



ARAPAHOE COUNTY

Environmental Health Approach to Fees 101 - Process Overview

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Agenda

- Overview of Types of Environmental Health (EH) Fees by Relevant Statute
- History of EH Fees at Arapahoe County Public Health (ACPH)
- Approach to EH Fees at ACPH
- Next Steps
- Questions

Environmental Health Fees

There are two types of Environmental Health (EH) Fees:

- Fees that are set in state statute by the legislature.
- Fees the Arapahoe County Board of Health (BOH) has authority in statute to set and adopt to offset costs.



Fees



Environmental Health Fees Set by State Statute

- Statutory Authority: 25-4-1607 and 25-4-1611.5 (Food Protection Act)
- These statutes refer to only Retail Food Establishments
 - Licenses, plan review application/inspections fees, civil penalties
- 25-4-1607.5 – Process to review/revise statewide fees
 - CDPHE, local health agencies, retail food industry
 - Statutorily required to meet at least once every three years
 - Most recent fee increase approved in 2025 with phased effective dates.
 - ~25% in 2026
 - ~17% in 2027
 - ~20% in 2028
- Arapahoe County Board of Health cannot amend fees set by state statute.



Environmental Health Fees Set by Board of Health

- BOH Statutory Authority: C.R.S. 25-1-508 (5)(j): “To provide environmental health services and to assess fees to offset the **actual, direct cost of such services**; except that no fee for a service shall be assessed against any person who has already paid a fee to the state or federal government for the service, and except that the only fee that shall be charged for annual retail food establishment inspections shall be the fee set forth in section 25-4-1607”
- This statute applies to fees for programs such as Body Art, Child Care, Swimming Pools, and hourly services.



Environmental Health Fees Set by Board of Health

- BOH Statutory Authority: C.R.S. 25-10-107 (1): “A local board of health may set fees for permits. The permit fees may be no greater than required to offset the **actual indirect and direct costs** of the local public health agency’s services. With respect to any permit, the local board of health shall set the fee for the permit so as to recover, as nearly as can be practically established, the costs associated with that permit...”
- This statute is specific to Onsite Wastewater Treatment Systems

History of ACPH's Environmental Health Fees

- As a new Public Health organization, we made a recommendation to adopt the fees from Tri-County Health Department in December 2022.
- The Board adopted the recommended fees and ACPH has been charging these same EH fees since operations began in January 2023.
- ACPH will conduct a cost / fee review in Spring 2026 based on three years of data gathered for operations at Arapahoe County Public Health.

Approach to Fees

ACPH process when recommending fees to the Board of Health:

1. Calculate the cost to deliver services in alignment with statutory guidance
2. Costs are reviewed considering the ACPH approach to fees.
3. The results of this review support recommendations for fee changes (if needed).
4. Fees, including recommended fee changes, are submitted to the Board of Health for review, discussion, and approval. The review and approval discussions are hosted in a public forum.

Calculations for Cost to Deliver Services

- Use of standard tool to calculate program costs in accordance with the appropriate statutes (see sample data below)
- 3-year average to smooth year to year fluctuations

Program Name: EXAMPLE		
Fee Type: Annual Inspection		
Year: 20XX		
1	Program Cost from Financial Statement	\$ 27,781.80
2	Other Fee (Cost Recovery) Revenues:	
	Penalty, Plan Review, Assessment, Change of Owner, Education, Misc.	\$ (965.00)
3	Net Costs	\$ 26,816.80
4	Total Units (i.e, Facilities, Permits)	80
5	Per Unit Cost - 2025 Actual	\$ 335.21
6	Per Unit Cost - 2024 Actual	\$ 301.26
7	Per Unit Cost - 2023 Actual	\$ 285.13
8	3-year Mean Per Unit Cost	\$ 307.20
9	Current Fee	\$ 285.00
10	Difference 3-year Mean Per Unit Cost/Current Fee	\$ 22.20

Cost Calculation Guardrails

Accountability

- Costs will be supported by documentation such as receipts and program cost actuals and use of standard financial practices.

No duplication

- Fees may not recover costs already covered by state or federal assessments, and calculations exclude fees for services paid at the time of delivery.

Statutory alignment

- Consistent with state law, fees must be set only to recover actual costs and not generate surplus revenue.



Fee Setting Approach

- Meet statutory obligations and balance fiscal responsibility with equity.
- Cost recovery as foundation with minimization of barriers to service.
- Decisions will be data-informed, equity-focused, and aligned with Arapahoe County priorities when applicable, to support operations and promote well-being.
- We incorporate equity by working to ensure fees are structured in a way that does not create disproportionate barriers to access, including the financial ability to operate.
- This may include artificially lowering fee amounts to support programs that serve community members directly.



