

**BROOKE COUNTY BOARD OF HEALTH
FEES FOR PERMITS & SERVICES**

GENERAL.

Scope -- This rule establishes the fees for services and permits issued by the Brooke County Health Department.

Authority. -- W. Va. Code §16-2-11 et seq

Effective Date. – July 1, 2024

APPLICATION AND ENFORCEMENT.

Application -- This rule applies to the Brooke County Health Department which charges a fee for the issuance of permits and services that are covered by this rule.

Enforcement -- The enforcement of this rule is vested with the Brooke County Board of Health or the administrator of the Brooke County Health Department, or designee.

DEFINITIONS.

Bed and Breakfast -- An establishment providing lodging facilities in the form of sleeping accommodations and, at a minimum, a breakfast for a fee.

Body Piercing Studio - An establishment that in any room or space where body piercing is practiced or where the business of body piercing or any part thereof is conducted.

Department -- The Brooke County Health Department.

Campground -- A tract of land maintained and offered to the public for payment for the location or placement of two or more camping units as defined in the WV State Health Department's "General Sanitation" legislative rule, 64CSR18.

Care Facility -- Facilities included, but not limited to, public or private halfway houses, adult day care facilities, residential care facilities (such as juvenile group homes and work release centers), and non-disaster emergency shelters (such as homeless shelters and family violence protection centers). The term does not include health care facilities licensed by the Office of Health Facility Licensure and Certification in the Office of the Inspector General.

Childcare Center -- A facility where care is provided for seven or more children in a 24-hour period. The term does not include facilities excluded in the WV State Health Department's "Childcare Centers" legislative rule, 64CSR21.

Developed Site -- A location for placement and hookup of a manufactured home.

Fixed Expiration Date -- An annual date at which time all permits of the same type expire. The fixed expiration date for each of the permits covered by this rule is derived from the state code or the rule which authorizes the issuance of the particular permit.

Food Handler Card -- This type of training is utilized to teach food workers, who work in a permitted food service establishment, the basics of food safety to prevent foodborne illness. WV Code 16-2-16 requires WV Bureau for Public Health (State Health Department) to set curriculum standards for this type of training and provide that if a local health department requires this certification and the cards be valid across the state (Statewide Card). It is required that all food service workers obtain a food handler card in Brooke County. A food handler card can be obtained, within thirty (30) days of hire, by attending a food service training delivered by the health department, either in person or offered through an approved online service.

Food Service Establishment -- Any fixed or mobile restaurant; coffee shop; cafeteria; short-order cafe; soda fountain; tavern; bar; cocktail lounge; delicatessen; nightclub; roadside stand; industrial feeding establishment; private, public, or non-profit organization or institution routinely serving food; catering kitchen; commissary or similar place in which food or drink is prepared for sale or service on the premises or elsewhere; and any other eating or drinking establishment or operation where food is served or provided for the public with or without charge.

Hotel/Motel -- Any temporary or permanent buildings or structures which are maintained, offered, or used as sleeping quarters for pay.

Individual Sewage Disposal System -- A system for the collection, treatment, and disposal of sewage which serves a single dwelling or establishment.

Industrial Campground -- A campground for the location or placement of two or more camping units as defined in 64CSR18, and to be occupied by workers employed for an industrial purpose and intended for long term stays of over 60 days.

Alternative Type Sewage System -- A method of sewage disposal for a single-family dwelling or establishment for which design standards have been prepared and listed in the "Sewage Treatment and Collection System Design Standards," legislative rule, 64CSR47, as an innovative or alternative system.

In State Vendor Mobile Permits -- A mobile food establishment permit issued to the vendor's county of residence. Additional information 16-2-18.

In State Reciprocity Mobile Permits -- A permit issued by the department to a mobile food service vendor without a fee or as defined by state rule. Additional information 16-2-18.

Labor Camp -- A labor camp includes any lumber, mining, agricultural, construction, or other industrial camp where 10 or more persons are employed and housed in temporary quarters, such as cars, motor homes, camper vehicles, wagons, tents, cabins, buildings, or other similar enclosures.

Mass Gathering -- Any group of 250 or more people assembled together for a meeting, festival, social gathering, concert, or other similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped, and intended for use by large numbers of people. The term shall not include assembly in any outdoor venue ordinarily used and equipped for such events. For the purposes of this rule, "equipped" means supplied with adequate sanitary facilities for the intended use.

