



**Needham Public
Health Division**
Prevent. Promote. Protect.

Board of Health

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PERMIT & LICENSE FEE SCHEDULE

<u>Permit/License</u>	<u>FY26 Fee</u>
<u>Animal Permit:</u>	
• Initial Application	\$100.00
• Annual Renewal	\$50.00
• Additional per species for laboratory animals	\$50.00
Beaver Removal Permit (<i>not subject to Late Renewal Surcharges</i>)	\$100.00
<u>Biosafety Laboratory Permit:</u>	\$1,000.00
• Initial Registration	
• Annual Renewal	\$500.00
• Plan Modification and Reinspection	\$180.00
<u>Body Art:</u>	
• Establishment Permit	\$300.00
• Establishment Plan Review	\$250.00
• Practitioner Permit	\$150.00
<u>Bodyworks:</u>	
• Establishment Permit	\$280.00
• Establishment Plan Review	\$250.00
• Practitioner Permit	\$80.00
Camp License (For Profit Groups)	\$250.00
Camp License (Non-Profit Groups)	\$125.00
Demolition Permit (<i>not subject to Late Renewal Surcharges</i>)	\$100.00
Dumpster Permit	\$50.00
<u>Food:</u>	
• Caterer's Fee (as an add on to existing permit)	\$150.00
• Farmers Market Seasonal Permit	\$80.00
• Food Service – Risk Level 1	\$200.00
• Food Service – Risk Level 2	\$300.00
• Food Service – Risk Level 3	\$450.00
• Food Service – Risk Level 4	\$600.00
• Food Service – Residential Kitchen	\$125.00
• Frozen Dessert Fee (per machine)	\$50.00
• Mobile Food Service Vendors (non-Selectboard approved vendors)	\$125.00
• Plan Reviews for New Mobile Food Trucks (Seasonal)	\$50.00
• Plan Reviews for All Food Service or Retail Establishments	\$300.00
• Retail Food Establishment – Supermarkets, Warehouses	\$600.00
• Temporary/One Day Event Permit	\$60.00

<u>Permit/License</u>	<u>FY26 Fee</u>
Funeral Director	\$50.00
Hauler Company (Grease, Medical, Rubbish, Septic)	\$100.00
Hotel/Motel	\$160.00
<u>Marijuana:</u>	
• 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) Initial Permit Application	\$1,200.00
• Marijuana Treatment Center (MTC) Annual Permit Renewal	\$720.00
• Marijuana Home Cultivation Permit (Home Permit)	NO FEE
Pre-Residency Housing Inspection (<i>not subject to Late Renewal Surcharges</i>)	\$180.00
Sharps Permit	\$100.00
<u>Swimming Pool:</u>	
• Public/Semi-Public Pool – Permit (Annual)	\$420.00
• Public/Semi-Public Pool – Permit (Seasonal)	\$420.00
• Public/Semi-Public Pool – Wading and Special Purpose Pools	\$100.00
• 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	\$150.00
• Public/Semi-Public Pool – Variance Initial Application	\$120.00
• Public/Semi-Public Pool – Variance Renewal	\$30.00
<u>Tanning (Indoor Tanning):</u>	
• Initial Permit Application	\$500.00
• Permit Renewal (per Tanning Bed/Booth)	\$125.00
<u>Title 5/Septic: (<i>not subject to Late Renewal Surcharges</i>)</u>	
• Installer’s Annual Permit (new- including exam)	\$150.00
• Installer’s Renewal (no exam)	\$60.00
• Installer’s Recertification Test (biennial)	\$90.00
• Soil Application Inspection (less than 2 hours)	\$300.00
• Soil Application (each additional hour over 2 initial hours)	\$130.00
• Septic Construction Permit (Major)	\$480.00
• Septic Construction Permit (Minor)	\$120.00
• 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	\$30.00
• Septic System Local Upgrade Approval Request	\$150.00
Tobacco Permit	\$500.00
Well Application – Geothermal, Irrigation (<i>not subject to Late Renewal Surcharges</i>)	\$160.00

First discussed on February 21, 2025. First officially proposed May 20, 2025. Adopted by unanimous vote of the Board of Health on June 20, 2025. Effective July 1, 2025.

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 Health & Human Services or the Board of Health's designated agent may modify or reduce the fees noted above if, in that person's opinion, it is in 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.

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

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