 Rule 6. Rules and regulations.

A.1. Before the adoption, amendment or repeal of any rule and regulation, the board shall conduct a public hearing on the subject of the proposed rule and regulation at a regular or special meeting of the board.

2. The board shall provide at least fourteen days' notice of its intended action and of the public hearing by:

- a. publication in the official newspaper of King County; and
- b. mailing notice to all persons or agencies who have made timely written request to the clerk of the board for advance notice of rulemaking proceedings. If the subject of the proposed rule and regulation relates to a specific community or communities within the county, notice shall also be published in a local community newspaper.

3. The notice shall include:

- a. reference to the authority under which the rule and regulation is proposed;
- b. a description of the terms or substance of the proposed rule and regulation or of the subjects and issues involved; and
- c. a statement of the time and place of the public hearing and the manner in which interested persons may present their views.

B.1. If the board finds that the immediate adoption, amendment or repeal of a rule and regulation is necessary for the preservation of the public health, safety or general welfare, and that the observance of requirements of this chapter for notice and hearing would be contrary to the public interest, the board may dispense with these requirements and adopt, amend or repeal the rule and regulation as an emergency rule and regulation at a regular or special meeting of the board.

C.1. With the exception of emergency rules, the effective date of a rule and regulation shall be thirty days from the date of its adoption by the board unless a later date is specified in the rule and regulation.

2. Emergency rules are effective immediately upon adoption by the board and shall not remain in effect for longer than ninety days.

D. Boardmembers, public health officials or interested persons may initiate rulemaking by submitting proposals or recommendations for establishing, amending or repealing a rule and regulation to the local public health officer who shall be responsible for preparing them for board consideration.

E. Any rule and regulation adopted by the board shall be drafted in a form established by the clerk of the board. (R&R 11-01, § 4, 2011; R&R 09-01 § 6, 2009; R&R 2 § 1, 6-21-96).

2.04.155 Rule 7. Resolutions.

A. The board may adopt resolutions to indicate its intent with regard to a particular subject. The board may also amend or repeal previously adopted resolutions.

B. Resolutions shall be noted as action items on the meeting agenda.

C. All resolutions adopted by the board shall be drafted in a form established by the clerk of the board. (R&R 09-04 § 7, 2009).

2.04.158 Rule 7A. Guidelines and recommendations.

A. The board may adopt guidelines and recommendations to express its current thinking on health-related topics pertinent to King County, and to provide policy guidance for other entities. The guidelines and recommendations are advisory only and do not have the force and effect of law.

B.1. Before the adoption, amendment or repeal of any guideline and recommendation, the board shall conduct a public hearing on the subject of the proposed guidelines and recommendations at a regular or special meeting of the board.

2. The board shall provide at least fourteen days' notice of its intended action and of the public hearing by:

a. publication in the official newspaper of King County; and

b. mailing notice to all persons or agencies who have made timely written request to the clerk of the board for advance notice of guideline and recommendation proceedings. If the subject of the proposed guideline and recommendation relates to a specific community or communities within the county, notice shall also be published in a local community newspaper.

3. The notice shall include:

a. a description of the terms or substance of the proposed guideline and recommendation or of the subjects and issues involved; and

b. a statement of the time and place of the public hearing and the manner in which interested persons may present their views.

C. Boardmembers, public health officials or interested persons may initiate the process of adopting a guideline and recommendation by submitting proposals or recommendations for establishing, amending or repealing a guideline and recommendation to the local public health officer who shall be responsible for preparing them for board consideration.

D. Any guideline and recommendation adopted by the board shall be drafted in a form established by the clerk of the board. (R&R 11-01, § 5, 2011).

2.04.165 Rule 8. Quorum and voting (in effect until January 1, 2023)*.

A.1. Board members representing seven votes shall constitute a quorum for board meetings. A quorum is presumed to exist unless a member calls the quorum into question.

2. Nothing in this subsection shall be construed to waive or negate the requirements prescribed under subsections B., C., D., E. and F. of this section.

B.1. An affirmative vote of members representing seven votes is required to adopt, amend or repeal a rule and regulation. However, any repeal or amendment of an existing rule and regulation that was effective before January 1, 1996, that applies outside of the limits of the city of Seattle shall be adopted only by an affirmative vote of members representing seven votes as well as an affirmative vote collectively of a majority of the represented votes of King County councilmembers and the suburban city members.

2. Any amendment or repeal of an existing rule or regulation adopted by the board of health of the city of Seattle and effective before January 1, 1996, shall be adopted only by an affirmative vote of the

members representing seven votes as well as an affirmative vote of a majority of the members appointed by the city of Seattle.

C. An affirmative vote of members representing seven votes is required to adopt, amend or repeal a guideline and recommendation.

D. A majority of affirmative votes by board members representing seven votes is required for all actions on resolutions and motions.

E. A roll call vote shall be taken on final passage of any rule and regulation, guideline and recommendation and resolutions.

F. There will be no voting by proxy on any question before the board.

G.1. Members may participate in meetings of the full board by telephone or video conferencing when:

a. an emergency that limits the board from meeting as usual is declared by federal, state or local officials; or

b. if the member deems it necessary, but no more than twice per year.

2. Members who participate in meetings of the full board by telephone or video conferencing in accordance with subsection G.1. of this section shall be counted toward the quorum and shall retain their voting authority unless the member elects to participate by telephone or video conferencing in accordance with subsection G.1.b. of this section and the alternate is physically present, at which time the alternate shall be counted toward the quorum and have voting authority instead of the member.

3. The clerk of the board, in consultation with the chair, shall establish authentication and operating procedures pertaining to appearance by phone or video conferencing under subsection G.1. of this section, which must comply with all state and county laws regarding open public meetings.

4. A member wishing to participate by telephone or video conferencing under subsection G. of this section shall declare orally or in writing to the chair and the board administrator. It shall be noted in the minutes when members participate by telephone or video conferencing and whether they have retained or relinquished their voting authority under subsection G.2. of this section.

5. To facilitate connection to the broadcasting system, notices for participation by telephone or video conference should be made half an hour in advance of the meeting when possible, and the member should promptly inform the board administrator. When participating by means of telephone or video conference, the member shall speak audibly so that the public can hear the discussion and voting process. (R&R 20-01, § 1, 2020: R&R 20-02, § 1, 2020 (expired 9/9/2020): R&R 11-01, § 6, 2011: R&R 09-04 § 8, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.165 Rule 8. Quorum and voting (in effect January 1, 2023, and thereafter)*.

A.1. Nine boardmembers shall constitute a quorum for board meetings except as provided in subsection F. of this rule [section]. A quorum is presumed to exist unless a member calls the quorum into question.

2. Nothing in this subsection shall be construed to waive or negate the requirements prescribed under subsections B., C., D., E. and F. of this section.

B.1. An affirmative vote of nine members is required to adopt, amend or repeal a rule and regulation except as provided in subsection F. of this section. However, any repeal or amendment of an existing rule and regulation that was effective before January 1, 1996, that applies outside of the limits of the city of Seattle shall be adopted only by an affirmative vote of nine members as well as an affirmative vote collectively of a majority of the represented votes of King County councilmembers and the suburban city members except as provided in subsection F. of this section.

2. Any amendment or repeal of an existing rule or regulation adopted by the board of health of the city of Seattle and effective before January 1, 1996, shall be adopted only by an affirmative vote of nine members as well as an affirmative vote of a majority of the members appointed by the city of Seattle except as provided in subsection F. of this section.

C. An affirmative vote nine of members is required to adopt, amend or repeal, guidelines and recommendations, resolutions or motions except as provided in subsection F. of this section.

D. A roll call vote shall be taken on final passage of any rule and regulation, guideline and recommendation and resolutions.

E. There will be no voting by proxy on any question before the board.

F. In accordance with RCW 70.05.035, any decision by the board related to the setting or modification of permit, licensing and application fees may only be determined by the city and county elected officials on the board described in BOH 2.04.020.B. As such, a quorum for meetings solely to decide any matter related to the fees described in this subsection shall be five of the members described in BOH 2.04.020.B. An affirmative vote of five members described in BOH 2.04.020.B. is required to adopt, amend or repeal legislation related to the fees described in BOH 2.04.020.A.

G.1. Members may participate in meetings of the full board in person, by telephone or by video conferencing.

2. Members who participate in meetings of the full board by telephone or video conferencing in accordance with subsection G.1. of this section shall be counted toward the quorum and shall retain their voting authority.

3. The clerk of the board, in consultation with the chair, shall establish authentication and operating procedures pertaining to appearance by telephone or video conferencing under subsection G.1. of this section, which must comply with all state and county laws regarding open public meetings. (R&R 22-02 § 5, 2022: R&R 20-01, § 1, 2020: R&R 20-02, § 1, 2020 (expired 9/9/2020): R&R 11-01, § 6, 2011: R&R 09-04 § 8, 2009).

***Reviser's note: "This rule takes effect January 1, 2023. (BOH22-01 § 6).**

2.04.175 Rule 9. Public comment.

A. At each meeting, the chair shall call for general comments and invite persons wishing to testify to the board to come forward. Persons testifying before the board shall give their name. The chair may establish time and subject matter limits for individuals who wish to speak.

