

**Howard County Health Department Fee Ordinance 2013 BCCO-23  
Schedule A**

Fee schedule established and collected in accordance with Section IV-A and made a part thereof this ordinance No. 2006 BCC-17.

**Section III-A**

Birth Certificates	\$ 10.00
Wallet-sized Birth Certificates	\$ 10.00
Death Certificates	\$ 10.00
Corrections	\$ 50.00
Paternities	\$ 100.00
Legitimations	\$ 100.00
Genealogy Search	\$ 10.00
Lamination Fee/Certificate Pouch	\$ 3.00
Birth Notification	No Charge
Court Order Determining Parentage	No Charge

**Section III-B**

Retail Food Establishment Permits

Menu Type 1	\$ 125.00
Menu Type 2	\$ 175.00
Menu Type 3	\$ 200.00
Menu Type 4	\$ 200.00
Menu Type 5	\$ 200.00
Prior to July 1, full fee, after July 1, ½ fee	
Plan Review Fee	\$ 60.00

Seasonal Retail Food Establishment Permits: \$ 100.00 per 180 days  
Not to exceed \$ 200.00

Temporary Retail Food Establishment Permits: per day \$ 15.00  
Not to exceed \$ 75.00

Bed & Breakfast Establishment Permit Fees will reflect Menu Type

**Section III-C**

Late Fee: assessed on any permit not renewed by the expiration date \$ 25.00. Daily Late Fee: Should a permit not be renewed by the expiration date, \$ 10.00 additionally per day, will be assessed each late permit fee, in addition to the original \$ 25.00 late fee.

**Section III-D**

Commercial Swimming Pools, Spas, Hot Tubs	
Annual per pool	\$ 150.00

Annual Pool & Spa	\$ 200.00
Seasonal per pool	\$ 100.00
Site Visit (repeat or other discretionary visit)	\$ 50.00

**Section III-E**

Animal Head Shipment to ISDH Rabies Lab	\$ 15.00
---	----------

**Section III-F**

Septic System Permit	
New Construction	\$ 200.00
Replacement	\$ 50.00
Repair	\$ 0.00
Site Visit (repeat or other discretionary visit)	\$ 50.00
Installers/Homeowners Test Fee	\$ 50.00
Installers License – Annual (due 2/28)	\$ 10.00

**Section III-G**

Tattoo Establishment Permit	\$ 150.00
Tattoo Artist Permit	\$ 50.00

**Section III-H**

Unfit Dwelling Occupancy Permit	\$ 100.00
---------------------------------	-----------

**Section III-I**

Immunization Administration Fees:	
Underinsured Children – (0—18 years)	\$ 14.00

(Status determined at time of visit using Center for Disease Control eligibility criteria)

Insured Children – (0—18 years) (Fees vary, dependent on individual policy coverage at time of visit)	Fees vary, dependent on coverage
--	----------------------------------

Adult – (19 years and older) private purchase vaccines	\$ 15.00 per person per visit
--	-------------------------------

Adult – (19 years and older) state/federal grant vaccines	\$ 14.00 per person per visit
---	-------------------------------

Adult – (19 yrs and older) STD program grant No charge vaccines (Eligibility determined using ISDH & CDC Criteria)	No Charge
--	-----------

Tuberculosis Skin Tests (All procedures administered to insured parties will be processed via an insurance claim to the individuals' insurance provider. Fees will vary	\$ 15.00
--	----------

dependent upon applicable coverage)

Travel Consultation: (Adults and Children) \$30.00 per person upon initial travel visit

Vaccine Fees:

Children who meet Vaccine for  
Children (VFC) Eligibility criteria No Cost

Insured Children (varies dependent on the  
child's individual policy coverage) vary, dependent on coverage

Adult-private purchase vaccines including  
Travel vaccines: (Dependent on vaccines  
purchased and current market/contracted price) Current Contracted Cost

Phlebotomy Fee:

HIV/CTR and STD Program Draw Fee No Charge  
Private Pay Draw Fee \$ 15.00 per person per visit

### **Section III – J**

Educational Course Fee:

Basic Tuberculosis Certification Course \$ 35.00 per person  
Basic Tuberculosis Certification Refresher \$ 25.00 per person

### **Section III-K**

Administrative Fines:

- (A) When the Health Officer finds that an individual has violated, or continues to violate, any provision of an Ordinance, permit, or order issued hereunder, or any other Standard or Requirement, the Health Officer may issue a fine in an amount not to exceed \$ 2,500.00 per violation, per day. The assessment of administrative fines on a per-violation, per-day basis shall be at the discretion of the Health Officer. In the case where violations of monthly or other long-term violations are documented, fines shall be assessed for each day during the period of violation.
- (B) Unpaid charges, fines, and penalties shall, after sixty (60) calendar days, be assessed an additional penalty of twenty-five percent (25%) of the unpaid balance, and interest shall accrue thereafter at a rate of 3 percent (3.0%) per month. A lien against the User's property shall be sought for unpaid charges, fines, and penalties. Any individual subject to a charge, fine, or penalty hereunder shall, in addition, pay all reasonable attorney fees incurred by Howard County and/or Howard County Health Department in enforcing or collecting such charges, fines or penalties.

### **Section III-L**

Fee for checks returned for non-sufficient funds Greater of \$ 35.00 or 5%, (but not more than \$250.00) of the amount due.

**Howard County Health Department  
Fee Collection Ordinance 2013 BCCO-23**

An Ordinance of the Board of County Commissioners, Howard County, Indiana, providing for the Howard County Health Department to establish and collect fees for services authorized with the accounting and transfer of such fees as provided by IC 16-20-1-27.

