HEALTH DEPARTMENT PLAN REVIEW & FEE COLLECTION

1. Plans must be submitted including a drawing of the proposed facility including equipment schedule, finish schedule, plumbing, etc…

2. The Health Dept. will assess a plan review fee for the project based on the risk of the facility. ($100 – low risk, $150 – medium risk, $300 – high risk)

3. A compliance letter will be sent to the architect or the business owner. The letter will state that a plan review fee is due. The letter will include the amount due and instructions to submit a check or money order to the Health Department.

4. This fee must be collected before the Health Department approves the “Health” portion of the building permit.