B. In addition to the general comments as provided in Rule 9.A., before the adoption, amendment or repeal of any rule and regulation or guideline and recommendation, the board shall conduct a public hearing on the subject of the proposed rule and regulation or guideline and recommendation at a regular or special meeting of the board. Persons testifying before the board shall give their name. Public testimony shall be germane to the proposed rule and regulation or guideline and recommendation. The chair shall liberally construe this rule as it relates to public testimony. When necessary due to the number of persons wishing to testify, the chair may establish time limits for speaking.

C. A person who is not a member of the board shall not address the board in session without the permission of the chair.

D.1. The board meetings and all of its public activities shall be accessible to persons with disabilities. Upon request by people with disabilities, board information made available to the public shall be made available in alternate formats.

2. Upon request, the board shall make reasonable accommodations to enable members of the public with disabilities to participate in all public board business.

3. Any individual wishing to request auxiliary aids or services, including sign language or communication materials in alternate formats, should direct the request to the clerk of the board. The request should be made at the earliest possible opportunity. (R&R 11-01, § 7, 2011: R&R 09-04 § 9, 2009).

2.04.185 Rule 10. Staff.

A.1. The director of the King County department of public health or the director's designee shall act as administrative officer for the board and shall be responsible for administering the operations of the board.

B. The King County prosecuting attorney, or the prosecuting attorney's designee, shall serve as legal counsel to the board. If necessary, the chair shall request that the prosecuting attorney or the prosecuting attorney's designee attend all regular board meetings and such other meetings as requested by the chair. The chair may, at any time during a meeting at which the prosecuting attorney or the prosecuting attorney's designee is present, request an oral or written opinion to decide any question of law pertinent to the business of the board.

C. The clerk of the board shall:

1. Prepare and distribute agendas, proposed rules and regulations, guidelines and recommendations, resolutions and meeting packets;

2. Attend board meetings, take roll call and votes at meetings and prepare written minutes of each meeting;

3. Assist in the drafting of rules and regulations, guidelines and recommendations, and resolutions in conformance with drafting protocols;

4. Maintain the board's records and provide access to those records on the internet;

5. Codify all adopted rules and regulations in the King County board of health code, including legislative history and indexing, and post the board of health code to the internet; and

6. Compile all guidelines and recommendations and post the guidelines and recommendations to the internet. (R&R 11-01, § 8, 2011: R&R 09-04 § 10, 2009).

2.04.195 Rule 11. Copies of rules, regulations or resolutions – electronic recordings – fees.

A. A copy of any rule and regulation, guideline and recommendation or resolution adopted by the board shall be made available from the clerk of the board as provided in RCW 42.56.080.

B. A person may obtain an electronic recording of any meeting of the board by paying a fee for the reproduction of the proceedings. The clerk shall set the amount of the fee, which must reflect only the actual cost of reproduction. (R&R 11-01, § 9, 2011: R&R 09-04 § 11, 2009).

2.04.205 Rule 12. Codification. As often as the board deems necessary, the board through the clerk of the board shall provide for the codification of all rules and regulations that have the force of law and are of a permanent and general nature and for the compilation of all guidelines and recommendations. The code and compilation shall be posted to the internet with an index and appropriate notices, citations and annotations. (R&R 11-01, § 10, 2011: R&R 09-04 § 12, 2009).

2.04.215 Rule 13. Ethics.

A. All boardmembers shall comply with the provisions of the King County code of ethics, K.C.C. chapter 3.04. Boardmembers shall familiarize themselves with the content of the ethics code, and in the event they identify any issue of possible concern, shall promptly seek advice from the administrative officer for the board, from legal counsel or from the board of ethics in the form of an advisory opinion. Within ten days of appointment to the board and by April 15 of each year, boardmembers subject to the King County board of ethics filing requirements shall file a financial disclosure statement with the board of ethics. Boardmembers shall also return an acknowledgement of receipt of the summary of the code of ethics to the clerk of the board. Boardmembers who are elected officials and have already satisfied the requirements of the ethics code or the applicable code for their jurisdictions are not required to submit the financial disclosure statement or to return an acknowledgement of receipt.

B. Any boardmember for whom a conflict of interest arises shall declare the conflict before the board and refrain from discussing or voting on matters in which the member has a conflict. (R&R 09-04 § 13, 2009).

2.04.225 Rule 14: Legal signature. An official document issued by order of the board must be signed by the chair or in his or her absence the vice-chair as provided in Rule 3 and attested by the clerk or the acting clerk of the board. (R&R 09-04 § 14, 2009).

2.04.235 Rule 15. Parliamentary rules. The rules of parliamentary practice comprised in the most-recent edition of the Scott, Foresman Robert's Rules of Order must be used as a guide to address procedural questions to the extent consistent with the standing rules in this chapter. (R&R 09-04 § 15, 2009).

2.06 MISCELLANEOUS FEES

Sections:

- 2.06.005 Applicability of chapter.
- 2.06.008 Fee schedules - annual review and fee adjustment - notice - periodic in-depth analysis.
- 2.06.010 Construction and environmental review fees.
- 2.06.015 Reinspection fees - BOH chapter 19.03 - smoking in public places or places of employment.
- 2.06.020 Dishonored checks.
- 2.06.030 Late fee.
- 2.06.040 Permit replacement.
- 2.06.050 Permit transfer or name change.
- 2.06.060 Special services.
- 2.06.070 Refunds.

2.06.005 Applicability of chapter. The provisions of this chapter are applicable to activities regulated by the director of the Seattle-King County Department of Public Health pursuant to this code. (R&R No. 05-05 § 1, 6-17-2005).

2.06.008 Fee schedules - annual review and fee adjustment - notice - periodic in-depth analysis.

A. The board shall, in accordance with RCW 70.05.060, establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state Board of Health. The fee schedules shall not exceed the actual cost of providing any such services,

which may include the cost of building fund reserves in accordance with any applicable county fund reserve policies.

B. The director of the Seattle-King County Department of Public Health shall annually review whether the fee schedules need to be adjusted to reflect the projected subsequent year costs of providing services, taking into account the budget adopted by the King County Council for the agency charged with providing such services.

C. The director may annually adjust any or all fees up or down to reflect actual costs up to an amount that represents the most recently adopted Seattle-Tacoma-Bremerton Area Consumer Price Index for Urban Wage Earners and Clerical Workers, CPI-W, inflation forecast for the subsequent year prepared by the office of economic and financial analysis plus one percentage point, up to a maximum of five percent over the current fee, plus the cost of building rate reserves in accordance with any applicable county fund reserve policies.

D. The director shall:

1. Report annually in writing to the board on the revenues and expenditures of agencies providing the permitted services, any change in fees and the new fee schedules by December 15 each year; and

2. Present any change in fees at the next regularly scheduled or special meeting of the board on or after December 15.

E. The director shall post the fee schedules for the subsequent year for inspection copying by the public, including posting the fee schedules on the Internet, by no later than December 31.

F. The director shall conduct an in-depth analysis of the accuracy of the fee schedules, efficiency and effectiveness of service delivery, and opportunities for fee schedule reductions at least every five years, with the analysis occurring during a midbiennium year. The director shall report on findings from the analysis to the board. (R&R No. 15-01 § 1, 2015: R&R No. 09-05 § 1, 2009: R&R No. 09-03 § 1, 2009: R&R No. 09-01 § 1, 2009).

2.06.010 Construction and environmental review fees. The director of the Seattle-King County Department of Public Health or the director's authorized representative is authorized and directed to charge and collect from the applicant for construction or master use permits when health department review is required the indicated fees for services described below:

A. For environmental review of plans subject to the Washington state Environmental Policy Act, Chapter 43.21 RCW, two hundred fifty dollars base fee, plus an additional fee for actual review costs over and above two hundred fifty dollars. (R&R No. 05-05 § 2, 6-17-2005: R&R No. 99-06 § 2, 10-15-99: R&R No. 78 § 1, 12-11-91).

2.06.015 Reinspection fees - BOH chapter 19.03 - smoking in public places or places of employment.

A. The director is authorized to charge a reinspection fee for any reinspection of a place regulated under BOH chapter 19.03 when the reinspection is scheduled following a routine inspection or compliance inspection that resulted in the finding of a violation of BOH chapter 19.03 and the reinspection results in the finding of a violation of BOH chapter 19.03.

B. The owner, lessee or other person in charge of a public place or place of employment regulated under BOH chapter 19.03 shall pay the following reinspection fees, as applicable:

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|--|----------|
| 1. Fee for a reinspection resulting in a finding of a second separate violation within any five-year period: | \$170.00 |
| 2. Fee for a reinspection resulting in a finding of a third separate violation within any five-year period: | \$240.00 |
| 3. Fee for a reinspection resulting in a finding of a fourth or subsequent separate violation within any five-year period: | \$390.00 |
- (R&R No. 10-03 § 4, 2009).

2.06.020 Dishonored checks. The penalty for payment of a permit with a dishonored check shall be twenty-five dollars. (R&R No. 05-05 §§ 3, 4, 6-17-2005: R&R 97 §1, 12-14-93: R&R 71 §2, 8-12-91: R&R 7 Ch. 5, 12-1-81).

