



Board of Health

Kathleen Ward Brown, ScD
Member

Edward Cosgrove, PhD
Vice Chair

Stephen Epstein, MD, MPP
Chair

PERMIT & LICENSE FEE SCHEDULE

<u>Permit/License</u>	<u>Fee</u>
Animal Permit	100.00
<ul style="list-style-type: none"> Additional per species for laboratory animals 	20.00
Beaver Removal Permit	75.00
Biotechnology Initial Registration	750.00
<ul style="list-style-type: none"> Renewal/change in use 	500.00
Body Art Establishment	700.00
Body Art Practitioner Permit	575.00
Bodyworks Establishment Plan Review	200.00
Bodyworks Establishment Permit	100.00
Bodyworks Practitioner Permit	50.00
Breast Milk Registration <i>(not subject to Late Renewal Surcharges)</i>	25.00
Camp License	175.00
Demolition Permit <i>(not subject to Late Renewal Surcharges)</i>	60.00
Food:	500.00
<ul style="list-style-type: none"> Bottling Permit 	
<ul style="list-style-type: none"> Farmers Market Seasonal Permit 	NOTE
<ul style="list-style-type: none"> Food Service – less than 50 seats 	265.00
<ul style="list-style-type: none"> Food Service – 50 to 149 seats 	460.00
<ul style="list-style-type: none"> Food Service – 150 to 250 seats 	525.00
<ul style="list-style-type: none"> Food Service – more than 250 seats 	625.00
<ul style="list-style-type: none"> Mobile Food Service Vendors 	NOTE
<ul style="list-style-type: none"> Plan Reviews for All Food Service or Retail Establishments 	225.00
<ul style="list-style-type: none"> Retail Food Establishment – Prepackaged foods, no coffee, no refrigeration 	75.00
<ul style="list-style-type: none"> Retail Food Establishment – Prepackaged foods, Refrigeration 	125.00
<ul style="list-style-type: none"> Retail Food Establishment less than 1,500 square feet 	165.00
<ul style="list-style-type: none"> Retail Food Establishment between 1,500 and 3,000 square feet 	265.00
<ul style="list-style-type: none"> Retail Food Establishment between 3,000 and 6,000 square feet 	460.00
<ul style="list-style-type: none"> Retail Food Establishment between 6,000 & 10,000 square feet 	525.00
<ul style="list-style-type: none"> Retail Food Establishment more than 10,000 square feet 	700.00
<ul style="list-style-type: none"> Temporary/One Day Event Permit 	30.00
Hauler Company (Grease, Medical, Rubbish, Septic)	100.00
Hauler, Charge per Truck	30.00
Hotel/Motel	200.00

Permit/License	Fee
Marijuana:	
• Plan Review (Dispensary Site 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
• Registered Marijuana Dispensary (RMD) Permit	2,500.00
• Marijuana Home Cultivation Permit (Home Permit)	150.00 ¹
Pre-Residency Housing Inspection²	75.00
Sharps Permit	100.00
Swimming Pool:	
• Public/Semi-Public Pool – Permit (Annual)	250.00
• Public/Semi-Public Pool – Permit (Seasonal)	175.00
• 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	125.00
• Public/Semi-Public Pool – Variance Initial Application	150.00
• Public/Semi-Public Pool – Variance Renewal	75.00
Tanning (Indoor Tanning):	
• New Establishment	500.00
• Each Booth	250.00
Title V/Septic: <i>(not subject to Late Renewal Surcharges)</i>	
• Installer’s Annual Permit (new- including exam)	250.00
• Installer’s Renewal (no exam)	125.00
• Installer’s Recertification Test (biennial)	30.00
• Soil Application Inspection (less than 2 hours)	425.00
• Soil Application (each additional hour over 2 initial hours)	75.00
• Septic Construction Permit (Major)	350.00
• Septic Construction Permit (Minor)	125.00
• 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	50.00
• Septic System Variance Request	150.00
Tobacco Permit	700.00
Vaccine Administration fee: Clinics (per shot) <i>(not subject to Late Renewal)</i>	10.00
Well Application – Geothermal, Irrigation <i>(not subject to Late Renewal Surcharges)</i>	225.00
Well Application – Site Visit to well (per hour) <i>(not subject to Late Renewal)</i>	75.00
Wood-burning Boiler Permit Review <i>(not subject to Late Renewal Surcharges)</i>	100.00

¹ Ibid.

² Pre-Residency Housing Inspections as required by state and federal housing assistance programs only, unless specifically approved by the Director of Health & Human Services.

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.
- Mobile Food Vendor permits and permits for the Farmers Market are the subjects of a pilot program with other Town Departments and community partners that includes a bundled or simplified fee, and thus the fees noted above may be waived if approved by the Director of Health & Human Services.

<u>Surcharges</u>	<u>New</u>
• Delayed License/Permit Renewal	\$50.00
• Late License/Permit Renewal	\$100.00
• Last-Minute License/Permit Renewal	DOUBLE FEE
• Noncompliance Re-inspection	\$125.00
• Inspection following Noncompliance for Operating without a Permit	DOUBLE FEE