



FEE SCHEDULE

Website: <https://www.in.gov/localhealth/stjosephcounty/>

In person business transactions gladly accepted between the hours of 8:00 am and 4:00 pm.

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Payments Accepted:

In-person: Cash, Visa, MasterCard, Discover, American Express, Money Order / Cashier's Check and Business Check (made payable to St. Joseph County Department of Health). Personal checks are not accepted.

On-line (Additional fees): To pay with Visa, MasterCard, Discover or American Express.

Note: This method has no tracking or delivery confirmation, so we are not responsible for lost or undelivered mail sent via regular U.S. Postal Service if you choose this method.

For Birth or Death Certificates:

[www.in.gov/localhealth/stjosephcounty/vital records/request-and-pay-online/](https://www.in.gov/localhealth/stjosephcounty/vital%20records/request-and-pay-online/)

For Permits:

www.in.gov/localhealth/stjosephcounty/forms-and-permits/

US Mail (Additional fees): Money Order / Cashier's Check, Business Check (made payable to St. Joseph County Department of Health). Personal checks are not accepted.

Note: This method has no tracking or delivery confirmation, so we are not responsible for lost or undelivered mail sent via regular U.S. Postal Service if you choose this method.

UPS Next Day Delivery (Additional fees): Birth and Death Records only: www.VitalChek.com.

All in-person and on-line credit and debit card payments will be charged a transaction fee of 2.55% or \$1.55, whichever is greater.

Electronic Payments:

All in-person and on-line credit and debit card payments will be charged a transaction fee of 2.55% or \$1.55, whichever is greater.

All electronic checks will be charged a flat rate of \$2 for any payment under \$50,000.

ENVIRONMENTAL HEALTH UNIT

Phone: 574-235-9750, Option 6

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **MISCELLANEOUS FEES**

Convenience Fee (Monthly invoicing for bulk transactions)	3% of the invoice total
Convenience Fee (Mail)	\$3.00/item
Copies - Black and White (Including hard copies of FOIA/APRA requests)	\$.05/page
Copies - Color (Including hard copies of FOIA/APRA requests)	\$.15/page
Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice
Envelope for full size sheets	\$2.00/each
Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

- **SEPTIC**

Cluster System Installation	\$1,250.00
Cluster System Operating Permit - (Every 3 years)	\$600.00
Commercial - (New & Replacement Construction)	\$375.00
Commercial Repair	\$138.00
Contractor Registration - (Company)	\$375.00/year
Health Officer's Report	\$125.00/lot (\$875.00 max.)
Inspector License - (Licensed Contractors Do Not Pay)	\$250.00/year
Installer License - (Individual)	\$150.00/year
Residential - (New & Replacement Construction)	\$303.00
Residential Repair - (Tank Only)	\$110.00
Septic Contractor Exam	\$25.00/exam
Schematics/Maps/Drawings - (In-person) (black and white)	\$.05/page
Schematics/Maps/Drawings - (Mail)	\$3.00/each
Schematics/Maps/Drawings - (Sent Out to Copy)	Actual cost

- **GROUND PENETRATING RADAR (GPR)**

Ground Penetrating Radar Location Services	\$100.00/hour (minimum of one hour)
Ground Penetrating Radar Travel Fee	\$50.00/site

- **WELL DRILLING**

Commercial - (New & Replacement Construction)	\$225.00
Contractor Registration	\$200.00/year
No Well Abandonment	\$150.00
Non-Potable/Monitoring Wells/Geothermal	\$75.00/well (\$450.00 max.)
Residential - (New & Replacement Construction)	\$200.00

- **WELLHEAD PROTECTION**

<i>Small</i> - (1 threat to groundwater)	
Application Fee - (Every 3 years)	\$150.00
Permit and Inspection Fee	\$175.00
<i>Medium</i> - (2 or 3 threats to groundwater)	
Application Fee - (Every 3 years)	\$225.00
Permit & Inspection Fee	\$300.00
<i>Large</i> - (More than 3 threats to groundwater)	
Permit & Inspection - (Every 3 years)	\$325.00
Permit and Inspection Fee	\$425.00
<i>Drywell Only</i>	
Application Fee - (Every 3 years)	\$150.00
Annual Permit & Inspection fee	N/A
Late Fee	25%