**Section 1.** The Howard County Health Department is empowered to establish and collect fees in accordance with the following definitions and provisions.

**Section 2, Definitions.** The following definitions shall apply in the interpretation and enforcement of this ordinance.

- A. The term “Health Department” as used herein shall mean the Howard County Health Department, Kokomo, Indiana as provided for in IC 16-20-2-1.
- B. The term “Health Officer” shall mean the county health officer as provided for in IC 16-20-2-16.
- C. The term “authorized representative” shall mean an agent in the principle of the Board and Health Officer as provided for in IC 16-20-1-14.
- D. The term “person” shall mean any individual, partnership, co-partnership, firm, company, corporation, or association.

**Section 3, Fees for Services.** The Howard County Health Department having jurisdiction may charge a service fee in order to cover the cost, but not exceeding the cost, of providing to any person the following services:

- A. For services provided by the Howard County Health Department Vital Records Office in providing a copy of a Certificate of Birth or Death, Correction Affidavits, Legitimations, Paternities, Genealogy Searches, Lamination Fee, Birth Notifications, Court Order Determining Parentage, and Birth Certificates prior to 1907 as authorized by IC 16-20-1-27.
- B. For services provided by the Howard County Health Department Environmental Health Office provided in the plan review, permitting and inspection of Retail Food Establishments, Seasonal Retail Food Establishments and Temporary Retail Food Establishments as authorized by IC 16-20-1-27.
- C. For services provided in the permitting and inspection of Vending Machines for both food and beverages.
- D. For services provided in the permitting, inspection and testing of all Public Pools and Spas, which includes: private clubs, fitness centers, rehabilitation centers, motels, apartment complexes, municipalities and schools. Fees are waived for schools.
- E. For services provided in shipping animal heads to the State Department of Health Rabies Laboratory. The health department pays for shipment of stray animals heads.
- F. For services provided for site evaluation, permitting and inspection of on-site wastewater treatment systems (septic systems) including: New Construction, Permits, Replacement Permits, Site Visits (discretionary), Installers/Homeowners, Test, Installer’s License as authorized by Rule 410 IAC 6-8.1.

- G. For services provided by the Howard County Health Department Environmental Health Office in the permitting, evaluation, and inspection of tattoo establishments and tattoo artists.
- H. For services provided by the Howard County Health Department Nursing Office in Providing Adult and Child Immunizations, Tuberculosis Skin Tests, and International Immunization Booklets.
- I. For disposition of Grant Funds from Indiana State Department of Health, Indiana Department of Environmental Management, Indiana AIDS Fund, and other entities. All awards, fees, donations, and reimbursements shall be transferred to the Howard County Health Fund under a designated account number.
- J. For services provided by the Howard County Health Department Environmental Health Office in regulating, inspecting, and abating health hazards. In the event Howard County and/or Howard County Health Department is required to bring legal action in connection with the abatement of health hazards, the individual(s) to whom services have been provided shall, in addition to any charges, fines or penalties, pay all reasonable attorney fees incurred by Howard County and/or Howard County Health Department necessary to abate the hazard.

The monies collected in accord with the provisions of this ordinance shall be used only for the implementation, expansion, or maintenance of the specific program services from which they are derived according to the conditions of the grant agreement.

#### **Section 4, Collection, Accounting, and Disposition.**

- A. Collection of Fees: The Health Department shall collect all such fees established as a part of the ordinance in accord with the schedule designated as Schedule A, which is attached hereto and made a part hereof. Fees are subject to change without notice when rules set forth and governed by the state of Indiana are changed by the state and the change results in an immediate detrimental impact on the budget of the Howard County Health Department.
- B. Accounting for fees: All fees collected by the Health Department shall be accounted for in detail in each office area, Vital Records, Environmental Health, and Nursing offices.
- C. Disposition of fees: All fees collected by the Health Department shall be transferred to the Howard County Health Fund.
- D. Any person whose check is returned for non-sufficient funds shall be subject to a fine in addition to the cost of the permit or service which must be paid in cash.

#### **Section 5, Violations.**

- A. Any violations of this ordinance may be prosecuted pursuant to Indiana Code, and the fees enforced hereby revoking or suspending permits as may be granted under this ordinance. A refusal to comply with this ordinance by any person shall be deemed an infraction, and upon request of the Health Officer or authorized representative, shall be handled by the Health Department Attorney, or County Attorney or other attorney so

authorized by the Department. All attorney fees and other costs incurred by the Health Department as a result of this paragraph shall be borne by the violator.

- B. Notices of violations. Whenever the Health Officer or designee determines that there has been a violation of any provision of this ordinance, the Health Department shall give notice of such violation to the person to whom the permit or license was issued or should have been issued.
- C. Any person affected by notice which has been issued in connection with the enforcement of any provision of this ordinance may request and be granted an extension of time, when circumstances warrant such an extension, and is in harmony with the general purpose of this ordinance to safeguard and secure the public health, safety, and welfare of the citizens of Howard County.
- D. For serious or repeated violations of health guidelines and policies, or for the interference with the enforcing officer in the performance of his duties, a permit may be permanently revoked after an opportunity for a hearing has been provided by the health department.

Passed and adopted by the Commissioners of Howard County, State of Indiana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Board of Commissioners of Howard  
County, Indiana

By: \_\_\_\_\_

Tyler O. Moore, President

\_\_\_\_\_  
Paul G. Wyman, Vice President

\_\_\_\_\_  
Brad Bray, Member

Attest:

\_\_\_\_\_  
Martha Lake, Auditor  
Howard County