2.06.030 Late fee. The penalty for late permit fee payment, delinquent by ten to thirty days, is ten percent of the applicable permit fee. The penalty for permit fee payment, delinquent by thirty-one to sixty days, is twenty percent of the applicable permit fee. The penalty for late permit fee payment, delinquent by more than sixty days, is thirty percent of the applicable permit fee. The penalty for late payment of any seasonal permit fee is twenty-five dollars. (R&R No. 09-01 § 2, 2009: R&R No. 05-05 §§ 5, 6, 6-17-2005: R&R 97 §2, 12-14-93: R&R 79 §1, 12-11-91: R&R 7 Ch. 6, 12-1-81).

2.06.040 Permit replacement. The fee to replace a lost or destroyed permit shall be twenty-five dollars. (R&R No. 05-05 §§ 7, 8, 6-17-2005: R&R 97 §3, 12-14-93: R&R 7 Ch. 7, 12-1-81).

2.06.050 Permit transfer or name change. The fee for transferring a permit or for change of name for an existing permit, with no other change, shall be twenty-five dollars. (R&R No. 05-05 §§ 9, 10, 6-17-2005: R&R 97 §4, 12-14-93).

2.06.060 Special services. The fee for inspections request by permittee or person in charge of regulated activity, if outside regular department working hours, and for furnishing special services or materials, requested by the public, if not ordinarily provided by the Seattle-King County Department of Public Health shall be the cost to the department of providing hours and for performing the service or furnishing the materials. (R&R No. 05-05 §§ 11, 12, 6-17-2005: R&R 97 §5, 12-14-93).

2.06.070 Refunds. The fee for processing a refund shall be twenty-five dollars. (R&R No. 05-05 §§ 13, 14, 6-17-2005: R&R 97 §6, 12-14-93).

2.10 DIRECTOR REGULATED ACTIVITIES – TITLE 5 (FOOD ESTABLISHMENTS)

Sections:

- 2.10.010 Applicability.
- 2.10.020 Permit fee schedule.
- 2.10.030 Seating calculations.
- 2.10.040 Plan review fees.
- 2.10.050 Late fees.
- 2.10.060 Occupational license and examination fees.
- 2.10.070 Special service fees.
- 2.10.080 Miscellaneous fees.
- 2.10.090 Penalty for commencing operation without approval.
- 2.10.100 Refunds.

2.10.010 Applicability. The provisions of this chapter are applicable to activities regulated by the director pursuant to Title 5 of this code. (R&R No. 05-05 §§ 15, 16, 6-17-2005).

2.10.020 Permit fee schedule.

Permit Fee Schedule.

The owner or operator of a food establishment subject to the permit requirement of WAC 246-215-08300 or 2009 FDA Food Code Paragraph 8-301.11 shall pay to the health officer a food establishment permit fee as set forth in Table 1, based on the establishment type and the risk or tier category for the establishment. Where more than one type of food establishment exists within or as part of another food establishment (for example, a bakery within a grocery store or a deli within a meat market), the owner or operator shall pay the permit fee for each applicable food establishment type; except that the owner or operator of a grocery store with no more than two checkout stands, a general food establishment with no more than two checkout stands and no more than twelve seats for customers for on-site consumption of food or a meat/fish market with no more than two checkout stands shall pay only the highest applicable risk category permit fee without being required to obtain a separate permit for each type of food handling activity at the establishment. For purposes of this section, "highest applicable risk category permit fee" means the fee corresponding to the highest risk category of food handling activity at the establishment.

**TABLE 1
Food Establishment Categories and Permit Fees***

Type of Food Establishment	Applicable Fee¹
General Food Service²	
Seating Capacity 0 - 250 Risk 1	\$380.00
Seating Capacity 0 - 12 Risk 2	\$576.00
Seating Capacity 0 - 12 Risk 3	\$819.00
Seating Capacity 13 - 50 Risk 2	\$615.00
Seating Capacity 13 - 50 Risk 3	\$868.00

Seating Capacity 51 - 150 Risk 2	\$615.00
Seating Capacity 51 - 150 Risk 3	\$947.00
Seating Capacity 151 - 250 Risk 2	\$753.00
Seating Capacity 151 - 250 Risk 3	\$1,049.00
Seating Capacity over 250 Risk 1	\$390.00
Seating Capacity over 250 Risk 2	\$822.00
Seating Capacity over 250 Risk 3	\$1,158.00
Limited Food Service	\$380.00
Bakery - No customer seating³	
Risk 1	\$452.00
Risk 2	\$540.00
Risk 3	\$795.00
Bed and Breakfast Operation	\$379.00
Grocery Store - No customer seating³	
Risk 1	\$371.00
Risk 2	\$687.00
Catering operation	
Risk 1	\$493.00
Risk 2	\$640.00
Risk 3	\$795.00
Meat/Fish Market	\$827.00
Vending Machine	\$350.00
Mobile Food Unit and Commissary	
Risk 1	\$519.00
Risk 2	\$830.00
Risk 3	\$1,070.00
Nonprofit Institution	
Risk 1	\$380.00
Risk 2	\$576.00
Risk 3	\$819.00
School Lunch Program⁴	\$578.00
Seasonal Food Establishment⁵	
Operating for more than ten and up to twelve months	One-hundred percent of the applicable annual permit fee
Operating for more than seven and up to ten months	Seventy-five percent of the applicable annual permit fee
Operating for more than four and up to seven months	Fifty percent of the applicable annual permit fee
Operating for four or fewer months	Twenty-five percent of the applicable annual permit fee
Temporary Food Establishment^{6,7}	
Minimal food handling	
Single event permit	\$120.00
Unlimited event permit – unlimited number of events per calendar year	\$236.00
Moderate food handling	
Single event permit	\$290.00
Multiple event permit - up to 5 events per calendar year	\$640.00
Unlimited event permit – unlimited number of events per calendar year	\$750.00
Complex food handling	
Single event permit	\$350.00
Multiple event permit – up to 5 events per calendar year	\$700.00
Unlimited event permit – unlimited number of events per calendar year	\$850.00
Farmers Market	
Tier 1 – 0 to 5 permitted temporary food	\$780.00

establishments	
Tier 2 – 6 to 15 permitted temporary food establishments	\$960.00
Tier 3 – 16 or more permitted temporary food establishments	\$1,200.00
Certified booth operator⁶	\$95.00
Temporary event blanket permit⁷	\$215 per hour for all local health officer services, including but not limited to plan review and inspections.

Footnotes to Table 1:

1. All food establishment permit fees set forth in this table are annual fees, except those for temporary food establishments and seasonal food establishments. An applicant for an annual food establishment permit who submits the application after September 30 shall pay one-half the applicable annual permit fee for the remainder of the permit year.

2. General food service includes a grocery store or bakery offering seating for on-site consumption of food.

3. A bakery or grocery store offering seating for on-site consumption of food shall be classified as a general food service establishment.

4. A school kitchen not qualifying as a school lunch program shall be classified as a nonprofit institution.

5. The applicant for a seasonal food establishment permit shall pay an annual permit fee prorated to a quarterly schedule as specified in Table 1.

6. To maintain a multiple or unlimited event permit packet for moderate or complex food handling, the owner or operator of a temporary food establishment must maintain a certified booth operator for the establishment.

7. As an alternative to requiring a separate temporary food establishment permit for each participating establishment at a single event or celebration, such as a fair or festival, the health officer may issue a temporary event blanket permit to the event coordinator or other person, who shall be responsible for ensuring compliance with the applicable requirements of BOH Title 5 by all participating temporary food establishments at the event. The temporary event blanket permit application and a nonrefundable deposit in the amount of \$215.00 must be submitted to the health officer at least thirty days before the event. For the purposes of this section, "person" means any individual, corporation, company, association, society, firm, partnership, joint stock company or governmental agency, or the authorized agent of any of these entities. (R&R No. 17-02 § 1, 2017: R&R No. 15-04 § 1, 2015: R&R No. 15-01 § 2, 2015: R&R No. 11-05 § 1, 2011: R&R No. 09-05 § 2, 2009: R&R No. 09-01 § 3, 2009: R&R No. 05-05 §§ 15, 17, 18, 29, 30, 31, 32, 33, 34, 6-17-2005: R&R No. 02-05 § 1, 11-15-2002: R&R No. 01-02 § 1, 12-7-2001: R&R No. 00-09 § 1, 7-21-00: R&R No. 99-07 § 1, 11-19-99: R&R No. 98-04 § 1, 12-17-98: R&R No. 97-05 § 1, 12-19-97: R&R No. 4 § 1, 12-20-96: R&R No. 3 § 1, 9-20-96: R&R No. 92 amdt. § 1, 12-20-96: R&R No. 92 amdt. § 1, 9-20-96: R&R No. 92 § 1, 12-14-93: R&R No. 91 § 1 (part), 5-14-93).

Reviser's Notes:

*See BOH chapter 5.64 for provisions regarding food establishment risk categories.

**Added but not underlined in R&R 15-04.

2.10.030 Seating calculations. The health officer shall calculate seating capacity to determine the applicable permit fee, as follows:

A. The number of seats and other provisions for on-premises consumption shall be counted; seating used solely for customer waiting shall not be counted.

B. Any restaurant comprised of more than one type of operation, such as a coffee shop and cocktail lounge, may, at the option of the owner, have its seating capacity computed as if the restaurant were only a single operation.