- **CAFO**

Permit - (Every 5 years)	\$600.00
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- **MASSAGE**

Establishment	\$248.00/year
Therapist	\$110.00/year
Late Fee	25%
Violation of St. Joseph County Ordinance, Chapter 113 - First Offense, not more than	\$1,000.00
Violation of St. Joseph County Ordinance, Chapter 113 - Second offense, not more than	\$2,500.00
Violation of St. Joseph County Ordinance, Chapter 113 - Third offense, not more than	\$5,000.00

- **TATTOO AND BODY PIERCING**

Practitioner	\$225.00/year
Establishment	\$275.00/year
Permanent Make-Up	\$225.00/year
Mobile Facility	\$275.00/year
Temporary	\$110.00/year
Apprentice	\$110.00/year
Late Fee	25%
Violation of St. Joseph County Ordinance, Chapter 114 - First offense, not more than	\$500.00
Violation of St. Joseph County Ordinance, Chapter 114 - Second offense, not more than	\$1,000.00
Violation of St. Joseph County Ordinance, Chapter 114 - Third offense and each subsequent offense, not more than	\$1,500.00

- **TRASH**

Trash Hauler Permit	\$83.00/truck
Late Fee	25%

<https://www.in.gov/localhealth/stjosephcounty/finance/fee-schedule/>

https://library.municode.com/in/st_joseph_county/codes/code_of_ordinances?nodeId=APPENDIXSCFIFE

Approved by BoH: August 20, 2025

Approved by Co. Council: October 14, 2025

Effective: November 1, 2025

FOOD SERVICES UNIT
Phone: 574-235-9750, Option 5

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

• **MISCELLANEOUS FEES**

Convenience Fee (Monthly invoicing for bulk transactions)	3% of the invoice total
Convenience Fee (Mail)	\$3.00/item
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Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice
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Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

• **FOOD SERVICE/STORE ESTABLISHMENT PERMIT - ANNUAL GROSS SALES FROM/TO**

\$0.00 TO \$49,999.99	\$85.00
\$50,000.00 – \$149,999.99	\$115.00
\$150,000.00 – \$249,999.99	\$145.00
\$250,000.00 – \$499,999.99	\$175.00
\$500,000.00 – \$749,999.99	\$225.00
\$750,000.00 – \$999,999.99	\$275.00
\$1,000,000.00 – \$1,249,999.99	\$350.00
\$1,250,000.00 - \$1,499,999.99	\$375.00
\$1,500,000.00 – And up	\$425.00
Late Fee - (See note below)	100% cost of permit
Replacement Permit - (Lost/Stolen/Damaged)	\$25.00/each

Note: Late fee will be charged for:

- Retail Food Establishments who fail to apply for a permit before operating an establishment.
- For not obtaining the permit by the renewal date of January 31.
- Retail Food Establishments who fail to obtain their permit within one week of receiving permit approval from the opening inspection.

• **PLAN & REVIEW – APPLICATION FOR PERMANENT ESTABLISHMENT FOOD SERVICE**

Note: Does not include Administration/Application Fee or Annual Permit Fee

Under 3,000 Square Feet	\$100.00
3,001 to 30,000 Square Feet	\$180.00
30,001 to 40,000 Square Feet	\$260.00
40,001 to 60,000 Square Feet	\$340.00
60,001 Square Feet and Over	\$400.00

- **NEW CONSTRUCTION - FAILURE TO NOTIFY THE DEPARTMENT OF HEALTH - (Plan and Review must also be submitted)**

Late Fee	Fine equal to cost of required Plan and Review
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- **CHANGE IN OWNERSHIP - FAILURE TO NOTIFY DEPARTMENT OF HEALTH - (New permit must also be applied for)**

Late Fee	100% cost of permit
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- **TEMPORARY PERMIT**

One (1) Day Event	\$35.00
Two (2) to Three (3) Day Event	\$75.00
Four (4) to Ten (10) Day Event	\$150.00
Annual Permit	\$375.00/year
Late Fee	100% cost of permit
Replacement Permit - (Lost/Stolen/Destroyed)	\$25.00

