

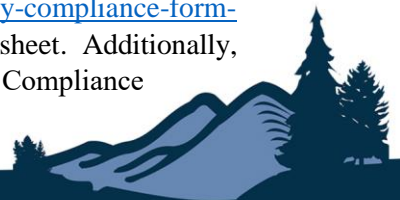


February 9, 2022

**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 2022. 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.**

- **APPLICATIONS WILL NOT BE CONSIDERED RECEIVED AND WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION FOR ITEMS LISTED BELOW HAVE BEEN COMPLETED IN THEIR ENTIRETY AND SUBMITTED. Complete and submit the following items:**
  - **“Application for Public Swimming Pool Operation Permit” (enclosed) for each public swimming pool that you own/operate.** Please note that this application has been updated and will replace all previous applications. 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, 2022. For a copy of the application, please visit: <https://www.buncombecounty.org/common/health/pool-application.pdf>.
  - **Completed Buncombe County Invoice (enclosed)**
  - **Payment as follows:**
    - Seasonal permit fee (April 1-October 31): \$150.00
    - Year around permit fee: \$200.00
    - Each additional body of water permit fee: \$50.00
  - **Pool Drain Safety Compliance Datasheet (enclosed).** Please note that this form has been updated and will replace all previous drain safety compliance datasheets. Additional blank copies of datasheets can be found at <https://www.buncombecounty.org/common/health/pool-drain-safety-compliance-datasheet.pdf>. 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). A separate “Pool Drain Safety Compliance Datasheet,” must be completed for each pump system in your pool. 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 <https://www.buncombecounty.org/common/health/pool-drain-safety-compliance-form-instructions.pdf> for instructions on how to properly fill out the datasheet. Additionally, “Instructions for Completion and Submission of Pool Drain Safety Compliance



Datasheet,” have been included in this packet for your convenience. For your convenience to aid to filling out the datasheet for your pool, a list of approved drain covers, manufactured prior to **May 24, 2021**, with their listed flow rates and sump requirements for proper installation can be found at <https://www.buncombecounty.org/common/health/vgb-approved-drain-covers-and-equalizer-covers.pdf> and a list of pumps and their corresponding flow rates can be found at <https://www.buncombecounty.org/common/health/pump-identification-with-pump-curves.pdf>. Please see the “What’s New for 2022,” section for more information on drain covers that were/are manufactured after **May 24, 2021**.

- **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/common/health/operator-checklist.pdf>.
  - **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) has been exceeded.**
  - **Ensure skimmer equalizer covers are replaced when the expiration date of the covers has been exceeded; or disable the equalizers, if applicable.** Guidance on disabling equalizer lines can be found at: <https://www.buncombecounty.org/common/health/disabling-skimmer-equalizer-lines.pdf>.
  - **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 nighttime use of the pool enclosure please visit <https://www.buncombecounty.org/common/health/lighting-requirements-for-nighttime-use.pdf>.



- **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 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 will be able to return for the operation permitting visit. More information regarding electrical safety at public swimming pools may be found on our website at <https://www.buncombecounty.org/common/health/swimming-pool-electrical-safety.pdf>.
- **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 copy of the reporting form, please visit <https://www.buncombecounty.org/common/health/accident-report.pdf>.
- **What's New for 2022**
  - The address of your public swimming pool must match the address in the Buncombe County GIS system as well as be the same address that the 911 operator reads back when assessing the poolside emergency phone or a permit will not be issued. Buncombe County GIS addressing can be found at <https://gis.buncombecounty.org/pubacc/>. You are encouraged to search for the address to your swimming pool and locate it in the GIS system to verify it is correct. You can also reach out to your inspector if you need assistance or have any questions using the GIS website.
  - A new “Application for Public Swimming Pool Permit.” Our application has been updated and will replace all previous applications.
  - If the main drain covers in your pool were manufactured on or after **May 24, 2021**, you must provide documentation of the flow rating of that cover from the manufacturer based on the dimensions of your sump and suction pipe size.
  - A new “Pool Drain Safety Compliance Datasheet.” This form has been updated and will replace all previous drain safety compliance datasheets. “Instructions for Completion and Submission of Pool Drain Safety Compliance Datasheet,” have been included in this packet for your convenience.



- **If your pool has two or less main drains and the maximum pump flow of your pump exceeds the maximum flow rating of any one of the main drain covers, you will be required to fill out the table under 1(b) on the form and provide photo evidence of a properly installed flow meter. Previous letters from Registered Design Professionals citing pump flow reductions will no longer be accepted.**

The complete .2500 Rules Governing Public Swimming Pools can be found online at:

<http://ehs.ncpublichealth.com/docs/rules/294306-9-2500.pdf>

All Public Swimming Pools must apply for, and receive a valid permit to operate prior to allowing bathers to use the pool or 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 2022:

<https://www.buncombecounty.org/Governing/Depts/Health/EnvironmentalHealth.aspx>. This link will take you to the Buncombe County Environmental Health main page. After clicking on the link, you will need to scroll down to the “Public Swimming Pools,” heading and click on “Find Your Pool Inspector Here.”

You may submit completed application packets and paperwork to Buncombe County Environmental Health via email at [ehrequest@buncombecounty.org](mailto: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](mailto:ehrequest@buncombecounty.org) or (828)-250-5016 to schedule your inspection or with any questions/concerns and you will be transferred to your assigned inspector.

Thank you,

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