

SWIMMING POOL OPERATING PERMIT CHECKLIST

Are you ready to open your swimming pool? The following checklist provides areas & items to consider before scheduling a pool inspection to obtain an operating permit.

WATER QUALITY (15A NCAC 18A .2535)

Do you have an accurate test kit?

Test kit shall be capable of testing for disinfectant levels (chlorine/bromine), pH, cyanuric acid, & total alkalinity. Expired reagents should not be used.

Are you regularly maintaining pool records properly?

*A log book must be present at pool at all times. Notes should be kept if water chemistry requires adjustment, backwashing is completed, general maintenance performed, fecal incidents, or if pool is closed. A **Certified Pool Operator (CPO)** should be making daily visits & maintaining record keeping.*

✓ Records to be kept daily:

- **Disinfectant:** Chlorine (at least 1.0 ppm); Bromine (at least 2.0 ppm);
- **pH:** within 7.2 to 7.8
- **Drain/Equalizer checks:** Pool floor & main drains must be clearly visible (screws visible in drains)
- **Temperature:** Heated pools (max 90°F)

✓ Records to be kept weekly:

- **Cyanuric Acid:** Maintained below 100 ppm
- **Total Alkalinity**

How is the water clarity?

The main drain must be visible from the pool deck at all times.

SAFETY PROVISIONS (15A NCAC 18A .2530)

Emergency Phone working?

The emergency phone should be a designated & dedicated phone line that can be easily connected to 911.

✓ A sign must be posted by phone with dialing instructions & pool information, detailing the **pool address** & corresponding **phone number**. The corresponding number posted shall be able to audibly ring back to the emergency phone

Safety Equipment available & in good condition?

Pools greater than 3000 ft² must provide 2 units of safety equipment

- ✓ **Body Hook:** Minimum 12 ft in length, non-collapsible pole, securely attached & in good repair
- ✓ **U.S. Coast Guard (USCG) Approved Ring Buoy:** in good repair with ¼" diameter throwing rope attached, as long as one & one-half times the maximum width of the pool or 50 ft (whichever is less)

****Lifeguards with lifeguard tubes may replace ring buoys but not body hooks****

Correct Signage posted?

Signage must be legible, good repair, & visible upon entrance to the pool

- ✓ **"WARNING – NO LIFEGUARD ON DUTY":** minimum 4" lettering if applicable
- ✓ **"ADULTS SHOULD NOT SWIM ALONE":** minimum 1" lettering
- ✓ **"CHILDREN SHOULD NOT USE THE SWIMMING POOL WITHOUT ADULT SUPERVISION":** minimum 1" lettering
- ✓ Sign prohibiting pets & glass in pool area
- ✓ Sign directing users to shower before entering pool
- ✓ "Pool Closed" sign shall be available in the event of pool closure

POOL MAINTENANCE & PREMISES

- Suction Vacuum Release System (SVRS) working properly?** (if applicable) (15A NCAC 18A .2539)
SVRS are required for single main drains or dual drains less than 3 ft apart measured on center. If required, it shall be in good working order.
- Vacuum Fittings working properly?** (if applicable) (15A NCAC 18A .2518)
Vacuum ports must have a secure cap or self-closing/self-latching cap
- Skimmers working properly?** (15A NCAC 18A .2518)
Skimmers must have weirs in place & baskets in good repair. Skimmer lids shall also be in good repair
- Pool floors & walls in good repair?** (15A NCAC 18A .2514)
Pool floors & walls shall be clean & in good repair. Pool floor/walls finish shall be white or light colored
 - ✓ *Leading edge of stair treads shall be marked with 2" wide contrasting color band*
 - ✓ *Breakpoints (slope change in pools greater than 5 ft deep) shall be marked with 2" wide contrasting color band across pool bottom (as well as a ¾" safety rope marked with colored floats no greater than 5' between)*
- Inlets & fittings in good repair & in place?** (15A NCAC 18A .2518/.2537)
Pool inlets & other fittings should be in good repair & in place with screws.
- Decks space clear?** (15A NCAC 18A .2522)
Decks shall be maintained with 6 ft clearance around the pool; 8 ft clearance shall be maintained for pools less than 1,600 ft²
 - ✓ *No trip hazards (less than ½" protrusions/offsets)*
 - ✓ *Must be slip-resistant*
 - ✓ *Fill spouts shall be located within 6" of a ladder/hand rail or directly under diving board*
- Depth & No Diving markers visible?** (15A NCAC 18A .2523)
Depth & No Diving markers should be legible, in good repair, & shall be no greater than 25 ft apart around the perimeter of the swimming pool
 - ✓ **Depth markers:** *shall be 4" numbers & letters indicating depth of pool in feet by the word "feet" or "ft"*
 - ✓ **No Diving:** *shall be provided in all areas of pool less than 5 ft deep; Shall consist of words "No Diving" in 4" high letters OR six-by-six inch international red & black No Diving symbol with white background*
- Is there appropriate lighting for night swimming?** (15A NCAC 18A .2524)
Pools that operate at night must have operating lights inside pool so that the main drains & all areas in the pool are clearly illuminated. There should also be sufficient lighting on pool deck to assure all areas of the pool: water, depth markings, signs, restrooms, safety equipment, emergency phone, & required deck spacing are illuminated.

