



Fee Schedule Approvals Process

Step 1 Prepare a document, and submit your proposed fee schedule to your County Board of Supervisors, according to your county guidelines. If your county board does not take up your project in a timely manner, consider meeting with individual Board members to get their support and buy-in.

Note: In some counties, billing by a local health department is prohibited, because the health department receives tax dollars to pay for services.

Step 2 Get board approval. That means a majority vote—or written statement of approval.



Step 3 Attend public hearings, according to your county ordinances. This allows the residents of the county to voice their opinions about the new fee schedule before it goes into use. Find out the process and schedule for public hearings from your County. After public comment has been taken and your county's approval process is complete, you can go ahead and use the new fee schedule.