Mobile Food Establishment -- A food establishment that is mobile by means of mechanical, electrical, manual, or otherwise propelled vehicle operating on land or water that complies with State Health Department's "Food Establishments" legislative rule, 64CSR17, based on the menu of food items provided.

Manufactured Home Community -- Any site, area, tract, or parcel of land upon which four or more manufactured homes, used or occupied for dwelling purposes, are parked, either free of charge or for a monetary consideration.

Organized Camp -- Any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group living experience for children or adults, or where one or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation, provided that this definition shall not be construed to include a hunting, fishing, or other camp privately owned and used exclusively for the personal pleasure of the owner.

Recreational Water Facility -- A body of water, under the control of a person, which has been modified, improved, constructed, or installed for the purpose of public swimming or bathing. It includes, but is not limited to, bathing beaches; swimming, wading, and diving pools; water slides, spray pools, lazy rivers, and wave pools; spas, hot tubs, therapeutic pools, hydrotherapy pools, and whirlpools. A recreational water facility does not include a private residential swimming pool defined in subsection 2.10 of the "Recreational Water Facilities" legislative rule, 64CSR16.

Retail Food Store -- Any place, structure, premise, vehicle, or any part thereof in which food is sold retail, offered for retail sale, or served not to be consumed on the premises. For the purpose of this rule, the term "retail food store" does not include establishments which handle only pre-packed TCS foods; roadside markets that offer only fresh fruits or fresh vegetables; or the delicatessen operation of a retail food store. This includes micro-vending markets.

School -- A public or private organization that provides instruction for the teaching of children. The term includes early childhood/primary education centers, middle school/junior high education centers, adolescent/high school education centers, and vocational education centers. The term does not include childcare centers as defined in the WV State Health Department's "Childcare Centers" legislative rule, 64CSR21.

Subdivision -- A tract of land which has been divided into two or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development and including the division of land by deed, metes and bounds description, lease, map, plat, or other instrument, or by act of construction.

Tattoo Studio -- An establishment where any room or space where tattooing is practiced or where the business of tattooing or any part thereof is conducted.

TCS Food - Time/Temperature Control for Safety (TCS food). Any food that requires time and temperature control in order to maintain its safety.

Temporary Food Service Establishment -- A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration and required by W. Va. Code §16-6-3 to have a permit.

Temporary Tattoo Studio -- A single building structure, special event, area, or location where a tattooist performs tattooing for a maximum of 14 consecutive days.

Vending Machine -- A machine designed for the dispensing of potentially hazardous food or drink to the public by a self-service method.

Water Well -- Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted for a water supply, for the exploration for water, or for removal of water to dewater construction sites.

Water Well (Heat Exchange) - Any well constructed to use the heat exchange properties of either groundwater or of geologic material penetrated by the well.

PERMIT FEES.

1. Bed and Breakfast Permits expire June 30
Fee: \$72.00
2. Mass Gatherings Permits expire at the end of the event.
Fee: \$72.00
3. Care Facilities Permits expire June 30
Fee: \$72.00
4. Schools Permits expire June 30
Fee: \$72.00
5. Organized Camp Permits expire June 30
Fee: \$100.00
6. Recreational Water Facility Permits expire December 31
Fee: \$150.00
7. Retail Food Stores Permits expire June 30
Fee: \$72.00 per checkout
8. Temporary Food Service Establishments Permits expire per date on permit. (maximum for 14 consecutive calendar days) In state or out of state vendors.
Fee: \$72.00
9. Vending Machine Permits expire June 30
Fee: \$72.00 per machine; max. \$432.00 per site
10. Water Well Permits (new or repair)
Fee: \$150.00
11. Campgrounds Permits expire June 30
Fee: \$7.20 per site, \$72 minimum fee - after 10 sites \$7.20 per site
12. Childcare Centers Permits expire December 31
Fee:
Family Day Care (7-12 kids) \$72.00
Day Care Center (13-25 kids) \$150.00
Day Care Center (>26 kids) \$222.00

13. Food Service Establishments Permits expire June 30

Fee:

0-20 seats	\$150.00
21-50 seats	\$300.00
51-80 seats	\$450.00
>81 seats	\$600.00

ADD \$150.00 IF THE ESTABLISHMENT HAS A LIQUOR LICENSE FROM WVABC

ADD \$150.00 FOR A SEPARATE DELI AND BAKERY

14. Mobile Food Establishment Unit Permits expire June 30

Out of State Vendor Fee (only valid in Brooke County): \$125.00

In-State Vendor County of Residence Permits \$125.00 or fee set forth by State Code