C. Seating count for "take-out" and "drive-in" type food establishments shall either include the total number of inside and outside seats or two seats for each defined parking stall provided by the food establishment, whichever is greater. (R&R No. 05-05 §§ 19, 20, 6-17-2005: R&R 91 §1(part), 5-14-93).

2.10.040 Plan review fees.

Plan Review Fees

The owner or operator of a food establishment shall pay to the health officer plan review fees for reviewing plans and specifications, conduction preoperational inspections and providing consultation, as follows:

A.	New construction	\$860.00 base fee, plus \$215.00 per hour for each hour after four hours
B.	Remodel	\$645.00 base fee plus \$215.00 per hour for each hour after three hours
C.	Two or more plan reviews for one facility	\$645.00 base fee plus \$215 per hour for each hour after three hours
D.	Plan resubmittal	\$215.00 per hour
E.	Subsequent preoccupancies, on-site inspection before plan submittal, or on-site inspection when no plan review is required	\$430.00 base fee plus \$215.00 per hour for each hour after two hours
F.	Plan review for new farmers market	\$402.00 per review
G.	Change to mobile or limited food service establishment	\$430.00 base fee plus \$215.00 per hour for each hour after two hours

(R&R No. 17-02 § 2, 2017: R&R No. 15-01 § 3, 2015: R&R No. 09-05 § 3, 2009: R&R No. 09-01 § 4, 2009: R&R No. 05-05 §§ 15, 21, 35, 36, 37, 38, 39, 40, 6-17-2005).

2.10.050 Late fees. Notwithstanding the provisions of BOH chapter 2.06, the food establishment owner or operator shall pay the following late fees, as applicable:

A.	Annual permit fee payment delinquent by ten to thirty days	Ten percent of applicable permit fee.
B.	Annual permit fee payment delinquent by thirty-one to sixty days	Twenty percent of applicable permit fee.
C.	Annual permit fee payment delinquent by more than sixty days	Thirty percent of applicable permit fee
D.	Temporary food establishment permit application submitted three to five days before the event	\$50.00
E.	Temporary food establishment permit application submitted one to two days before the event	\$100.00

(R&R No. 09-05 § 4, 2009: R&R No. 09-03 § 2, 2009: R&R No. 09-01 § 5, 2009: R&R No. 05-05 § 22, 6-17-2005).

2.10.060 Occupational license and examination fees.

Occupational License and Examination Fees.

The occupational license or examination applicant shall pay the following fees, as applicable, at the time of application submittal for the license or examination:

A.	Meat cutter's license exam	\$99.00
B.	Meat cutter's license renewal	\$74.00

(R&R No. 15-01 § 4, 2015: R&R No. 09-01 § 6, 2009: R&R No. 05-05 §§ 15, 23, 41, 42, 43, 44, 45, 46, 6-17-2005).

2.10.070 Special service fees. The health officer is also authorized to charge such fees as the health officer may deem necessary for the furnishing of special services or materials requested by the public that are not ordinarily provided under permit or pursuant to statute. Such services and materials to be furnished may include, but are not limited to the examination, testing or inspection of particular products, materials, procedures, construction, equipment or appliances to determine their compliance with the provisions of this title or their acceptability for use. The health officer shall have full authority to specify the terms and conditions upon which such services and materials shall be made available, consistent with any applicable statutes and ordinances; provided, that any fees imposed pursuant to this authorization shall be reasonably equivalent to county cost for furnishing services and materials. (R&R No. 05-05 § 24, 6-17-2005: R&R 91 §1(part), 5-14-93).

2.10.080 Miscellaneous fees.

A. The food establishment owner or operator shall pay the following miscellaneous fees, as applicable:

1.	Variance request fee	\$215.00 per hour
2.	Reinspection fee for establishments other	50 percent of applicable permit fee.

	than temporary food establishments, farmers markets and temporary farmers market food establishments.	
3.	Reinspection fee for temporary food establishments, farmers markets and temporary farmers market food establishments.	\$160.00 per reinspection
4.	Reinstatement of permit after suspension.	100 percent of applicable permit fee.
5.	Penalty for commencing operation of a food establishment without required permit or plan review.	50 percent of applicable permit fee.
6.	Penalty for removing, obstructing the view of or failing to post a food safety rating placard at a general food service establishment – first violation within any two-year period.	50 percent of applicable permit fee.
7.	Penalty for removing, obstructing the view of or failing to post a food safety rating placard at a general food service establishment – second violation within any two-year period.	100 percent of applicable permit fee.
8.	Penalty for removing, obstructing the view of or failing to post a food safety rating placard at a general food service establishment – third and subsequent violation within any two-year period.	200 percent of applicable permit fee.

B. The health officer is authorized to charge a fee equal to one-half of the applicable permit fee when he or she determines that a second inspection is necessary following a routine inspection or complaint investigation, and to adopt administrative policies to specify the terms and conditions upon which such reinspections are made, to be based upon the extent and severity of violations found.

C. The food establishment owner or operator shall pay fees, as applicable, for dishonored check submittal, permit replacement, permit transfer or name change, inspections outside regular department working hours, special services, and refunds, in accordance with the fee provisions of BOH chapter 2.06 of this code.

D. The health officer is authorized to charge penalty fees of fifty, one hundred, and two hundred percent of the applicable permit fee for the willful removal, obstruction of the public view or failure to post food safety rating placards at a general food service establishment after the first, second, third or subsequent violation, respectively, within any two-year period, and to adopt administrative policies consistent with this section to specify the terms and conditions under which placards shall be displayed. (R&R 17-01 § 1, 2017: R&R 15-04 § 2, 2015: R&R 15-01 § 5, 2015: R&R 05-05 § 25, 2005).

2.10.090 Penalty for commencing operation without approval. Any food establishment owner who commences any work on or any operation of a food establishment for which a permit or plan review is required under Title 5 of this code without first having obtained such permit or plan review shall upon subsequent application for such permit or plan review pay the applicable permit or plan review fee and a penalty fee equal to one-half of the applicable permit or plan review fee. The health officer is authorized to waive the penalty fee upon receipt of proof, to the satisfaction of the health officer, that such work was urgently necessary and that it was not practical to obtain a permit prior to the commencement of the work. In all such emergency cases, the food establishment owner or operator shall obtain a permit as soon as it is practical to do so, and if the health officer determines there is an unreasonable delay in obtaining the permit, a penalty fee shall be charged as provided in this section. (R&R No. 05-05 §§ 15, 27, 6-17-2005: R&R 91 §1(part), 5-14-93).

2.10.100 Refunds.

- A. A food establishment owner shall receive a refund of a permit fee if:
1. A permit is denied;
 2. A fee has been paid where none is imposed;
 3. The permit is issued where none is required;
 4. The permittee never engages in permitted activity due to the denial by any governmental agency to issue a necessary license;
 5. The applicant for a permanent permit withdraws his or her application before the permit is issued;

6. The applicant for a temporary permit withdraws his or her application more than fourteen days before the event; or

7. The food establishment permit has been overpaid by more than the amount of the refund processing fee in BOH chapter 2.06.

B. Each refund shall be subject to a twenty-five dollar deduction for the cost of administration. (R&R No. 09-01 § 7; 2009: R&R No. 05-05 §§ 15, 28, 6-17-2005: R&R 91 §1(part), 5-14-93).

2.13 DIRECTOR REGULATED ACTIVITIES – TITLE 8 (ZONOTIC DISEASE PREVENTION)

Section:

- 2.13.010 Applicability.
- 2.13.020 Permit fees.
- 2.13.030 Plan review fees.
- 2.13.040 Special services - authority.
- 2.13.050 Miscellaneous fees.
- 2.13.060 Penalty for commencing operation without approval.
- 2.13.070 Refunds.

2.13.010 Applicability. This chapter applies to activities regulated by the director under BOH Title 8. (R&R No. 09-07 § 43, 2009).

2.13.020 Permit fees.

Permit Fees.

A. The owner or operator of a pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business shall pay to the director the following annual operating permit fees, as applicable:

- 1. Pet shop
 - a. Aquarium only \$241.00
 - b. Standard \$418.00
- 2. Commercial kennel \$341.00
- 3. Pet daycare facility \$341.00
- 4. Animal shelter
 - a. Category 1: not more than 1,500 pet adoptions per calendar year except a Category 4 shelter \$418.00
 - b. Category 2: more than 1,500 pet adoptions per calendar year \$892.00
 - c. Category 3: Satellite pet adoption facility \$146.00 per location
 - d. Category 4: fewer than 500 pet adoptions per calendar year if housing and offering or distributing for adoption as pets only small, noncanine and nonfeline mammals, including but not limited to ferrets, rabbits, hamsters, hedgehogs, gerbils, chinchillas, rats or mice \$250.00
- 5. Pet grooming service other than a mobile grooming unit \$241.00
- 6. Mobile grooming unit \$241.00 base fee for one vehicle plus \$81.00 for each additional vehicle owned by the same person and inspected at the same time and location as all other vehicles
- 7. Poultry retail business \$320.00
- 8. Pet food retail business \$221.00
- 9. Any combination of two or more permit classifications (pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or poultry Highest applicable permit fee plus \$241.00 for one additional permit classification or \$482.00 for two or more additional permit classifications

retail business) other than pet food retail business at the same location

B. The applicant for two or more annual operating permits at the same location for any combination of pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or poultry retail business establishments shall pay to the director the highest applicable operating permit fee plus the additional permit classification fee as set forth in this section, but the pet food retail business permit fee shall be waived for any holder of a current pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or poultry retail business permit.

