

TABLE 1		
PUTNAM COUNTY HEALTH DEPARTMENT PERMIT FEES		
Permit		Proposed Permit Fee
Bed and Breakfast		\$63.00
Campground		
	Fee per site	\$6.30
	Minimum fee	\$63.00
Care Facility		\$63.00
Child Care Center		
	# of Children	
	Family Day Care Facility (7 – 12)	\$63.00
	Day Care Center (13 – 25)	\$131.25
	Day Care Center (26 and over)	\$194.25
Food Service Establishment		
	Seating Capacity	
	0 – 20	\$131.25
	21 – 50	\$262.50
	51 – 80	\$393.75
	81 and over	\$525.00
	* If the facility has a liquor license from the West Virginia Alcoholic Beverage Control Administration – an additional \$125 fee shall be added to each seating capacity amount.	\$131.25
Hotel/Motel		
	Number of Rooms	
	0 – 20	\$131.25
	21 – 50	\$262.50
	51 – 80	\$393.75
	81 and over	\$525.00
Individual Sewage Disposal Systems and Innovative Alternative Type Sewage Systems		
	Type of System	
	Conventional Single-Family Dwelling	\$194.25
	All other types of system	\$393.75
Industrial Campground		\$105.00
Labor Camp		\$131.25

Permit	Proposed Permit Fee Guideline
Mass Gathering	
\$60.00 per event	\$63.00
Mobile Food Establishment	\$131.25
Manufactured Home Community	
# of Lots	
Up to 10 parked manufactured home units	\$131.25
11 to 20 parked manufactured home units	\$157.50
21 to 30 parked manufactured home units	\$236.25
More than 30 parked manufactured home units	\$288.75
Organized Camp	\$94.50
Recreational Water Facility	\$131.25
Retail Food Store	
Fee per checkout	\$63.00
Schools (Facility)	
Fee per site	\$63.00
Subdivision	
# of Lots	
Fee per lot	\$12.60
Minimum fee	\$105.00
Temporary Food Service Establishment (maximum 14 days)	
Fee per unit	\$63.00
In-State Vendor Temporary Food Service Establishment (non-potentially hazardous food only)	
Fee per unit	\$63.00
Vending Machine	
Fee per machine per site	\$63.00
Maximum Fee per site	\$378.00
Water Well	\$131.25

Permit	Proposed Permit Fee Guideline
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The following permit fees are set by WV Legislative Code and cannot be changed

Body Peircing	\$200.00
Tattoo Parlors	\$200.00
Statewide Mobile Food Permit/Reciprocity...In process with current Legislative Session	TBD

Prorating of Fixed Expiration Date Permit Fees

# of Months from Fixed Expiration Date	No Change
< 3 months	No Change
3 months to < 6 months	No Change
6 months to < 9 months	No Change
9 months to < 12 months	No Change
* The fee charged for an annual permit with a fixed expiration date.	

Late Fee for Expired Permits

*	A late fee of 25 percent for all expired permits listed will be applied to the permit fee schedule. Payment must be received within 10 days of the expiration date to avoid the late fee assessment.
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