Fees Set By Colorado State Legislature

Description	Fee Amount	Unit of Activity	Authority
Body Art - Civil Penalty Assessment	Max of \$250	Per Day	25-4-2102
Retail Food - Civil Penalty, Civil Penalty, Enforcement Non-Compliance / Late License Renewal	Max of \$1000	Per Issue	25-4-1611.5
Retail Food - HACCP Plan Review Hourly Fee (Max set in statute; hourly set by BOH)	Max of \$620	Per Hour	25-4-1607
Retail Food - Plan Review Application Fee	\$155	Per Application	25-4-1607
Retail Food - Plan Review Hourly Fee (Max set in statute; hourly set by BOH)	Max of \$900	Per Hour	25-4-1607
Retail Food - Site Review (Initial Inspection)	\$120	Per Inspection	25-4-1607
Retail Food License - CDPHE Portion of License	\$55	Annual - Per License	25-4-1607
Retail Food License - Grocery Store (>15,000 sq ft)	\$386	Annual - Per License	25-4-1607
Retail Food License - Grocery Store (0-15,000 sq ft)	\$189	Annual - Per License	25-4-1607
Retail Food License - Grocery Store w/ Deli (>15,000 sq ft)	\$839	Annual - Per License	25-4-1607
Retail Food License - Grocery Store w/ Deli (0-15,000 sq ft)	\$414	Annual - Per License	25-4-1607
Retail Food License - Limited Food Service	\$283	Annual - Per License	25-4-1607
Retail Food License - Mobile Unit (full service food)	\$426	Annual - Per License	25-4-1607
Retail Food License - Mobile Unit (limited/prepackaged TCS)	\$283	Annual - Per License	25-4-1607
Retail Food License - No Fee License (K-12 schools, non-profit)	\$0	Annual - Per License	25-4-1607
Retail Food License - Oil & Gas Temporary	\$1,008	Annual - Per License	25-4-1607
Retail Food License - Restaurant (>200 seats)	\$526	Annual - Per License	25-4-1607
Retail Food License - Restaurant (0-100 seats)	\$426	Annual - Per License	25-4-1607
Retail Food License - Restaurant (101-200 seats)	\$483	Annual - Per License	25-4-1607
Retail Food License - Special Events Vendor	\$165	Annual - Per License	25-4-1607

Note: Arapahoe County Board of Health cannot amend these fees



Fees Set By ACPH Board of Health

Description	Fee Amount	Fee Type	Authority
Body Art - Hourly	\$60	Per Hour	25-1-508
Body Art - License	\$345	Annual - Per License	25-1-508
Body Art - Temporary Event Inspection Hourly	\$60	Per Hour	25-1-508
Child Care - Full Day > 4 Hours or > 24 Hours	\$255	Per Inspection	25-1-508
Child Care - Hourly	\$60	Per Hour	25-1-508
Child Care - Partial Day <= 4 Hours	\$190	Per Inspection	25-1-508
Child Care - Plan Review Application	\$120	Per Application	25-1-508
Environmental Health Hourly Services	\$60	Per Hour	25-1-508
Land Use - Plan Review Level 1	\$150	Per Plan Review	25-1-508
Land Use - Plan Review Level 2	\$210	Per Plan Review	25-1-508
Land Use - Plan Review Level 3	\$360	Per Plan Review	25-1-508
Land Use - Plan Review Level 4	\$750	Per Plan Review	25-1-508
Methamphetamine Lab - Case Review	\$310	Per Case	25-1-508
Recreational Water/Pools - Hourly	\$60	Per Hour	25-1-508
Recreational Water/Pools - Inspection - 1st Filtration System	\$175	Annual Inspection	25-1-508
Recreational Water/Pools - Inspection - Add'l Filtration Systems	\$175	Per Additional System	25-1-508
Recreational Water/Pools - Plan Review Application	\$120	Plan Review Fee	25-1-508



Fees Set By ACPH Board of Health (Continued)

Description	Fee Amount	Fee Type	Authority
Retail Food - Education, 2 Hour In-Service Training	\$120	Per Hour	25-1-508
Retail Food - Hourly	\$60	Per Hour	25-1-508
Retail Food - Plan Review Special Event Application (2-15 Vendors)	\$100	Per Application	25-4-1607
Retail Food - Plan Review Special Event Application (16+ Vendors)	\$200	Per Inspection	25-4-1607
Retail Food - Plan Review Special Event Late Fee	\$50	Per Application	25-1-508
Retail Food - Site Evaluation Hourly	\$60	Per Hour	25-4-1607
Retail Food - Special Event Hourly (Per Inspector)	\$60	Per Hour	25-1-508
Septic - Hourly	\$60	Per Hour	25-10-107
Septic - Installers' and Cleaners' License - New	\$35	Annual - Per License	25-10-109
Septic - Major Repair or Expansion Permit	\$740	Per Permit	25-10-107
Septic - Minor Repair Permit	\$415	Per Permit	25-10-107
Septic - New Permit	\$1,120	Per Permit	25-10-107
Septic - Permit Renewal (New/Repair)	\$50	Per Permit	25-10-107
Septic - Plan Review Hourly (first hour free)	\$60	Per Hour	25-10-107
Septic - Re-Inspection	\$120	Per Inspection	25-10-107
Septic - Use Permit	\$85	Per Permit	25-10-107
Septic - Use Permit - Higher Level	\$85	Per Permit	25-10-107
Septic - Variance Request (New/Repair Permit) Hourly	\$70	Per Hour	25-10-107

Timeline & Next Steps



Oct 2025

- Approach to Fees 101 for Board of Health

May 2026

- Present Recommendations for New Fees; meeting will be open to public

June 2026

- Seek BOH Approval for New Fees



Questions?