C. The permit applicant for a pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business that is to be operated no longer than any period of six consecutive months shall pay one-half the applicable annual permit fee in subsections A. and B. of this Part 3. (R&R No. 16-01 § 1, 2016: R&R No. 15-01 § 6, 2015: R&R 10-01 § 18, 2010: R&R No. 09-07 § 44, 2010).

2.13.030 Plan review fees.

Plan Review Fees.

The owner or operator of a pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service shall pay to the director plan review fees for reviewing plans and specifications, conducting preoperational inspections and providing consultation, as follows:

- | | |
|---|---|
| A. New standard pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service construction | \$184.80 base fee plus \$184.80 per hour for each hour after 1 hour |
| B. Conversion of existing structure to standard pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service | \$184.80 base fee plus \$184.80 per hour for each hour after 1 hour |
| C. Remodel of existing standard pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service | \$184.80 base fee plus \$184.80 per hour for each hour after 1 hour |
| D. Two or more plan reviews for one facility | \$184.80 base fee plus \$184.80 per hour for each hour after 1 hour |
| E. Plan resubmittal | \$184.80 per hour |
| F. Subsequent preoperational inspections, on-site inspection before plan submittal or on-site inspection when plan review is not required | \$184.80 base fee plus \$184.80 per hour for each hour after 1 hour |

(R&R No. 15-01 § 7, 2015: R&R 10-01 § 19, 2010: R&R No. 09-07 § 45, 2010).

2.13.040 Special services - authority. The director is authorized to charge fees for the furnishing of special services or materials requested by the public that are not ordinarily provided under permit or pursuant to statute. Such services and materials may include but are not limited to examination, testing, or inspection of particular products, materials, procedures, construction, equipment, or appliances to determine their compliance with this title or their acceptability for use. The director is authorized to specify the terms and conditions upon which the services and materials shall be made available, consistent with any applicable laws; provided, that any fees imposed pursuant to this authorization shall not exceed the actual cost to the county for furnishing services and materials. (R&R No. 09-07 § 46, 2010).

2.13.050 Miscellaneous fees.

A. The pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator shall pay the following miscellaneous fees, as applicable:

- | | |
|---|--------------------------------------|
| 1. Variance request fee | \$184.80 |
| 2. Reinspection fee | 50 percent of applicable permit fee |
| 3. Reinstatement of permit after suspension | 100 percent of applicable permit fee |

B. The director is authorized to charge a fee equal to one-half of the applicable permit fee when the director determines that a reinspection is necessary following a routine inspection or complaint investigation, and to adopt administrative policies to specify the terms and conditions upon which the reinspections are made, which must be based upon the extent and severity of violations found.

C. The pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator shall pay fees, as applicable, for dishonored check submittal, permit replacement, permit transfer or name change, inspections outside

regular department working hours, special services and refunds, in accordance with the fee provisions of BOH chapter 2.06. (R&R No. 16-01 § 2, 2016: R&R No. 15-01 § 8, 2015: R&R 10-01 § 20, 2010: R&R No. 09-07 § 47, 2010).

2.13.060 Penalty for commencing operation without approval. Any person who commences any work on or any operation of a pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business for which a permit or plan review is required under BOH Title 8 without first having obtained the permit or plan review shall upon subsequent application for the permit or plan review pay the applicable permit or plan review fee and a penalty fee equal to one-half of the applicable permit or plan review fee. The director is authorized to waive the penalty fee upon receipt of proof, to the satisfaction of the director, that the work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all such emergency cases, the owner or operator of the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business shall obtain a permit as soon as it is practical to do so and, if the director determines there is an unreasonable delay in obtaining the permit, a penalty fee shall be charged as provided in this section. (R&R 10-01 § 21, 2010: R&R No. 09-07 § 48, 2010).

2.13.070 Refunds.

A. The director shall issue the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator a refund of a permit fee if:

1. A permit is denied;
2. A fee has been paid where none is imposed;
3. The permit is issued where none is required;
4. The permittee never engages in permitted activity due to the denial by any governmental agency to issue a necessary license;
5. The applicant for a permit withdraws his or her application before the permit is issued; or
6. The permit fee has been overpaid by more than the amount of the refund processing fee set forth in BOH chapter 2.06.

B. Each refund shall be subject to a twenty-five-dollar deduction for the cost of administration. (R&R 10-01 § 22, 2010: R&R No. 09-07 § 49, 2010).

2.14 DIRECTOR REGULATED ACTIVITIES – TITLE 10 (SOLID WASTE HANDLING)

Sections:

- 2.14.010 Applicability.
- 2.14.020 Annual (new and renewal) operating permit fees.
- 2.14.030 Permit application – Plan review.
- 2.14.040 Tonnage and volume fees.
- 2.14.050 Payment.
- 2.14.060 Special inspections.
- 2.14.070 Solid waste variance fee.
- 2.14.080 Special services — Authority.
- 2.14.090 Special services — Terms and conditions.
- 2.14.100 Reexamination fee.

2.14.010 Applicability. The provisions of this chapter are applicable to activities regulated by the director pursuant to Title 10 of this code. (R&R No. 05-05 §§ 55, 56, 6-17-2005).

2.14.020 Annual (new and renewal) operating permit fees.

Annual (New and Renewal) Operating Permit Fees.

The permit fees for solid waste disposal sites, collection/transportation vehicles, biomedical waste transporters and biomedical waste storage/treatment sites subject to the fee requirements of BOH Title 10 shall be the annual fees set forth below:

A.	Municipal landfill	\$369.60 base fee plus tonnage fee as cited in BOH 2.14.040.
B.	Limited purpose landfill	\$6,837.60 Each additional hour over 37 hours of service, not to exceed 60 hours at 184.80/hour (\$11,088.00).

C.	Inert landfill	\$7,946.40 Each additional hour over 43 hours of service, not to exceed 60 hours at \$184.80/hour (\$11,088.00).
D.	Compost facility:	
1.	Yard debris facility	\$21,436.80 Each additional hour over 116 hours of service at \$184.80/hour.
2.	Facilities composting other feedstocks	\$5,544.00 Each additional hour over 30 hours of service, not to exceed 49.5 hours at \$184.80/hour (\$9,147.60).
E.	Transfer station	\$6,837.60 Each additional hour over 37 hours of service, not to exceed 52.5 hours at \$184.80/hour (\$9,702.00).
F.	Permanent MRW collection and storage facility	\$6,837.60 Each additional hour over 37 hours of service, not to exceed 73.5 hours at \$184.80/hour (\$13,582.80).
G.	Material recovery and recycling facility	\$9,055.20 Each additional hour over 49 hours of service, not to exceed 42 hours at \$184.80/hour (\$7,761.60).
H.	Energy recovery and incineration facility	\$5,544.00 Each additional hour over 30 hours of service, not to exceed 42 hours at \$184.80/hour (\$7,761.60).
I.	Closed landfill site	\$6,837.60 Each additional hour over 37 hours of service, not to exceed 48 hours at \$184.80/hour (\$8,870.40).
J.	Solid waste drop box	\$4,804.80 Each additional hour over 26 hours of service, not to exceed 33 hours at \$184.80/hour (\$6,098.40).
K.	Land application	\$4,435.20 Each additional hour over 24 hours of service, not exceed 27 hours at \$184.02.0/hour (\$4,986.60).
L.	Collection/transportation vehicle	\$500.00 per vehicle location plus \$30.00 for each vehicle.
M.	Biomedical waste transporter	\$1,478.40 Each additional hour over 8 hours of service at \$184.80/hour.
N.	Other solid waste facility (includes biomedical waste storage/treatment sites)	\$2,412.00 Each additional hour over 12 hours of service, not to exceed 18 hours at \$184.80/hour (\$3,326.40).
O.	Storage/treatment piles	\$3,326.40 Each additional hour over 18 hours of service, not to exceed 27 hours at \$184.80/hour (\$4,989.60).
P.	Surface impoundments and tanks	\$4,804.80 Each additional hour over 26 hours of service, not to exceed 33 hours at \$184.80/hour (\$6,098.40).
Q.	Review fees for facilities providing notification of exemption from solid waste handling permitting, or other reporting in accordance with BOH chapter 10.12:	
1.	Composting facilities	\$739.20 Each additional hour over 5 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-220(1)(b), for permit exemption requirements).
2.	Material recovery and recycling facilities	\$739.20 Each additional hour over 5 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-210(2) and 173-350-310(2), for permit exemption requirements).
3.	Storage/treatment piles	\$739.20

		Each additional hour over 5 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-320(1)(e), for permit exemption requirements).
4.	Energy recovery and incineration facilities	\$739.20 Each additional hour over 5 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-240(1)(c), for permit exemption requirements).
5.	Limited moderate risk waste facilities	\$739.20 Each additional hour over 5 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-360(3), for permit exemption requirements).
6.	Mobile systems and collection events:	
	a. Collection events	\$739.20 Each additional hour over 5 hours at \$184.80/hour
	b. Mobile systems	\$3,696.00 Each additional hour over 20 hours at \$184.80/hour (See BOH chapter 10.12, under WAC 173-350-360(2), for permit exemption requirements).

