



BOH Forms: #38 Alliance Fee Schedule

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **List give Boards of Health a guide to Permit & Service Fees based on the time and resources needed to provide the services.**

It is designed to be used in tandem with other BOH Job Aids. **Remember: BOH always has the final say on all requirements.**

Suggested Fees Include:

- Scheduling, Questions, Travel, Equipment, Training, File Reviews, Field Time, Permit Processing, Reporting, Filing, Questions
- In order to adopt fees greater than allowed by Statute, Cities and Towns must adopt MGL Chapter 40, Section 22F
- To establish a Revolving Fund, Cities and Towns must adopt MGL Chapter 44, Section 53E1/2
- If any fee or fine herein established, shall be declared invalid for any reason, that decision shall not affect any other fee or fine herein established, and they shall remain in full force and effect. To this end the fees are hereby declared severable.

Alliance Governing Board 2022 Suggested Fee Schedule

Permit/Inspection/Service	2014	2023	Comments
Abandoned Dwelling/Building Registration		\$100	By Local Regulation
Bath House		\$200	+ Pool and Food Permits
Beaches, Public and Semi Public		\$225	Weekly testing requires additional fees
Beavers	\$75	\$175	Includes 1 inspection and 1 permit extension
Body Art Facility/Salon	\$250	\$300	
Body Art Technician/Artist	\$150	\$100	
Burial Permit	\$15	N/A	Usually managed by Town Clerk
Campground, Family	\$150	\$300	Includes cabins, tents, trailers + food, pool, beach perm.
Camp for Children, Recreational, Large	\$250+\$50/ses.	\$525	75+ Campers up to 10 sessions
Camp for Children, Recreational Small/Day		\$375	Under 75 campers per session, up to 10 sessions
Demolition Permit Signoff		\$75	
Dumpster Permit Temporary		\$25	14 Days, may be waived as part of Building Permit
Dumpster Permit Annual		\$75	
Farmers Market Operator/Manager	\$35	\$225	Vendors selling TCS foods must get a Retail Food permit
Farm Stand/Farm Market Vendor Proc/ Foods		\$50	Regulated TCS foods, food prep requires Kitchen Permit
Food, Caterer Commissary Kitchen permit, inspection required in town where located.	\$150	\$175	Caterers must have a permitted home kitchen, inform each BOH when in town. BOH may require additional permits.
Food Bakery		\$200	
Food B & B 7+ BR, Breakfast Only		\$100	Must be owner occupied and run, or permit as hotel
Food Commercial/Shared Kitchen		\$200	Kitchen only. Commercial users must have Food Permit.
Food Caterer- Annual		\$150	Includes Commissary Kitchen and Operations
Food Cottage/Residential Kitchen	\$150	\$150	Only non-TCS foods allowed, Water test required
Food Establishment Extra Large		\$525	3 or more or long inspections required
Food Establishment Large	\$225	\$350	3 inspections or 75+ seats
Food Establishment Medium		\$250	2 inspections of 50 - 74 seats
Food Establishment Small or Takeout only	\$150	\$200	1 Inspection or Under 50 seats or Takeout
Food Establishment – Takeout Added		\$25	Added to existing Food Permit
Food Establishment New Permit/Small Upgrade		\$150	Includes Plan Reviews, Pre-Opening Inspect. + Annual
Food Frozen Dessert	\$50	\$100	Requires daily cleaning and weekly testing
Food Kitchen Construction/Renovation/Upgrade		\$400	
Food Manufacturing or Bottling		\$150	
Food Milk/Cream Dept. Vendor, Vehicle		\$50	
Food Mobile Vendor (self-contained kitchen on a trailer, cart, truck)	\$150	\$200	Mobile Food must have a potable water source, but not a home/commissary kitchen. Permit in every town.
Food Non-Profit, One Day TCS Foods	\$35	\$25	Small (Non-TCS Foods, no permit required)
Food Non-Profit, Annual, TCS Foods		\$150	Fundraiser Dinners/Event
Food Residential Kitchen/Cottage Kitchen		\$150	Retail only. No Wholesale allowed
Food Retail Farmers Market Vendor	\$35	\$50	Processed or TCS foods require permit
Food Retail, Large	\$150+\$150/Dept	\$225	+ each Food Department/Service or 10,000 sf
Food Retail, Medium		\$150	+ each Food Department/Service or 5,00 sf
Food Retail, Small and Convenience Stores, no food prep, commercially pre-packaged food		\$125	Stores/Vendors selling only non-TCS foods don't require a permit unless local regulations require permits
Food Temporary Event Organizer Large		\$300	Ensures Food, Water, Sanitation. Must provide vendor list
Food Temporary Event Vendor, One Day	\$25	\$75	
Food Temporary Event Vendor, 14 Day	\$75	\$150	
Food Vending Machine		\$25	Local Regulation. Also permitted by DPH