- **VENDING**

All Machines	\$15.00/machine
Replacement Permit - (Lost/Stolen/Destroyed)	\$15.00/machine

- **MOBILE FOOD ESTABLISHMENTS**

Pre-Packaged Items - (i.e. Summer Song, Butcher's Best)	\$100.00/unit
Dispensing & Food Prep in Unit - (i.e. Taco, BBQ, Etc.)	\$200.00/unit

- **SEASONAL MOBILE**

Push Carts - (i.e. Hot Dog and Ice Cream Push Carts)	\$100.00/unit
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- **PROBATION**

Probationary Fee - (When placed on Probationary Status)	\$200.00
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- **ADDITIONAL FEES**

Administration/Application fee	\$85.00
Additional consultation or inspection fee	\$35.00/visit
Indiana State Department of Health Certification of Food Handler Requirements (410 IAC 7-22)	\$1.00/book
Indiana State Department of Health Retail Food Establishment Sanitation Requirements (410 IAC 7-26)	\$6.00/book
St. Joseph County Food Ordinance 22-25, Chapter 117	\$5.00/book
Violation of St. Joseph County Ordinance, Chapter 117 - First Offense, not more than	\$500.00
Violation of St. Joseph County Ordinance, Chapter 117 - Second offense, not more than	\$1,000.00
Violation of St. Joseph County Ordinance, Chapter 117 - Third offense, not more than	\$1,500.00

POOLS AND SPAS

Phone: 574-235-9750, Option 5

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **MISCELLANEOUS FEES**

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Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice
Envelope for full size sheets	\$2.00/each
Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

- **SWIMMING POOLS AND SPAS - (January – December)**

Public Swimming Pool	\$155.00/year
Public Wading Pool	\$85.00/year
Spa	\$90.00/year
Late Fee	100% cost of permit

- **SUMMER TIME POOLS - (May – September)**

Public Swimming Pool	\$85.00/year
Public Wading Pool	\$60.00/year
Spa	\$65.00/year
Late Fee	100% cost of permit

- **GOVERNMENT AND SCHOOLS**

Public Swimming Pool	\$85.00/year
Public Wading Pool	\$60.00/year
Spa	\$65.00/year
Late Fee	50% cost of permit

- **POOL REGULATIONS**

Public and Semi-Public Swimming Pools Rule (410 IAC 6-2.1)	\$1.00/book
St. Joseph County Public/Semi Public Pools and Spas Ordinance 17-06	\$2.00/book
Virginia Graeme Baker Pool and Spa Safety Act (VGB)	\$1.00/book

NURSING UNIT
Phone: 574-235-9750, Option 2 or 4

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Note: Some insurance companies do not pay for all recommended vaccines. Therefore, we encourage you to confirm your vaccine coverage with your insurance company prior to receiving any vaccines.

- **MISCELLANEOUS FEES**

Convenience Fee (Monthly invoicing for bulk transactions)	3% of the invoice total
Convenience Fee (Mail)	\$3.00/item
Copies - Black and White (Including hard copies of FOIA/APRA requests)	\$.05/page
Copies - Color (Including hard copies of FOIA/APRA requests)	\$.15/page
Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice
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Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

- **ADMINISTRATION**

Travel Vaccination Consultation	\$20.00/traveler
VFC/Section 317 Administration	\$15.00/dose

- **VACCINES**

COVID (6 months - 11 years)	\$111.00/dose
COVID (5 - 11 years)	\$66.00/dose
COVID (12+ years)	\$127.00/dose
DTaP - (Per Dose in a Multiple Shot Series)	\$40.00/dose
DTaP-IPV - (Per Dose in a Multiple Shot Series)	\$69.00/dose
DTaP-IPV-Hep B - (Per Dose in a Multiple Shot Series)	\$88.00/dose
DTaP-IPV-Hep B-Hib - (Per Dose in a Multiple Shot Series)	\$127.00/dose
DTaP-IPV-Hib - (Per Dose in a Multiple Shot Series)	\$96.00/dose
Hep A & Hep B - (Per Dose in a Multiple Shot Series)	\$133.00/dose
Hep A Adult - (Per Dose in a Multiple Shot Series)	\$96.00/dose
Hep A Pediatric - (Per Dose in a Multiple Shot Series)	\$48.00/dose
Hep B Adult, 2 doses - (Per Dose in a Multiple Shot Series)	\$163.00/dose
Hep B Adult, 3 doses - (Per Dose in a Multiple Shot Series)	\$67.00/dose
Hep B Pediatric - (Per Dose in a Multiple Shot Series)	\$38.00/dose
Hib - (Per Dose in a Multiple Shot Series)	\$47.00/dose
HPV9 - (Per Dose in a Multiple Shot Series)	\$335.00/dose
Influenza - (6 months+)**	\$36.00/dose