(R&R No. 15-01 § 9, 2015; R&R No. 09-01 § 8, 2009; R&R No. 05-05 §§ 55, 57, 58, 70, 71, 72, 73, 74, 75, 6-17-2005; R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.030 Permit application – Plan review fees.

Permit Application and Plan Review Fees.

Plan review fees are assessed at the rate of a base fee plus an hourly fee up to the actual cost of performing the work. Plans and specifications shall be accompanied by nonrefundable fee as follows:

Base fee (includes 4 hours of plan review time)	\$739.20
Every additional hour over 4 hours at \$184.80/hour	

(R&R No. 15-01 § 10, 2015; R&R No. 09-01 § 9, 2009; R&R No. 05-05 §§ 59, 60, 76, 77, 78, 79, 80, 81, 6-17-2005).

2.14.040 Tonnage and volume fees.

Part 1 — Tonnage and Volume Fees

Effective January 1, 2011, Through December 31, 2011.

The operator shall forward to the health officer the following fee per ton of all solid waste entering a municipal landfill for disposal:

	Sites Without Scales	Sites With Scales
Landfills	N/A	56 cents/ton

Part 2 — Tonnage and Volume Fees

Effective January 1, 2012, and Thereafter.

The operator shall forward to the health officer the following fee per ton of all solid waste entering a municipal landfill for disposal:

	Sites Without Scales	Sites With Scales
Landfills	N/A	\$1.09 cents/ton

(R&R No. 11-04 § 1, 2011; R&R No. 09-01 § 10, 2009; R&R No. 05-05 §§ 55, 61, 6-17-2005; R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.050 Payment. Prior to the fifteenth day of each month, all volume or tonnage fees for the previous month's waste received are to be forwarded by the facility owner or operator to the health officer monthly with a form prescribed by the health officer. (R&R No. 05-05 §§ 55, 61, 6-17-2005; R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.060 Special inspections. Fees for inspection service requested by the solid waste disposal site, collection/transportation vehicle management, biomedical waste storage/treatment site or

biomedical waste transporter, to be performed outside regular departmental working hours will be charged at a rate equal to the cost of performing the service. (R&R No. 05-05 §§ 55, 61, 6-17-2005: R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.070 Solid waste variance fee. Where the health officer is involved with official review and processing of requests for variance from these regulations, the health director may grant the same as long as the action will not impair public health and safety. The nonrefundable fee for review of a variance request will be charged at a rate equal to the cost of performing the service. (R&R No. 05-05 §§ 55, 62, 63, 6-17-2005: R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.080 Special services — Authority. The health officer is authorized to charge such fees as the health officer deems necessary for the furnishing of special services or materials requested that are not ordinarily provided under permit or pursuant to statute. Such services and materials to be furnished may include but are not limited to the examination, testing or inspection of particular products, materials, construction, equipment or appliances to determine their compliance with the provisions of Title 10 of this code or their acceptability for use. (R&R No. 05-05 §§ 55, 64, 65, 6-17-2005: R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.090 Special services — Terms and conditions. The health officer or the health officer's authorized representative shall have full authority to specify the terms and conditions upon which such services and materials shall be made available, consistent with any applicable statutes and ordinances; provided, that any fees imposed pursuant to this authorization shall not exceed the actual cost of furnishing the services and materials. (R&R No. 05-05 §§ 55, 66, 67, 6-17-2005: R&R No. 03-06 § 2 (part), 11-21-2003).

2.14.100 Reexamination fee. When plans and specifications that have been examined are altered and resubmitted, an additional fee for the reexamination of such plans shall be assessed at the current cost of plan review. Where a duplicate set of approved plans is submitted for examination and approval at any time after a permit has been issued on the original approved plans, a fee shall be charged at the current cost of plan review for such examination and approval. Where a complete redesign of a site is submitted after one design has been examined, a new review fee shall be charged in addition to the review fee for the first design. The examination of any further redesign shall be similarly charged. (R&R No. 05-05 §§ 55, 68, 69, 6-17-2005: R&R No. 03-06 § 2 (part), 11-21-2003).

2.15 DIRECTOR REGULATED ACTIVITIES – TITLE 11 (HAZARDOUS CHEMICALS)

Sections:

- 2.15.010 Applicability.
- 2.15.020 Plan review, verification and analytical sample fees for decontamination of illegal drug labs.

2.15.010 Applicability. This chapter applies to activities regulated by the director under chapter 64.44 RCW, chapter 246.205 WAC, or BOH Title 11. (R&R No. 09-01 § 17, 2009).

2.15.020 Plan review, verification and analytical sample fees for decontamination of illegal drug labs.

**Part 1 — Decontamination Work Plan Review,
Verification and Analytical Sample Fees.
Effective Through December 31, 2009.**

The owner seeking decontamination, demolition or disposal of property contaminated as a result of illegal drug manufacture, storage or use shall pay to the director the following fees for work plan review, verification of decontamination, demolition or disposal, and analytical sampling, as applicable:

A.	Review of work plan for the decontamination, demolition or disposal of contaminated property, and for verification of decontamination, demolition or disposal, including property inspection by the director.	\$520.00 base fee, plus \$173.00 per hour for each hour after three hours
B.	Analytical sample and laboratory costs incurred by the director.	Actual per sample costs charged by analytical laboratory

**Part 2 – Decontamination Work Plan Review,
Verification and Analytical Sample Fees.
Effective January 1, 2010, Through December 31, 2010.**

The owner seeking decontamination, demolition or disposal of property contaminated as a result of illegal drug manufacture, storage or use shall pay to the director the following fees for work plan review, verification of decontamination, demolition or disposal, and analytical sampling, as applicable:

A.	Review of work plan for the decontamination, demolition or disposal of contaminated property, and for verification of decontamination, demolition or disposal, including property inspection by the director.	\$546.00 base fee, plus \$182.00 per hour for each hour after three hours
B.	Analytical sample and laboratory costs incurred by the director.	Actual per sample costs charged by analytical laboratory

**Part 3 — Decontamination Work Plan Review,
Verification and Analytical Sample Fees.
Effective January 1, 2011, Through December 31, 2011.**

The owner seeking decontamination, demolition or disposal of property contaminated as a result of illegal drug manufacture, storage or use shall pay to the director the following fees for work plan review, verification of decontamination, demolition or disposal, and analytical sampling, as applicable:

A.	Review of work plan for the decontamination, demolition or disposal of contaminated property, and for verification of decontamination, demolition or disposal, including property inspection by the director.	\$573.00 base fee, plus \$191.00 per hour for each hour after three hours
B.	Analytical sample and laboratory costs incurred by the director.	Actual per sample costs charged by analytical laboratory

**Part 4 – Decontamination Work Plan Review,
Verification and Analytical Sample Fees.
Effective January 1, 2012, and Thereafter.**

The owner seeking decontamination, demolition or disposal of property contaminated as a result of illegal drug manufacture, storage or use shall pay to the director the following fees for work plan review, verification of decontamination, demolition or disposal, and analytical sampling, as applicable:

A.	Review of work plan for the decontamination, demolition or disposal of contaminated property, and for verification of decontamination, demolition or disposal, including property inspection by the director.	\$603.00 base fee, plus \$201.00 per hour for each hour after three hours
B.	Analytical sample and laboratory costs incurred by the director.	Actual per sample costs charged by analytical laboratory

(R&R No. 09-01 § 18, 2009).

2.15F DIRECTOR REGULATED ACTIVITIES - CHAPTER 11.50 (SECURE MEDICINE RETURN)

Sections:

- 2.15F.005 Suspension.
- 2.15F.010 Applicability.
- 2.15F.020 Plan review fees.
- 2.15F.030 Annual operating fees.
- 2.15F.040 Review of plan changes.
- 2.15F.050 Miscellaneous fees.

2.15F.005 Suspension. Due to the enactment Chapter 196, Laws of Washington 2008, and Chapter 155, Laws of Washington 2021, providing for a statewide system of regulation for the safe and secure collection and disposal of medicines through drug take-back programs operated and funded by

drug manufacturers and administered by the state of Washington Department of Health, the operation and effect of this chapter is suspended until such time that the state ceases to provide that service. (R&R No. 21-02 § 1, 2021).

2.15F.010 Applicability. This chapter applies to activities regulated by the director under BOH chapter 11.50. (R&R No. 14-02 § 2, 2014).

2.15F.020 Plan review fees. A producer or group of producers participating in the standard stewardship plan or an independent stewardship plan shall pay to the director the following plan review fee:

Plan review base fee (includes 137 hours of review time), due with submittal of proposed plan pursuant to BOH 11.50.120	\$15,750.00
Each additional hour over 137 hours	\$116.00 per hour

(R&R No. 15-01 § 11, 2015: R&R No. 14-02 § 3, 2014).

2.15F.030 Annual operating fees.

A. A producer or group of producers participating in the standard stewardship plan or an independent stewardship plan shall pay to the director the following annual operating fee:

Annual operating base fee (includes 259 hours of services), due in advance of annual operations and upon notification by the director	\$30,000.00
Each additional hour over 259 hours	\$116.00 per hour

B. If the plan review base fee paid by a producer or group of producers exceeds the actual costs of plan review, the director shall reduce the annual operating base fee for the first year of operations by the same amount. (R&R No. 15-01 § 12, 2015: R&R No. 14-02 § 4, 2014).

