December 15, 2020

Attention: All Public Swimming Pool Owners/Operators

This letter serves to provide all public pools, spas, wading pools, water recreation attractions, and special purpose pools in Buncombe County with updated information necessary to apply for a Public Swimming Pool Operation Permit for 2021. Below you will find a list of items that must be completed before issuance of a permit as well as some helpful reminders and links. Please read this letter carefully and send in all necessary documentation to ensure that your facility is not delayed in opening.

- Complete and submit the following items:
  - Complete and sign an “Application for Public Swimming Pool Operation Permit” (enclosed) for each public swimming pool that you own/operate. Applications will not be considered received until payment has been processed and a COMPLETED application has been submitted. The operation permit visit for seasonal public swimming pools will be scheduled on a first-come, first-serve basis and priority will be given to those applications received by April 1, 2021. Please visit https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx for a copy of the application.
  - Completed Buncombe County Invoice (enclosed) along with payment.
  - Pool Drain Safety Compliance Datasheet (enclosed). Each year, ALL pools must submit a current safety compliance data sheet that includes model number(s), manufacturer’s life span, and installation date of the main drain & skimmer equalizer covers; existing sump measurement; and model number(s) and maximum flow rate of pump(s). To avoid delays in issuance of the operation permit, please make sure the datasheet(s) that you submit accurately represents the equipment that is on site. See link above for instructions on how to properly fill out the datasheet as well as a list of approved drain covers with listed flow rates and sump requirements for proper installation and a list of pumps and their corresponding flow rates.
  - Documentation showing that your pool operator has been trained as required according to Rule .2537. All pools must be visited by a trained operator every day. Please provide documentation of training for your main operator, as well as any persons that check the pool on the days the main operator is off duty.

- Reminders
  - *Important Notice:* If you plan to drain your swimming pool please contact MSD at 828-255-0061 prior to releasing a large amount of water into the metropolitan sewerage system.
- If your swimming pool is served by a well, a water sample must be collected prior to permitting. Water sample results must be negative for coliform bacteria. Please contact your inspector at least 2 weeks prior to scheduling the operation permit visit in order to schedule a water sample collection.

- Review the enclosed Pre-permitting checklist before scheduled operation permit visit. A copy of this checklist can also be found at [https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx](https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx)

- There will be a $50 revisit fee for any pool that is not ready for permitting during the scheduled visit and the appointment was not canceled prior.

- Ensure drain cover(s) are replaced when the expiration date of the cover(s) are exceeded.

- Ensure skimmer equalizer covers are replaced when the expiration date of the covers is exceeded or disable the equalizers, if applicable. Guidance on disabling equalizer lines can be found at: [https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx](https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx)

- If your swimming pool(s) operates after dark, an inspector may be required to make a visit after dark to verify lighting requirements are met in order for the pool and the enclosure to be permitted for nighttime use. For information on House Bill 56 and lighting requirements for night time use of the pool enclosure please visit [https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx](https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx)

- Accident reports must be completed and submitted to our department if there is a report of an incident, injury or death at your facility. For a link to the reporting form, please visit [https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx](https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx)

- What’s New for 2021
  - Year-round pool permits for use of amenities within the pool enclosure. Owners/operators shall continue to obtain a year-round pool permit when areas within the pool fence/enclosure are accessible to the public on a year-round basis, even if the pool itself is closed for swimming. Please talk with your inspector about new signage requirements if you plan to close the pool for swimming while keeping the amenities within the pool enclosure open for use.
  - Equipment Room and Electrical Safety. Electrical work, including replacing old pumps or any disconnection/reconnection of wiring to motors or pumps, is required by law to have the reconnection completed by a licensed electrician and to have an electrical inspection. If electrical work has occurred, the pool inspector will need to verify that
there has been an electrical inspection prior to the operation permit visit and/or inspection. The pool inspector will complete a visual inspection of the pool pump and motor to ensure that the copper bonding wire is intact, attached and undamaged. The electrical power supply wire for the motor should not be wrapped in electrical tape or connected with wire nuts. If the pool inspector sees any issues with the bonding wire, or observes a different pump than what was observed last year without an electrical inspection, they will not be able to complete the inspection or issue the operation permit. Only after an electrical inspection from the Building Permits and Inspections Department in your jurisdiction has taken place, will the pool inspector be able to return for the operation permitting visit.


All Public Swimming Pools must apply for, and receive a valid permit to operate prior to allowing bathers to use the facility as well as the amenities within the pool enclosure.

Be advised that operation permits for seasonal swimming pools will not be issued if the drain cover or skimmer equalizer covers have expired or are damaged, and operation permits for year-round pools will be immediately suspended for those found to be operating with expired or damaged drain covers or skimmer equalizer covers.

As the seasonal pool season approaches, please use the following link to access a list of your assigned pool inspector and their contact information. Please plan to contact the pool inspector at least two weeks prior to your projected opening date. This list will be updated in March 2021. [https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx](https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx)

You may submit completed application packets and paperwork to Buncombe County Environmental Health via email at ehrequest@buncombecounty.org; in person or by mail at 30 Valley St. Asheville, NC, 28801; or by fax at 828-250-6161. Payments can be made in person by either cash, check, money order, or credit card; through the mail by check or money order; or over the phone if using a credit card at (828) 250-5016. You may also contact ehrequest@buncombecounty.org or (828)-250-5016 to schedule your inspection or with any questions/concerns.

Thank you,

Jessica R. Silver, REHS
Environmental Health Program Administrator
Buncombe County Health & Human Services