Influenza - Flu mist**	\$43.00/dose
Influenza - High Dose**	\$83.00/dose
IPV - (Per Dose in a Multiple Shot Series)	\$46.00/dose
Measles, Mumps and Rubella - (Per Dose in a Multiple Shot Series)	\$113.00/dose
Measles, Mumps, Rubella and Varicella – (Per Dose in a Multiple Shot Series)**	\$309.00/dose
Meningococcal - (Per Dose in a Multiple Shot Series)	\$140.00/dose
Meningococcal B - (Per Dose in a Multiple Shot Series)	\$196.00/dose
Meningococcal A, B, C, W and Y - (Per Dose in a Multiple Shot Series)	\$246.00/dose
Mpox	\$290.00/dose
PCV15 - (Per Dose in a Multiple Shot Series)	\$253.00/dose
PCV20	\$274.00/dose
PPSV23	\$141.00/dose
QuantiFERON	\$35.00/draw
Rabies Vaccine - (Per Dose in a Multiple Shot Series)**	\$450.00/dose
Rotavirus - (Per Dose in a Multiple Shot Series)	\$136.00/dose
RSV	\$302.00/dose
RSV Monoclonal Antibody for Children	\$519.00/dose
Tdap	\$58.00/dose
Tetanus/Diphtheria	\$48.00/dose
Typhim	\$116.00/dose
Typhim, Oral - (Per One (1) Pack of Four (4) Capsules)	\$119.00/pack
Varicella - (Per Dose in a Multiple Shot Series)	\$209.00/dose
Yellow Fever**	\$248.00/dose
Zoster**	\$235.00/dose

** Please call (574) 235-9750, Extension 4 to verify availability of vaccine

- **TUBERCULOSIS – (TB)**

TB Test	\$27.00
Basic Tuberculosis Testing Training Class (Includes Training Tools, Testing or Retesting for Certification)***	\$50.00/person

*** Please call (574) 235-9750, Extension 4 to verify the availability of training.

- **ADDITIONAL FEES**

Replacement Immunization Record (In-person)	\$0.05/record
Replacement Immunization Record (Electronic)	\$1.00/record
Replacement Immunization Record (Mail)	\$3.00/record
Replacement Yellow Fever Certificate	\$10.00/certificate
Set Up Fee for Private Off-Site Clinic (Does not include the Cost of the Individual Vaccine).	\$30.00/Public Health Nurse

VITAL RECORDS UNIT
Phone: 574-235-9750, Option 3

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- **MISCELLANEOUS FEES**

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Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

- **BIRTH CERTIFICATES**

Birth Certificate - (Regular size)	\$20.00/each
Birth Certificate - (Wallet size with pouch)	\$21.00/each

- **CORRECTIONS AND PATERNITIES**

Correction Affidavits and Notifications	\$50.00/each
Additional Copy of Correction or Paternity Affidavits	\$20.00/each
Paternities and Legitimations	\$100.00/each

- **COURT ORDER CHANGES**

Court Order Change	\$20.00/court order
Additional Copy of Court Order Change	\$20.00/court order

- **DEATH CERTIFICATES**

Death Certificate - (Certified and Non-Certified)	\$20.00/each
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- **GENEALOGY SEARCH ***Does not include the cost of any documents found and/or requested.**

Up to 5 Names	\$25.00/search
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- **OUT-OF-COUNTY SERVICE FEE**

Out-of-County Service Fee	\$10.00/name
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- **ADDITIONAL FEES**

Notary Fee	\$5.00/page
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