2.15F.040 Review of plan changes. A producer or group of producers participating in the standard stewardship plan or an independent stewardship plan shall pay to the director the following fee for review of proposed changes to an approved stewardship plan:

Plan change base fee (includes 4 hours of services), due with submittal of proposed change pursuant to BOH 11.50.130	\$464.00
Each additional hour over 4 hours	\$116.00 per hour

(R&R No. 15-01 § 13, 2015: R&R No. 14-02 § 5, 2014).

2.15F.050 Miscellaneous fees.

A. A producer or group of producers participating in the standard stewardship plan or an independent stewardship plan shall pay to the director the following miscellaneous fees, as applicable:

Review of revised plan pursuant to BOH 11.50.120.D.	\$116.00 per hour
Agency plan development pursuant to BOH 11.50.120.E.	\$116.00 per hour
Review of petition for alternative disposal methodology pursuant to BOH 11.50.080.C.	\$116.00 per hour
Agency activities to enforce against noncompliance pursuant to BOH 11.50.140 (separate from assessed penalties, if applicable)	\$116.00 per hour

B. A producer who is not participating in the standard stewardship plan or an independent stewardship plan shall pay to the director the following miscellaneous fees, as applicable:

Agency activities to enforce against noncompliance pursuant to BOH 11.50.140 (separate from assessed penalties, if applicable)	\$116.00 per hour
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(R&R No. 15-01 § 14, 2015: R&R No. 14-02 § 6, 2014).

2.16 DIRECTOR REGULATED ACTIVITIES – TITLE 12 (WATER)

Sections:

- 2.16.010 Applicability.
- 2.16.020 Fees.

2.16.010 Applicability. The provisions of this chapter are applicable to activities regulated by the director pursuant to Title 12 of this code. (R&R No. 05-05 §§ 82, 83, 6-17-2005).

2.16.020 Fees.

Fees Pertaining to Title 12.

Persons shall pay fees for Group B water system inspections and evaluations, plan review, office conferences, sample collection and analysis, designer certification, appeals, and office file reviews and reports as set forth in the following fee schedule:

Well site inspection	\$657.00
Plan review	
Initial plan review	\$1,749.00
Extension of approval	\$121.00
Plan modification	\$402.00
Final inspection of new system	\$716.00
Return inspection	\$430.00
Office conference	\$184.80
	plus \$184.80/hour after one hour
Sample collection and analysis	\$242.00
	plus lab fee
Designer certification	
Certificate of competency	\$342.00
Examination	\$402.00
Review board appeal	\$1,383.00
Comprehensive system evaluation	\$884.00
Office file review/report on Group B water system	\$430.00
Group B water treatment review	\$369.60

(R&R No. 15-01 § 15, 2015; R&R No. 09-06 § 1, 2009; R&R No. 05-05 §§ 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 6-17-2005; R&R No. 04-02 1, 7-6-2004; R&R No. 99-09 §1, 11-19-99; R&R No. 99-04 §1, 10-15-99; R&R No. 1 §2, 6-21-96; R&R No. 94 §1, 12-14-93; R&R No. 88 §1, 12-16-92; R&R No. 53 §1(part), 12-1-89).

2.18 DIRECTOR REGULATED ACTIVITIES – TITLE 13 (ON-SITE SEWAGE)

Sections:

- 2.18.010 Applicability.
- 2.18.020 Fee schedule.
- 2.18.030 Inspection fees outside departmental hours (hourly rate).
- 2.18.040 Special service fees.

2.18.010 Applicability. The provisions of this chapter are applicable to activities regulated by the director pursuant to Title 13 of this code. (R&R No. 05-05 §§ 92, 93, 6-17-2005).

2.18.020 Fee schedule.

Fees Pertaining to Title 13

Persons shall pay permit fees, application review fees, reinspection fees, monitoring report filing fees, variance request fees, special service fees and miscellaneous fees under Title 13 as set forth in the following fee schedule:

1.	On-site sewage system construction permit fee	
a.	single-family, new pressurized	\$963.00
b.	single-family, new gravity	\$854.00
c.	single-family, repair or modification	\$691.00
d.	single-family, limited repair	\$247.00
e.	non-single-family	\$1,304.00
f.	delinquent submittal of record drawing	\$184.80 per hour
2.	On-site sewage system maintainer certificate of competency fee	
a.	Issued July 1 or before	\$320.00
b.	Issued after July 1	\$160.00
c.	Maintainer competency examination	\$320.00
3.	Master installer certificate of competency fee	
a.	Issued July 1 or before	\$320.00
b.	Issued after July 1	\$160.00
c.	Master installer competency examination	\$320.00
4.	Associate installer certificate of competency fee	

a.	Initial and renewal certificate	\$120.00
b.	Associate installer competency examination	\$200.00
5.	On-site sewage system pumper certificate of competency fee	
a.	Business owner	\$275.00
b.	Pumper employee	\$120.00
c.	Vehicle inspection tab	\$110.00 per vehicle
d.	Pumper competency examination	\$200.00
6.	Site design application review fee The site design application review fee shall consist of a base fee, plus a potable water review fee as follow, but the potable water review fee shall be waived if a potable water review has been completed in the last two years:	
a.	Base fee	
	(1) Gravity system, new	\$602.00
	(2) Pressurized system, new	\$953.00
b.	Potable water review fees	
	(1) Served by Group A water system with more than 1000 connections	\$0.00
	(2) Served by Group A water system with 1000 or fewer connections	\$0.00
	(3) Served by Group B water system	\$238.00
	(4) Served by individual well	\$154.00
c.	Revision review	\$184.80 base fee plus \$184.80 per hour after one hour
7.	Community and large on-site sewage systems review fees	
a.	Preliminary engineering report, new and replacement	\$764.00
b.	Plans and specifications, new	\$884.00
c.	Plans and specifications, repaired and replacement	\$603.00
d.	Management agreement review	\$281.00
8.	Subdivision review fees	
a.	Pre-application review	\$915.00 base fee plus \$150.00/lot
b.	Final application review	\$1,472.00 base fee plus \$200.00/lot
9.	Sewage review committee fees	
a.	Appeal review	\$1,478.40
b.	Refunds, non refundable amount	\$99.00
10.	Miscellaneous fees	
a.	Building remodel application review	\$642.00 base fee plus potable water review fee as delineated in Part 2, subsection 6.b., but the potable water review fee shall be waived if a potable water review has been completed in the last two years
b.	Wastewater tank manufacturers standards review	\$184.80 base fee plus \$184.80/hour after one hour
c.	On-site sewage system maintainer's maintenance and performance monitoring inspection report filing:	
	(1) Periodic maintenance and performance monitoring	\$28.00
	(2) Monitoring and performance inspection before transfer of title to property	\$184.80
d.	Alternative, community, commercial system monitoring by the health officer	\$184.80 base fee plus \$184.80 per hour after one

		hour
e.	Review of new proprietary device, method or product	\$184.80 base fee plus \$184.80 per hour after one hour
f.	Disciplinary/performance review conference for certificate of competency holder	\$184.80 base fee plus \$184.80 per hour after one hour
g.	Reinstatement of certificate after suspension	\$184.80
h.	Reinspection fee	\$184.80 base fee plus \$184.80 per hour after one hour
i.	Change of designer of record	\$184.80 base fee plus \$184.80 per hour after one hour
j.	Replacement private well/spring location review	\$369.60 base fee plus \$184.80 per hour after two hours
k.	Watertable monitoring plan review	\$831.60 base fee plus \$184.80 per hour after 4.5 hours
l.	On-site sewage system operation and maintenance program fee due from buyer or transferee of a property served by on-site sewage system at time of sale or transfer of property ownership	\$40.00
m.	Report on the condition of an individual private, nonpublic well	\$489.00
n.	Report on the condition of an on-site sewage system and an individual private, nonpublic well on the same premises	\$603.00
o.	Annual product development permit	actual cost of review of permit application, permit issuance and monitoring of product performance data
p.	Rainwater catchment system review	actual cost of review of application for approval of rainwater catchment system source

(R&R 16-02 §1, 2016: R&R No. 15-01 § 16, 2015: R&R No. 11-03, § 1, 2011: R&R No. 09-06 § 2; 2009: R&R No. 09-01 § 11, 2009: R&R No. 08-03 § 151, 2008: R&R No. 05-05 §§ 93, 94, 95, 98, 99, 100, 101, 102, 103, 6-17-2005: R&R No. 04-03 § 2, 7-6-2004: R&R No. 02-02 § 1, 11-15-2002: R&R 02-01 § 2, 5-17-2002: R&R No. 99-08 §1, 11-19-99: R&R No. 99-03 §1, 10-15-99: R&R No. 99-01 § 2 (part), 3-19-99).

2.18.030 Inspection fees outside departmental hours (hourly rate). The health officer is authorized to charge fees for inspection service requested to be performed outside regular departmental working hours at a rate equal to the cost of performing the service. (R&R No. 05-05 §§ 93, 96, 6-17-2005: R&R No. 99-01 § 2 (part), 3-19-99).

