

## **Environmental Health Department Fee Schedule Notes**

### **Late Fees on Invoices**

01-30 days past due, 10% Late Fee

31-60 days past due, 25% Late Fee

61-90 days past due, 1% Late Fee per month for each month the fees remain unpaid.

Over 90 days past due, additional fees may be applied along with a referral to Collections.

### **Penalties**

- Certificates of Operation: Food facilities operating without a valid Certificate of Operation permit WILL result in a penalty fee of three times the normal permit fee. Operation without a valid Certificate of Operation permit is a violation of California Retail Food Code section 114381 Permits, Fees, and Posting.
  - Any Regulated Facility operating without paying their Operating Permit fees is operating without a permit and may be subject to facility closure as determined by the Director of Environmental Health.
- Over 90 days past due, additional fees may be applied along with a referral to Collections.
- Community event applications received less than two weeks prior to the event date WILL be charged a one-hour fee, over and above the permit fee
- Body Art event applications received less than 30 days prior to the event date WILL be charged a one-hour fee, over and above the permit fee.
- Temporary Food Facility applications received less than two weeks prior to their first event of the permit year WILL be charged 25% of the hourly rate, over and above the permit fee.
- Body Art Temporary Practitioner application received less than 30 days prior to the event WILL be charged 25% of the hourly rate, over and above the permit fee.

### **Notes Related to the Fee Schedule**

- C of O Mandatory Re-inspection: Where C of O facilities are found to require a re-inspection, the facility will receive a separate invoice for the re-inspection time, due within 30 days of date of invoice.
- Certified Unified Program Agency (CUPA): State surcharges, fees, fines, and penalties can be charged as required by the State Law.
- The Director or Environmental Health is authorized to enter into contracts with fairs and promoters of special events for the limited purpose of permitting and charging a blanket fee for the event, based upon the Department's hourly rate. These fees shall be paid **no later than 2 weeks prior to the event.**

- Community Event and Temporary Food Facility applications will not be accepted 2 business days prior to the event.
- Body Art Event and Body Art Temporary Practitioner applications will not be accepted less than 10 business days prior to the event.
- When no appropriate fee category exists for a requested service, that service shall be provided at the current Department hourly rate. Upon completion, or on a monthly cycle, the applicant shall be invoiced for any fees incurred.
- The permit year for C of O facility is November 1st through October 31st.
- Any new regulated facility, other than a Temporary Food Facility / Compact Mobile Non-Motorized Food Facility / Host Facility / Platform Kitchen Operation / Catering Operation / Farm Stand / Certified Farmers Market / Body Art Practitioner / Snack shack / Limited Commissary / Cottage Food (class A or B) / Holiday Retail Market, will have their C of O prorated based on the month that the facility begins operations within the permit year.
- Any facility, other than a Temporary Food Facility, that closes during the permit year may request a refund of their C of O permit fee, pending review and approval by the Director of Environmental Health. A processing fee of \$30 and any time spent on the facility and/or application will be deducted from any available refund amount.
- Permits are not transferable upon change of ownership.