Food Water Beverage Bottling		\$75		
Funeral Director		\$75		
Hauler, Sewerage & Liquid Wastes	\$150	\$175	(per company or per vehicle)	
Hauler, Solid Wastes & Medical Wastes	\$150	\$100	(per company or per vehicle)	
Ice Rink, Indoor		\$225		
Late Fee/Fines		\$75	Per Incidence or Per Day first offense, Fine doubles	
Lodging, Small, Motels, Inns, B&Bs	\$125	\$250	10 BR or B&B under 7 BR – Permit w local Reg.	
Lodging, Large Hotels, Motels, Inns	\$125	\$250	11+ BR	
Lodging, Inspection: Pre-Rental/Other		\$100	Local Registration	
Lodging Rental Registration, no Inspection		\$35	Local Regulation	
Lodging, Short-Term Rental Registration only		\$75	Local Regulation	
Lodging, Temporary Alternative Occupancy		\$100		
Marijuana Establishment		\$500	Local Regulation if allowed by State	
Nail Salon	\$100	\$150	Local Regulation. Must ensure ventilation, sanitation	
Pool/Spa Annual	\$200	\$250		
Pool/Spa Seasonal (less than 6 months)	\$150	\$150	Includes pre-operation inspection	
Pool/Spa, additional at same location	\$75	\$125		
Pool/Spa New Plan or Upgrade Review		\$200		
Re-Inspection Fee		\$100		
Sani Can (Portable Toilet) Event		\$75		
Septic DWCP Major/New with SAS	\$350	\$400	Includes SAS, Plan Review, 2 inspections	
Septic DWCP Minor Repair no SAS	\$150	\$150	Pipe, D-box, Tank; not for SAS repair or replacement	
Septic Local Upgrade Approval Hearing			Included in DWCP Permit Fees	
Septic Installer, annual with BCBOHA Cert	\$100	\$75	With current BCBOHA Certification	
Septic Installer, one-time installation		\$200	w/o BCBOHA. Requires additional inspections/oversight	
Septic Title 5 Soil Evaluation/Perc Witness	\$225/2 h+\$75/h	\$375	Per site, up to 3 hours – includes travel time + \$75/hr.	
Septic Title 5 System Inspection Witness	\$100	\$250	Includes reviewing submitted T5 report up to 2 hours	
Tobacco & Nicotine Delivery Product	\$100	\$150	Includes compliance inspections	
Tanning Salon	\$150	\$200	Includes Inspection of facility and tanning lights	
Trailer Park, Mobile/Manufactured Housing	\$200	\$200		
Well Permit, New	\$100	\$125	Plan Review, Review of Well Completion & water test	
Well Permit Decommission or Repair	\$75	\$150	Plan Review and Reports and Inspections	
Other		\$75	Service not listed, per hour	
Fines		\$100	Per violation, per day, per event	
Re-Inspection Fees		\$100	For uncorrected violations per inspection	
Late Fee		\$100		
Housing Inspection		\$225		
Variance Requests		\$225		
Other Personal or Regulated Services		\$200		

Mass Food Establishment Requirements Checklist: BOH may pass more stringent requirements at any time.

	All Commercial Catering/Mobile Restaurants	Institutions Camps, Schools Hospitals/LTC	Non-Profit Venue Free Food Distribution	Non-Profit Multiple Events Non-TCS Foods	Non-Profit Fundraisers TCS Foods	Non-Profit Temporary Food Event	Residential Kitchen for Free Non-Profit Distr
Permits	Yes	Yes	Yes	No	Yes	Yes	No
Fees	Yes	Yes	No	No	Yes	Yes	No
Inspections	Yes	Yes	Yes	May	Yes	Yes	No
Choke Saver TR	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+	Yes, 25+	N/A
Allergen Awareness Training/Signs	Yes	Yes, or have written plan	Yes	Yes	Yes	No**	Yes
Consumer Advisory Signs	Yes	Yes	Yes	N/A	Yes	Yes	N/A
Food Manager Training***	Yes	Yes	Yes	No*	Yes	No*	No*
Consumer Postings, Disclosures	Display Permit & Disclosures	Display Permit & Disclosures	Post Sign: <i>Food prepared in kitchens not regulated or inspected by the Board of Health</i>		Display Permit & Disclosures	Display Permit & Disclosures	N/A

*Food Managers Training, Allergen Awareness, Consumer Advisories are good practices and can be required by local BOH regulations. BOH can require additional Food Employee training at any time as deemed necessary for compliance.

**Allergen Awareness Notice: *Before placing your order, please inform your server if a person in your party has a food allergy.*

*****Every Food Establishment, including non-profits, must have a Knowledgeable Person in Charge (PIC) at all times.**

<http://www.foodprotect.org/media/guide/Temporary%20Food%20Establishment%20Guidance%20Final%202011.pdf>

[Food Establishments at Events and Farmers Markets Questions and Answers \(07/25/19\) \(mass.gov\)](#)

☐ Key Reminders: Goal is safe food.

1. Call your Board of Health when planning the Temp Food Event, at least 30 days in advance.
2. Keep the menu simple and foods easy to transport and serve.
3. Plan for heat, rain, sun, dust, wind, trash, wastewater, pests and crowds.
4. Must have a handwash sink within 25 feet if any food prep. Sanitizer wipes only good when serving only prepackaged foods.
5. Must have access to toilets with handwash sinks for staff.
6. Keep foods, hot, cold, clean, and covered. If in doubt, throw it out. Discard any food not still frozen at the end of the day.
7. Make Safe Food your Priority.

Food Establishments could be charged by Risk Factor Rating: 1, 2, 3, 4.

Hot Holding is a major risk factor along with raw foods such as sushi,