MAIN DRAIN COVERS & SKIMMER EQUALIZER LINES (15A NCAC 18A .2518)

- Has the Pool Drain Safety (VGB) Compliance Data form been filled out properly & submitted to the Health Department?**
This form should be submitted with application with accurate information about the pool main drains & pumps & approved by the health department
- Suction outlets (main drain & equalizer covers) in compliance, in place, & in good repair?**
 - ✓ *Expiration dates should be checked on all main drain & equalizer covers*
 - ✓ *All main drain & equalizer covers must be in place, secure, & in good repair*
 - ✓ *There shall be no protrusions greater than 2" from wall*
 - ✓ *If skimmers are plugged, they should be plugged or plastered on the wall as well as in the equalizer line inside the skimmer under the basket*

EQUIPMENT (PUMP) ROOM (15A NCAC 18A .2533)

Is the equipment room door lock working properly?

Equipment rooms shall be enclosed & provided with a door with a permanent lock that must be kept locked when not in use by pool operator

Appropriate lighting to read all gauges?

Sufficient lighting shall be provided to properly read gauges & control devices

Does the equipment room have adequate ventilation?

Natural cross draft or continuous forced ventilation is required

All equipment working properly?

✓ **Pumps:** Should be operational & match the information on the paperwork (**Pool Drain Safety (VGB) Compliance Data form**) submitted to health department. A spare strainer/basket shall be provided

✓ **Chemical Feeders:** NSF approved, working properly

- If **saltwater** pool, should have back-up chlorinator
- Chlorinator shall be installed with flow meter, if required per NSF requirement
- Chlorinator and/or acid feeder shall detect flow of water & shut off when no water is flowing through pump

✓ **Flow Meter:** Located on the return line & operating properly

✓ **Filter & Recirculation:** Functioning properly with no noticeable leaks

- Pressure gauge showing reading & operating properly
- Cartridge filters shall have additional filters available

BARRIER – FENCE & GATES (15A NCAC 18A .2534)

Fences & gates pickets/railings (vertical/horizontal members) properly constructed to reduce the chances of being scaled?

✓ **Top of Barrier (fencing & gates):** at least 48" from the ground

✓ **Distance between Pickets (vertical members):** 4" or less

✓ **Distance between Railing (horizontal members):** 45" or greater

- Pools built pre-2010: Railings (horizontal members) can be 30" to 45" in distance

✓ **Bottom of Barrier (fencing & gates):** 2" or less from the ground

- Pools built pre-2010: 4" or less from the ground

✓ **No Footholds:** Anything that protrudes & presents the means of scaling a fence

- Examples: cable boxes, electrical conduit boxes, light fixtures, etc.

✓ **Decorative Cuts-Outs:** 1.75" or less in width

✓ **Chain Link Fence:** Mesh size 2.25" square

Gates self-closing & self-latching?

✓ Shall swing away from the pool

- Gates built pre-2010, may swing towards the pool where topography/landscape or emergency egress may prevent the gate from swinging away from the pool

Gate latches at proper height & working properly?

✓ **Bottom of Latch to Ground:** 54"

- If less than 54", latch shall be located on the inside of the gate, at least 3" down from the top of the gate with no openings greater than ½" within 18" of latch **OR**
- Use of combination/card reader – No height requirements for electronic systems

BARRIER – FENCE & GATES CONTINUED... (15A NCAC 18A .2534)

Door & Windows constructed properly?

Ground level doors & windows leading on to pool enclosure shall be self-closing or child protected by means of a barrier or audible alarm.

✓ Doors shall be self-latching

✓ Windows may not open greater than 4" on to pool deck unless protected by audible alarm

*During an inspection, if **any** of the **areas/items** listed on this checklist are insufficient, inadequate, not working properly, etc., this may cause the denial or immediate suspension of an operation permit. No public swimming pool may be opened for use unless the owner/operator has obtained an operation permit. A **Public Swimming Pool Operation Permit Application** and other applicable documentation/forms must be submitted to Pitt County Environmental Health prior to scheduling an inspection to obtain an operation permit.*

Any questions or concerns about swimming pools, please feel free to contact Pitt County Environmental Health at (252) 902-3200 or visit our website, www.PittCountyNC.gov/EHD.

This checklist is considered a reference of the Rules Governing Public Swimming Pools 15A NCAC 18A .2500 & reflects the term & pool type "swimming pools." For the complete rules and more information about swimming pools, please check the Environmental Health Section under the Food Protection and Facilities Branch of the North Carolina Department of Health & Human Services, the Pools, Tattoo, & State Institutions Program at <https://ehs.ncpublichealth.com/faf/pti/pools.htm>.

