

CHAPTER 310
HEALTH DEPARTMENT SERVICE FEES

310-1. Authority to Establish and Collect Fees

The Health Department is empowered to establish and collect fees in accordance with the provisions in this chapter.

310-2. Services Subject to a Service Fee

The Health Department may charge a service fee not in excess of the cost for providing to any person the following services:

- (A) home health care as prescribed within the meaning of Section 1881(o) of the Social Security Act for a home health agency and as authorized by the State Board of Health under IC 16-19-3-21;
- (B) any personal health service provided through the Health Department, including, but not limited to, the Chest Clinic, as authorized by IC 36-8- 2-5 and 16-20-1-27;
- (C) services provided by the Health Department in providing a copy of a certificate of birth or death as authorized by IC 16-37-1-9 and 16-20-1- 27;
- (D) services provided by the Health Department in the inspection of public eating and drinking establishments, retail food markets, itinerant food stands and semi-public food service establishments upon application to obtain a permit or license for retail food markets and food service establishments in Monroe County as authorized by IC 36-8-2-4 and IC 16-20-1-27;
- (E) services provided by the Health Department in the inspection of private sewage disposal systems within Monroe County as authorized by IC 36-8-2-4 and IC16-20-1-27;
- (F) services provided by the Health Department in the inspection of the public disposal of solid waste within Monroe County as authorized by IC 36-8-2-4; and
- (G) supervision and inspection of sanitary installations as required by the following chapters of this Code:
 - (1) Chapter 341, Food Service Establishments;
 - (2) Chapter 342, Food and Beverage Vending;
 - (3) Chapter 350, Trailer Parks and Public Camps;

- (4) Chapter 360, Solid Waste Disposal;
- (5) Chapter 365, Private Sewage Disposal Systems; and,
- (6) Chapter 364, Hazardous Waste Facility.

(H) education and training of food serviceworkers.

310-3. Collection, Accounting and Disposition of Fees

- (A) The Health Department shall collect such fees established as a part of this chapter in accordance with the schedule designated in Section 310-4.
- (B) All fees collected by the Health Department shall be accounted for in detail for each program service area.
- (C) All fees collected by the Health Department shall be transferred to the Monroe County Health Fund. The monies collected in accordance with the provisions of this chapter shall be used only for the maintenance or future expansion of the specific program services.
- (D) Fees collected for health services provided individuals in other County health jurisdictions and involving payment from County tax revenue shall be collected in accordance with an agreement pursuant to IC 16-20-1-8.

310-4. Fee Schedule

The following fees shall be charged, collected and services rendered by the Health Department:

DESCRIPTION	FEE
Amendment Affidavit	\$ 53.00
Paternity Affidavit	\$ 53.00
Paternity Affidavit Upon Marriage	\$ 53.00
Certified Copy of Paternity Affidavit	\$ 10.00
Correction Notification	\$ 10.00
Birth Certificate - Standard	\$ 16.00
Birth Certificate - Amended	\$ 16.00
Death Certificate	\$ 16.00
HOME BIRTHS REGISTRATION FEE	\$ 53.00
GENEALOGICAL DOCUMENT	\$ 15.00
NOTARY PUBLIC SERVICE	\$ 2.00

FUTURES FAMILY HEALTH CLINIC – Fees for clinic office visits, medical procedures, medical treatments, laboratory tests, birth control devices and medication are based on the actual costs to the clinic to provide these items. The specific fee amounts have been approved by the Board of Health and a complete schedule of the fees is available and posted at the Futures Family Clinic. In accordance with the requirements of the federal grant funding this program, clinic users with 250% or below the current federally recognized poverty level are required to only pay a percentage of these established fees based on their income level.

RETAIL FOOD SERVICE ESTABLISHMENTS

Number of Employees	Annual Fee
1 - 5	\$ 165.00
6 – 10	\$ 330.00
11 – 20	\$ 495.00
21 +	\$ 600.00
Change of ownership fee	\$ 165.00

Partial Year Retail Food Establishment

Food Establishments which open 1-3 months prior to licensing year - 50% of Annual Fee

Seasonal Retail Food Establishments

Multi-Market Retail Food Establishments operating 1-3 locations	\$ 100.00
Multi-Market Retail Food Establishments operating 4-6 locations	\$ 200.00
Seasonal Retail Food Establishments operating up to 9 months per year	\$ 100.00

