



## Board of Health

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# PERMIT & LICENSE FEE SCHEDULE

<u>Permit/License</u>	<u>Fee</u>
Animal Permit	\$100.00
<ul style="list-style-type: none"> <li>• Additional per species for laboratory animals</li> </ul>	\$25.00
Beaver Removal Permit	\$75.00
Biotechnology Initial Registration	\$750.00
<ul style="list-style-type: none"> <li>• Renewal/change in use</li> </ul>	\$500.00
Body Art Establishment	\$700.00
Body Art Practitioner Permit	\$575.00
Bodyworks Establishment Plan Review	\$200.00
Bodyworks Establishment Permit	\$100.00
Bodyworks Practitioner Permit	\$50.00
Breast Milk Registration <i>(not subject to Late Renewal Surcharges)</i>	\$25.00
Camp License	\$175.00
Demolition Permit <i>(not subject to Late Renewal Surcharges)</i>	\$75.00
<b>Food:</b>	
<ul style="list-style-type: none"> <li>• Bottling Permit</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>• Farmers Market Seasonal Permit</li> </ul>	NOTE
<ul style="list-style-type: none"> <li>• Food Service – less than 50 seats</li> </ul>	\$250.00
<ul style="list-style-type: none"> <li>• Food Service – 50 to 149 seats</li> </ul>	\$450.00
<ul style="list-style-type: none"> <li>• Food Service – 150 to 250 seats</li> </ul>	\$550.00
<ul style="list-style-type: none"> <li>• Food Service – more than 250 seats</li> </ul>	\$650.00
<ul style="list-style-type: none"> <li>• Food Service – Catered Feeding Location</li> </ul>	\$175
<ul style="list-style-type: none"> <li>• Food Service – Residential Kitchen</li> </ul>	\$125
<ul style="list-style-type: none"> <li>• Mobile Food Service Vendors</li> </ul>	NOTE
<ul style="list-style-type: none"> <li>• Plan Reviews for All Food Service or Retail Establishments</li> </ul>	\$225.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment – Prepackaged foods, no coffee, no refrigeration</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment – Prepackaged foods, Refrigeration</li> </ul>	\$125.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment less than 1,500 square feet</li> </ul>	\$150.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment between 1,500 and 3,000 square feet</li> </ul>	\$250.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment between 3,000 and 6,000 square feet</li> </ul>	\$450.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment between 6,000 &amp; 10,000 square feet</li> </ul>	\$550.00
<ul style="list-style-type: none"> <li>• Retail Food Establishment more than 10,000 square feet</li> </ul>	\$750.00
<ul style="list-style-type: none"> <li>• Temporary/One Day Event Permit</li> </ul>	\$50.00

Proposed March 5, 2020. Adopted April 16, 2020. Effective July 1, 2020.

<b>Permit/License</b>	<b>Fee</b>
Hauler Company (Grease, Medical, Rubbish, Septic)	\$150.00
Hotel/Motel	\$200.00
<b>Marijuana:</b>	
• Plan Review (Treatment Center or Cultivation/Processing Site)	\$1,000.00
• Plan Review (Storage/Disposal)	\$1,000.00
• Plan Review (Continuity of Business/Continuity of Operations)	NO FEE
• Plan Review (Security)	NO FEE
• Marijuana Treatment Center (MTC) Permit	\$2,500.00
• Marijuana Home Cultivation Permit (Home Permit)	\$150.00 <sup>1</sup>
Pre-Residency Housing Inspection <sup>2</sup>	\$75.00
Sharps Permit	\$100.00
<b>Swimming Pool:</b>	
• Public/Semi-Public Pool – Permit (Annual)	\$250.00
• Public/Semi-Public Pool – Permit (Seasonal)	\$175.00
• Public/Semi-Public Pool – Plan Review (includes 2 free revisions)	\$250.00
• Public/Semi-Public Pool – Plan Revisions	\$50.00
• Public/Semi-Public Pool – Re-Inspection	\$125.00
• Public/Semi-Public Pool – Variance Initial Application	\$150.00
• Public/Semi-Public Pool – Variance Renewal	\$75.00
<b>Tanning (Indoor Tanning):</b>	
• New Establishment	\$500.00
• Each Booth	\$250.00
<b>Title V/Septic:</b> <i>(not subject to Late Renewal Surcharges)</i>	
• Installer’s Annual Permit (new- including exam)	\$250.00
• Installer’s Renewal (no exam)	\$125.00
• Installer’s Recertification Test (biennial)	\$50.00
• Soil Application Inspection (less than 2 hours)	\$425.00
• Soil Application (each additional hour over 2 initial hours)	\$75.00
• Septic Construction Permit (Major)	\$350.00
• Septic Construction Permit (Minor)	\$125.00
• Septic Plan Review (includes one free revision)	\$275.00
○ Addition to home with Septic	\$75.00
○ Deed Restriction	\$125.00
○ Additional Plan Reviews for Septic Design	\$50.00
• Septic System Excavation & Trench Permit	\$50.00
• Septic System Variance Request	\$150.00
Tobacco Permit	\$700.00
Well Application – Geothermal, Irrigation <i>(not subject to Late Renewal Surcharges)</i>	\$225.00
Well Application – Site Visit to well (per hour) <i>(not subject to Late Renewal Surcharges)</i>	\$75.00
Wood-burning Boiler Permit Review <i>(not subject to Late Renewal Surcharges)</i>	\$100.00

<sup>1</sup> Ibid.

<sup>2</sup> Pre-Residency Housing Inspections as required by state and federal housing assistance programs only, unless specifically approved by the Director of Health & Human Services.

# Notes

- In order for a permit or license renewal to be considered by the Needham Public Health Division, it must be:
  - submitted with all required documentation and attachments;
  - complete and accurate; and
  - inclusive of payment in full.
- Permit and license renewals (which are accurate and complete and which include payment) will be reviewed and approved promptly. The processing time for applications is at least 15 business days, but every effort will be made to review applications promptly and those which are complete and accurate and inclusive of full payment may be processed in less time (potentially substantially less time).
  - **Delayed License/Permit Renewals** are those submitted within 15 business days of permit/license expiration.
  - **Late License/Permit Renewals** are those submitted within 10 business days of permit/license expiration.
  - **Last-Minute License/Permit Renewals** are those submitted within 5 business days of permit/license expiration.
- Expedited reviews of permit and license renewals may be ordered at the applicant’s discretion to avoid a possible gap in licensure, but that is not required.
- Non-profit organizations may, upon request and when approved by the Director of Health & Human Services, receive a discount of up to 50% on the applicable fees.
- In extraordinary circumstances, the Director of Public Health or the Board of Health’s designated agent may modify or reduce the fees noted above if, in that person’s opinion, it is the best interests of the Town of Needham. The Director or the designated agent will inform the Board of any modifications and the rationale for such actions at the Board’s next meeting.
- Mobile Food Vendor permits and permits for the Farmers Market are the subjects of an extended cooperative program with other Town Departments and community partners that includes a bundled or simplified fee, and thus any fees may be waived if approved by the Director of Health & Human Services.

<b><u>Surcharges</u></b>	<b><u>New</u></b>
• Delayed License/Permit Renewal	\$75.00
• Late License/Permit Renewal	\$150.00
• Last-Minute License/Permit Renewal	DOUBLE FEE
• Noncompliance Re-inspection	\$150.00
• Inspection following Noncompliance for Operating without a Permit	DOUBLE FEE