2.18.040 Special service fees. The health officer may determine and charge such fees deemed necessary for furnishing special services or materials requested by the public that are not originally provided under permit or pursuant to statute. Such services and materials to be furnished may include but are not limited to the following:

A. Special site and/or OSS examination.

B. Examination, testing, or inspection of particular products, materials, construction, equipment or appliances to determine their compliance with the provision of the title or their acceptability for use. The health officer and his or her authorized representative shall have full authority to specify the terms and conditions upon which such service and materials shall be made available, consistent with any applicable statutes and ordinances; provided, that any fees imposed pursuant to this authorization shall be reasonably equivalent to county cost for furnishing said services and materials. (R&R No. 05-05 §§ 93, 97, 6-17-2005: R&R No. 99-01 § 2 (part), 3-19-99).

2.20 DIRECTOR REGULATED ACTIVITIES – TITLE 14 (SWIMMING AND SPA POOLS)

Sections:

- 2.20.010 Applicability.
- 2.20.020 Permit fees.

2.20.010 Applicability. This chapter applies to activities regulated by the director under chapter 70.90 RCW, chapters 246-260 or 246-262 WAC or BOH Title 14. (R&R No. 09-01 § 12, 2009; R&R No. 05-05 §§ 104, 105, 6-17-2005)

2.20.020 Permit fees.

Permit Fee Schedule.

Every applicant for a permit to do work under chapter 70.90 RCW, chapters 246-260 or 246-262 WAC or BOH Title 14 shall pay for each permit, at time of issuance, a fee in accordance with the following schedule and at the rate provided for each classification shown in this schedule.

A.	Schedule of Fees.	
1.	New water recreation facility construction permit and plan review fees.	\$860.00 base fee for permit, preoccupancy inspection and consultation costs, payable at the time of application, plus \$215.00 per hour after the first four hours for the actual time spent reviewing plans and specifications, payable at the time of final approval.
2.	Renovation or alteration of water recreation facility (including changes in equipment, piping, barriers, walking surfaces, pool appurtenances, filtration equipment, mechanical equipment or pool structure.	\$430.00 base fee for preoccupancy inspection, plus \$215.00 per hour after the first two hours for the actual time spent reviewing plans and specification, payable at the time of final approval.
3.	Plan resubmittal.	\$215.00 per hour for the actual time spent reviewing plans and specifications, payable at the time of final approval.
4.	Preoccupancy inspection subsequent to the initial preoccupancy inspection.	\$430.00 base fee plus \$215.00 per hour after the first two hours.
5.	Operating permit.	
	Water recreation facility (WRF)	\$593.00
	Nonrecirculating spray pool	\$316.00
	Water recreation facility not in use	\$161.00
6.	Miscellaneous fees.	
	Inspection outside regular department working hours requested by water recreation facility owner	Cost of service.
	Reinspection fee	One-half the applicable annual permit fee.
	Reinstatement of permit after suspension	Applicable annual permit fee.
	Variance review fee	\$430.00 base fee plus \$215.00 per hour after the first two hours.
	Other examinations, testing, plan review or inspection services	Cost of service.

B. The fee for any initial permit to be issued under this chapter shall be due and payable on or before the commencement date of the operation subject to such permit. The annual permit fee shall be due on and payable on June 1 and delinquent June 10, regardless of the dates of operation of the pool. The fee for the initial permit to operate a new pool shall be one-half the annual fee if such permit is obtained after November 30.

C. Any person who commenced any work for which a permit is required by this code without first having obtained such permit, shall upon subsequent application for such permit pay an amount equal to one and one-half of the fee fixed by the above schedule of fees for such work unless it shall be proved to the satisfaction of the health officer that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all such emergency cases, a permit shall be obtained as soon as it is practical to do so, and if there is an unreasonable delay in obtaining such permit,

a double fee shall be charged as provided in this section. (R&R No. 15-01 § 17, 2015: R&R No. 09-01 § 12, 2009: R&R No. 05-05 §§ 104, 106, 107, 108, 109, 110, 111, 112, 113, 6-17-2005: R&R No. 02-03 § 1, 11-15-2002: R&R No. 01-03 §1, 12-7-2001: R&R No. 99-10 §2(part), 11-19-99: R&R No. 95 §1, 12-14-93: R&R No. 90 §1, 12-16-92; R&R No. 60 §1, 12-18-90: R&R No. 58 §1(part), 5-11-89).

2.22 DIRECTOR REGULATED ACTIVITIES – TITLE 15 (SCHOOLS)

Sections:

- 2.22.010 Applicability.
- 2.22.020 Plan review fees.
- 2.22.030 Inspection fees.

2.22.010 Applicability. The provisions of this chapter are applicable to activities regulated by the director pursuant to Chapter 246-366 WAC or Title 15 of this code, and include elementary or grade schools, middle or junior high schools, and high schools. (R&R No. 05-05 §§ 114, 115, 6-17-2005).

2.22.020 Plan review fees.

**Part 1 — Plan Review Fees.
Effective Through December 31, 2009.**

The fee for review of plans and specifications shall be:

New School Construction	\$346.00 base fee for preoccupancy inspection and consultation costs, payable at the time of application, plus \$173.00 per hour after two hours for the actual time spent reviewing plans and specifications, payable at the time of final approval
School Remodel or Renovation	\$346.00 base fee for inspection and consultation costs, payable at the time of application, plus \$173.00 per hour after two hours for the actual time spent reviewing plans and specifications, preoccupancy inspection and consultation costs, payable at the time of final approval

**Part 2 — Plan Review Fees.
Effective January 1, 2010, Through December 31, 2010.**

The fee for review of plans and specifications shall be:

New School Construction	\$364.00 base fee for preoccupancy inspection and consultation costs, payable at the time of application, plus \$182.00 per hour after two hours for the actual time spent reviewing plans and specifications, payable at the time of final approval
School Remodel or Renovation	\$364.00 base fee for inspection and consultation costs, payable at the time of application, plus \$182.00 per hour after two hours for the actual time spent reviewing plans and specifications, preoccupancy inspection and consultation costs, payable at the time of final approval

**Part 3 — Plan Review Fees.
Effective January 1, 2011, Through December 31, 2011.**

The fee for review of plans and specifications shall be:

New School Construction	\$382.00 base fee for preoccupancy inspection and consultation costs, payable at the time of application, plus \$191.00 per hour after two hours for the actual time spent reviewing plans and specifications, payable at the time of final approval
School Remodel or Renovation	\$382.00 base fee for inspection and consultation costs, payable at the time of application, plus \$191.00 per hour after two hours for the actual time spent reviewing plans and specifications, preoccupancy inspection and consultation costs, payable at the time of final approval

**Part 4 — Plan Review Fees.
Effective January 1, 2012, and Thereafter.**

The fee for review of plans and specifications shall be:

New School Construction	\$402.00 base fee for preoccupancy inspection and consultation costs, payable at the time of application, plus \$201.00 per hour after two hours for the actual time spent reviewing plans and specifications, payable at the time of final approval
School Remodel or Renovation	\$402.00 base fee for inspection and consultation costs, payable at the time of application, plus \$201.00 per hour after two hours for the actual time spent reviewing plans and specifications, preoccupancy inspection and consultation costs, payable at the time of final approval

(R&R No. 09-01 § 14, 2009; R&R No. 05-05 §§ 114, 116, 117, 118, 119, 120, 121, 122, 123, 6-17-2005; R&R No. 03-03 § 2, 3-21-2003; R&R No. 93 § 1, 12-14-93; R&R No. 50 § 1, 12-1-89; R&R No. 20 § 1(1), 12-1-81).

2.22.030 Inspection fees.

**Part 1 — Inspection Fees.
Effective Through December 31, 2009.**

Periodic inspection, when requested by the school authority	\$346.00 base fee plus \$173.00 per hour after two hours
Preoccupancy inspection subsequent to the final inspection	\$346.00 base fee plus \$173.00 per hour after two hours
Other inspection services, when requested by the school authority	Cost of service

**Part 2 — Inspection Fees.
Effective January 1, 2010, Through December 31, 2010.**

Periodic inspection, when requested by the school authority	\$364.00 base fee plus \$182.00 per hour after two hours
Preoccupancy inspection subsequent to the final inspection	\$364.00 base fee plus \$182.00 per hour after two hours
Other inspection services, when requested by the school authority	Cost of service

**Part 3 — Inspection Fees.
Effective January 1, 2011, Through December 31, 2011**

Periodic inspection, when requested by the school authority	\$382.00 base fee plus \$191.00 per hour after two hours
Preoccupancy inspection subsequent to the final inspection	\$382.00 base fee plus \$191.00 per hour after two hours
Other inspection services, when requested by the school authority	Cost of service

**Part 4 — Inspection Fees.
Effective January 1, 2012, and Thereafter.**

Periodic inspection, when requested by the school authority	\$402.00 base fee plus \$201.00 per hour after two hours
Preoccupancy inspection subsequent to the final inspection	\$402.00 base fee plus \$201.00 per hour after two hours
Other inspection services, when requested by the school authority	Cost of service

(R&R No. 09-01 § 15, 2009: R&R No. 05-05 §§ 114, 124, 125, 126, 127, 128, 129, 130, 131, 6-17-2005:
R&R No. 03-03 § 3, 4-20-2003: R&R No. 50 § 2, 12-1-89: R&R No. 20 § 1(2), 12-1-81).