Mobile Retail Food Establishments

License for motorized Mobile Food Service Establishment	\$ 150.00
License for non-motorized mobile food establishment selling prepackaged ice cream and novelties only	\$ 25.00

Plan review or new establishment construction fee (one time)

Prepackaged food establishment only	\$ 100.00
Mobile food establishment fee	\$ 150.00
Retail food service establishment (brick & mortar)	\$ 165.00
Ownership change without construction	\$ 75.00

Temporary Retail Food Establishment

License for Temporary Food Service Establishment (per event)	\$ 50.00
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VENDING MACHINES

License for Vending Machine of Potentially Hazardous Foods:	
First ten machines	\$ 100.00
Additional fee per machine over ten	\$ 10.00

REAL ESTATE INSPECTIONS

Septic Inspections	\$ 100.00
Well Sampling	\$ 100.00

PHOTOCOPIES

(Disclosure form required)	10 cents per printed side
Plastic sleeves – large	\$ 2.00
Plastic sleeves – small	\$ 1.00

CAMPGROUND

Permit for Travel-Trailer park or Campground (first ten sites)	\$ 120.00
Additional per site charge over ten	\$ 5.00

SOLID WASTE VEHICLE

Per vehicle each year	\$ 50.00
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SEWAGE DISPOSAL

Application for private new residential sewage disposal system installation	\$ 250.00
Renewal of new permit	\$ 100.00
Application for repair of a private sewage disposal system (including but not limited to addition, alteration, remodel, expansion and includes repair to sewer laterals)	\$ 150.00
Application for new or repair of a commercial sewage disposal system installation	\$ 400.00
Permit modification	\$ 100.00
Duplicate septic permit	\$ 25.00
Septic installer test & company registration	\$ 150.00
Septic installed by homeowner test	\$ 250.00

SOLID WASTE MANAGEMENT

Registration fee for solid waste disposal facility, one time only (prior to licensing)	\$ 500.00
Annual fee for solid waste disposal facility	\$ 350.00
Registration fee for transfer site, one time only (prior to licensing)	\$ 150.00
Annual fee for transfer site	\$ 75.00

Registration fee for transfer station, one time only (prior to licensing)	\$ 200.00
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Annual fee for transfer station	\$ 125.00
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HAZARDOUS WASTE FACILITIES

Construction permit fee	\$90,000.00
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Annual operating permit	\$37,000.00
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INCINERATORS – SMALL

Registration fee for new small incinerators	\$ 125.00
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Annual license fee	\$ 100.00
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POOL FACILITIES

Annual pool facility registration, open 5 plus months per year	\$ 450.00
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Seasonal pool facility registration, open 5 months or less per year	\$ 250.00
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Annual beach registration	\$ 75.00
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License renewal fees for Pool Facilities open year-round are due no later than January 31st of each year, anything paid on or after February 1st of each year will be assessed late fees.

License renewal fees for Pool Facilities open seasonally are due no later than April 30th of each year, anything paid on or after May 1st will be assessed late fees.

License renewal fees are to be paid no later than February 28th/29th of each year for the following: Brick & Mortar Retail Food Establishments, Solid Waste Vehicle, transfer site, transfer station, disposal facility or any other facility falling under chapter 360-2 (F). Any payments made on or after March 1st of each year will be assessed late fees.

All late fees are 10% of the annual renewal fee for each month late, not to exceed 60% of the annual fee.

310-5. Health-Related Research Requests

Research of information from official birth and death records housed in the Health Department may be conducted by persons who are not employees of the Health Department pursuant to the following procedures:

(A) a person wishing to research records of the Health Department, shall request permission to do so, in writing, from the Health Department, stating:

(1) the researcher's title, position and academic affiliation (if

- applicable);
- (2)** the purpose for which the data obtained is to be used; and
- (3)** the years and number of individual records to be researched (if known and/or applicable);
- (B)** at no time shall the researcher be allowed to research the record books on his own without the supervision of a staff member of the Health Department present;
- (C)** all such research is to be done in the offices of the Health Department and no official records are to be taken off the premises as such;
- (D)** the department head reserves the right to set, or agree to, times and dates when such research may be conducted.
- (E)** the researcher shall agree to bear any and all costs incurred for damage to, or duplication of, any and all records from which information is to be obtained;
- (F)** at no time shall the privacy surrounding the records of illegitimate births, records of adoption or any other information considered privileged by statute or other provision be breached during or for research purposes;
- (G)** the submittal of a request to do research shall constitute an implied agreement by the researcher to abide by all conditions set forth in this section.