

# **Champaign-Urbana Public Health District**



## **An Ordinance Revising the Ordinance Establishing Fees for the Environmental Health Division of the Champaign-Urbana Public Health District**

**Ordinance No. 2019-11-02**

**Public Health**  
Prevent. Promote. Protect.

**Champaign-Urbana Public Health District  
Environmental Health Division  
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Ordinance No. 2019-1102

AN ORDINANCE REVISING THE ORDINANCE ESTABLISHING FEES FOR THE ENVIRONMENTAL HEALTH DIVISION OF THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT (2017-09-01)

Whereas, the Board of Health of the Champaign-Urbana Public Health District considers it appropriate to revise the Environmental Health Division fees,

Now, therefore, be it ordained by the Board of Health of the Champaign-Urbana Public Health District as follows:

1. Short Title. This Ordinance shall be known as a "Revised Ordinance Establishing Fees for the Environmental Health Division of the Champaign-Urbana Public Health District."

2. Purpose and Intent. It is the purpose of this Ordinance to simplify the administration and updating of fees and to make fee information more accessible to the public. This Ordinance sets forth the fees.

3. Waiver of Fees. Circumstances may occur in which the Champaign-Urbana Public Health District finds it appropriate to waive fees in whole or in part. In such event, the Champaign-Urbana Public Health District's Public Health Administrator in his/her sole discretion may waive a fee in whole or in part. Any fee waiver or exemption criteria set forth in any other ordinance or resolution shall remain in effect unless expressly repealed or changed by this Ordinance. The waiver of a fee does not create any right in anyone to such fee waiver at any other time or for any other purpose.

4. City Food License Fees. Champaign-Urbana Public Health District per intergovernmental agreements with the City of Champaign and the City of Urbana collects city food license fees for Food Establishments. The cities may change or update their fees from time to time and that Champaign-Urbana Public Health District will collect city fees at what the city fees are at the time of collection.

5. Although a retail Food Establishment Permit is not transferable from one Person to another Person and is valid only to the location, building, place, and/or menu for which the Permit was issued, the Permit fee is transferable from one Permit to another Permit only if all the following apply:

- a. The Person for the currently valid Permit is the same Person for the new Permit,

- b. The fee transfer occurs within the same Permit term which is May 1 through April 30, and
- c. If there is change in risk Category assignment that results in a higher fee, the difference in fee amount is applied to the new Permit and is due before the new Permit is issued.

6. All Environmental Health Division fees are non-refundable.

#### 7. Environmental Health Division Fees

##### PLAN REVIEW FEES (FOOD ESTABLISHMENTS)

###### (A) NEW CONSTRUCTION OR CONVERSION OF EXISTING STRUCTURES:

- 1 to 99 square feet - \$100
- 100 to 1,000 square feet - \$200
- over 1,000 to 10,000 square feet - \$300
- over 10,000 to 50,000 square feet - \$400
- over 50,000 square feet and up - \$500

###### (B) EXTENSIVE REMODEL OR CHANGE OF OWNER: 75% or greater of (A)

- 1 to 99 square feet - \$75
- 100 to 1,000 square feet - \$150
- over 1,000 to 10,000 square feet - \$225
- over 10,000 to 50,000 square feet - \$300
- over 50,000 square feet and up - \$375

###### (C) MINOR REMODEL: less than 75% OF (A)

- 1 to 99 square feet - \$50
- 100 to 1,000 square feet - \$100
- over 1,000 to 10,000 square feet - \$150
- over 10,000 to 50,000 square feet - \$200
- over 50,000 square feet and up - \$250

NOTE: Plan review fees are based on square footage of the areas regulated under the health permit (example: kitchen, food storage, bar, wait station, soda station, toilet room, outside storage shed, etc.).

##### ANNUAL HEALTH PERMIT FEES (FOOD ESTABLISHMENTS}

###### ANNUAL RENEWAL (May 1-April 30)

Category 1 - \$400

Category 2 - \$300

Category 3 - \$150  
Category 3 - \$ 50 for vendors at Farmers' Markets only that sell pre-packaged, refrigerated or frozen foods or shell eggs

NEW FOOD ESTABLISHMENTS (Date when health permit is first issued)

Category 1 - \$400 (May 1-October 31) \$200 (November 1-April 30)  
Category 2 - \$300 (May 1-October 31) \$150 (November 1-April 30)  
Category 3 - \$150 (May 1-October 31) \$ 75 (November 1-April 30)  
Category 3 - \$ 50 (May 1-October 31) \$ 25 (November 1-April 30) for vendors at Farmers' Markets only that sell pre-packaged, refrigerated or frozen foods or shell eggs

CITY LICENSE FEES (FOOD ESTABLISHMENTS)

Champaign - \$20  
Urbana - See City of Urbana

SPECIAL FEES (FOOD ESTABLISHMENTS)

Temporary Events (one day) - \$50  
Temporary Events (two to fourteen consecutive days) - \$75  
Re-inspection Fee - \$60 per hour  
Permit Reinstatement Fee - \$50  
Late Fee - \$100 for annual permit; \$25 temporary events

SEWAGE PROGRAM FEES

Private Sewage System Permit - \$100 (payable to the Illinois Department of Public Health)  
Variance - \$200  
Sewage Code Book - \$8  
Plat Review - 1-10 lots \$200  
                  Each lot over 10 \$ 15

POTABLE WATER SUPPLY PROGRAM FEES

Water Well  
    Construction permit fee \$100  
    Inspection fee \$100

Closed Loop Well Systems  
    Construction permit fee \$100 for the first 10 boreholes drilled plus \$10 for each additional borehole drilled  
    Inspection fee \$150 for residential systems  
                                  \$300 for non-residential systems

Water Well and Closed Loop Well System Sealings  
    Construction permit fee No charge  
    Inspection fee No charge

RADON TEST KITS

The fee for radon test kits will be whatever amount the Champaign-Urbana Public Health District paid for the test kit. A fractional dollar amount will be rounded up to the next whole dollar amount. The cost varies from time to time.

MISCELLANEOUS FEES

Insufficient Funds Fee - \$25  
Health Permit (replacement copy) - \$5

8. FREEDOM OF INFORMATION ACT (FOIA)

Copying Fees

Black & white, letter or legal size - 1-50 pages Free; 51st page and up \$0.15 per page


Color, letter or legal size - Actual cost of copies  
Other media - Actual cost of copies


9. Severability. In the event any part of this Ordinance is held by a court to be unenforceable or invalid, it is the intent of the Board of Health of the Champaign-Urbana Public Health District that the remainder of this Ordinance shall continue in force and effect to the extent the remainder can be given effect without the unenforceable or invalid provision.

10. Publication. This Ordinance shall be published in pamphlet form not later than November 15, 2019.

11. Effective Date. This Ordinance shall be effective on and after December 1, 2019.

Approved and adopted by the Board of Health of the Champaign-Urbana Public Health District on November 12, 2019.

  
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ANDREW J. QUARNSTROM  
Chair

  
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Danielle Chynoweth  
Secretary

Date 11/12/19

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