In-State Reciprocity Permits \$0.00

15. Hotel/Motel Permits expire June 30

Fee:

0-20 rooms	\$150.00
21-50 rooms	\$300.00
51-80 rooms	\$450.00
>81 rooms	\$600.00

16. Individual and Innovative and Alternative Sewage Systems

Conventional Single-Family Dwelling \$222.00

All Other Types of Systems \$450.00

DEP - Tank Fee \$30.00

Tank only permit \$90.00

On-site Holding Tank (County/6 month limit) \$1,000.00

17. Manufactured Home Community Permits expire December 31

0-10 parked manufactured home units \$150.00

11-20 parked manufactured home units \$180.00

21-30 parked manufactured home units \$270.00

>31 parked manufactured home units \$330.00

18. Labor Camp Permit Permits expire June 30

Fee: \$150.00

19. Industrial Campground Permits expire June 30

Fee: \$120.00

20. Tattoo Studios Permits are valid for 1 year from date of issuance.

Fee: \$200.00

21. Temporary Tattoo Studios Permits are valid for 14 consecutive days.

Fee: \$100.00

- 22. Body Piercing Studios Permits expire June 30
Fee: \$200.00
- 23. Sewage Cleaning (perTruck) Permits expire December 31
Fee: \$16.00
- 24. Subdivision - No expiration on permits
Fee per lot \$14.00
Minimum Fee \$140.00

FEEES FOR SERVICE SCHEDULE.

- 25. Statewide Food Handlers Cards
Fee:

- 1 Year State Card \$10.00
- 2 Year State Card \$20.00
- 3 Year State Card \$30.00
- Replacement Card \$5.00

- 26. Home Loan Inspections/Water Testing
Individual Water Well Testing \$72.00
Sewage (If program available) \$220.00
Water and Sewage \$292.00
Additional Visits \$50.00

- 27. Re-Inspection Fee
Fee: \$60.00

Routine or complaint-based inspections do not apply to this fee. Criteria for the fee is defined in the Food Code (8-405.11, 8-405.20 and 8-406.11) and are billed to the facility.

- 28. Plan Review Fee
Small food establishment (0-20 seats) \$100.00
Medium food establishment (21-50 seats) \$200.00
Large food establishments (51 & over seats) \$300.00
Other (non-food) facilities \$100.00

Conducted as part of the permitting process of a new food establishment, hotel/motel, tattoo parlor, piercing studio, retail establishment and childcare facility. Fee is required prior to conducting the plan review and is separate from the Fee for Permit.

- 29. Homeowners Sewage Installation Test
Fee: \$50.00

For health department administered septic installer tests to homeowners only. Fee is required prior to taking the test.

- 30. Animal Sample/Rabies Testing Fee
Fee: TBA

Non-human exposure. Fee is the health department's cost of shipping specimen using Fed Ex/UPS. Resident is billed after shipment.

31. Off-Site Training Fee

Fee: \$50.00

32. Permit Re-Issue Fee

Fee: \$10.00

All permits issued by the Brooke County Health Department

CODE PERMIT FEES

The following permit fees are set by WV Legislative Code or Rule and cannot be changed.

- 1. BODY PIERCING [WV RULE 64CSR80]
FEE: \$200.00
- 2. TATTOO STUDIO [WV CODE 16-38-6(E)]
FEE: \$200.00
- 3. SEWAGE TANK CLEANER [WV RULE 64CSR9]
FEE: \$16.00 PER VEHICLE
- 4. STATEWIDE MOBILE FOOD PERMIT
FEE: \$125 OR TBD BY WV CODE 16-2-18
- 5. WATER WELL (HEAT EXCHANGE) [WV RULE 64CSR19]
FEE: \$150.00 (1-50 TON HEAT PUMP SYSTEM)

PRORATING OF FIXED EXPIRATION DATE PERMIT FEES.

The fee charged for an annual permit with a fixed expiration date must be prorated according to the formula shown in Table A of this rule.

Table A Prorated Fixed Expiration Date Permit Fees Formula

<u># of Months from Fixed Expiration Date</u>	<u>% Annual Fee to be Paid</u>
< 3 months	25% of annual fee
3 months to < 6 months	50% of annual fee
6 months to < 9 months	75% of annual fee
9 months to < 12 months	100% of annual fee

Table B Late Fee for Expired Permits

A late fee of 25 percent for all expired permits listed in this rule will be applied to the permit fee schedule. Payment must be received within 10 days of the expiration date to avoid the late fee assessment.

Environmental Fees effective July 1, 2024 (Last modified July 2022)