



Lincoln County Environmental Health

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PROCEDURES FOR APPLYING FOR A PUBLIC SWIMMING POOL OPERATION PERMIT

Seasonal Operation (April-October) Submittal Requirements:

- ✓ Submit the **Application for Public Swimming Pool Operation Permit**.
 - Update the information on the form if needed. Incomplete applications will be returned
 - Verify that the construction/remodel date for the pool is correct
 - Circle the Type of Disinfection
 - Include correct opening and closing dates
- ✓ Submit **application fee: \$150** per pool for seasonal operation (April – October).
- ✓ Submit the **Pool Drain Safety Compliance Form** for each pump system. **Form must be re-submitted annually.**
 - Incomplete and incorrect forms will be returned
 - Specification sheets for pump(s) along with the pump curve must be submitted
 - Specification sheets for drain and equalizer covers must be submitted
- ✓ Initial, sign and return the enclosed **Addendum**.
- ✓ Submit a copy of the **CPO certificate for each pool operator** who will conduct daily maintenance visits and record keeping at the pool.
- ✓ Submittals and Application fee due by March 20th.

Year Round Operation Submittal Requirements:

The operation permit for the year-round swimming pool referenced in the enclosed application will expire on _____. A new operation permit must be issued by the Department before permit expiration to continue operation.

- ✓ Submit the **Application for Public Swimming Pool Operation Permit** by _____.
 - Update the information on the form if needed. Incomplete applications will be returned
 - Verify that the construction/remodel date for the pool is correct
 - Circle the Type of Disinfection
- ✓ Submit **application fee: \$250.00** per pool for year-round operation.
- ✓ Submit the **Pool Drain Safety Compliance Form** for each pump system. **Form must be re-submitted annually.**
 - Incomplete and incorrect forms will be returned
 - Specification sheets for pump(s) along with the pump curve must be submitted
 - Specification sheets for drain and equalizer covers must be submitted
- ✓ Initial, sign and return the enclosed **Addendum**

To Schedule the Inspection for Operation:

- ✓ Call **704-736-8426** at least 2 weeks before planned opening.
- ✓ Tell the operator the name of your pool and you will be directed to your inspector.
- ✓ Your pool has been assigned to an inspector so please **DO NOT ASK FOR A PARTICULAR INSPECTOR AS THIS WILL DELAY YOUR PERMITTING.**

MISSION STATEMENT

The Lincoln County Health Department provides quality health services to promote a healthy community.



VISION STATEMENT

Lincoln County Health Department services will promote healthy lifestyles through prevention, preparedness, and education.

Updates & Reminders:

- To facilitate seasonal pool inspections each pool owner must provide access to pools by providing this department with keys, codes or lock box accessibility to pool and equipment/chemical storage rooms.
- **BE SURE MAIN DRAIN AND EQUALIZER COVERS ARE REPLACED THIS YEAR IN ACCORDANCE WITH EXPIRATION DATE OR IF BROKEN. FOLLOW INSTALLATION INSTRUCTIONS CAREFULLY AND USE PROFESSIONAL INSTALLERS IF NEEDED. MOST COVERS REQUIRE REPLACEMENT EVERY 5 – 7 YEARS. Be mindful of outdated and recalled suction outlet covers. Verify that drain covers are approved and properly sized for the pumps used.**
- Pool Drain Safety Compliance forms are required to be updated and submitted by all pool owners or operators every year. This a state requirement.
- Pumps and drain covers will be verified during the opening inspection and must match the Pool Drain Safety Compliance form. If discrepancies are found, an operation permit will not be issued. Drain Safety Compliance forms must be corrected, equipment may be required to be replaced and a \$75.00 re-inspection fee will apply.
- Owners and Operators of Single Drain pools that utilize a safety vacuum release system must test the SVRS at the pool opening inspection. The device must be tested in accordance with manufacturers' instruction.
- Documentation must be maintained at the pool site verifying the Pool Operator or Responsible Person is a Certified Pool Operator or has been trained on pool equipment operation, disease and injury prevention, pool water chemistry and regulatory requirements for public pools.
- Refer to the enclosed **Pool Opening** check list to help prepare your pool for the opening.
- **Please plan ahead.** Inclement weather and other unforeseen circumstances could delay the permitting inspection for your pool. Do not call the day before you wish to open.
- **BE ADVISED: waiting until the week before Memorial Day to have your pool inspected may delay the permitting of your pool!**
- An operation permit will not be issued and a \$75 re-inspection fee will apply to pools that do not pass the initial opening inspection due to 6 point demerit violations or 4 point demerit violations. The fee must be paid before a re-inspection will be scheduled.