



January 8, 2024

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 2024. Below you will find a list of items that must be completed before the 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 THE ITEMS LISTED BELOW HAVE BEEN COMPLETED IN THEIR ENTIRETY AND SUBMITTED.

Complete and submit the following items (#1-5):

1. **“Application for Public Swimming Pool Operation Permit” (enclosed) for each public swimming pool that you own/operate.** Please note that this application was updated in December 2022 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, 2024. For a fillable copy of the application, please visit:
<https://www.buncombecounty.org/common/health/pool-rules-fillable.pdf>.
2. **Payment as follows:**
 - Seasonal permit fee **per body of water** (April 1-October 31): \$200.00
 - Year-around permit fee **per body of water**: \$250.00
3. **Pool Drain Safety Compliance Data Form (enclosed).** *Buncombe County will no longer provide previous years’ copies of compliance data sheets to operators.* Please note that this form was updated in December 2022 and will replace all previous drain safety compliance datasheets. A fillable copy of the form can be found at <https://www.buncombecounty.org/common/health/pool-drain-safety-compliance-data-sheet-fillable.pdf>. Each year, **ALL** pools must submit a current safety compliance data form 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 Data Form,” must be completed for each pump system for each pool. To avoid delays in obtaining the operation permit, please make sure the form(s) that are submitted accurately reflect 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 form. Additionally, “Instructions for Completion of Pool Drain Safety Compliance Data Form,” has been included in this packet for your convenience. To aid in filling out the datasheet, 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>. A list of several 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 “Reminders for 2023,” section for more information on drain covers that were/are manufactured on or after **May 24, 2021**.

4. **Documentation** showing that the pool operator has been trained as required according to Rule .2537. All pools must be visited by a trained operator **DAILY**. Please provide documentation of training for the main operator, as well as any persons that check the pool on the days the main operator is off duty. Certified Pool Operator Training information can be found at <https://www.buncombecounty.org/Governing/Depts/health/environmentalhealth.aspx> under the “Public Swimming Pools,” heading.

Important Reminders:

- **If you plan to drain your swimming pool**, please contact MSD at 828-255-0061 to notify that agency 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 the assigned inspector to schedule the water sample collection at least 2 weeks prior to the anticipated permitting date.
- **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 \$75.00 revisit fee** for any pool that is found to be out of compliance with minimum water quality or safety standards that are unable to be corrected during the scheduled inspection. Ensuring that you have met all conditions of the Operator Checklist will help to avoid a revisit fee.
- **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 the 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 are required** for continued use of amenities within the pool enclosure throughout the year. Owners/operators shall continue to obtain a year-round pool permit when areas within the pool fence/enclosure are accessible to the public and/or residents on a year-round basis, even if the pool itself is closed for swimming. Please talk with the inspector about signage requirements if you plan to close the pool for swimming while keeping the amenities within the pool enclosure open for use. Amenities could include, but are not limited to grills, fire pits, etc.
- **If the swimming pool pump has been repaired or replaced**, or any electrical work, including disconnection/reconnection of wiring to motors and/or pumps, the reconnection is required by law to have been completed by a licensed electrician. The work requires an electrical inspection by the local building permits and inspections jurisdiction. If electrical work has occurred, the pool inspector will need to verify that there has been an electrical inspection prior to the 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 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 Environmental Health 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>.

Reminders for 2024:

- **Photos of sump measurements are now required** if the main drain covers have been replaced on or after May 18, 2023. For more information on how to measure your sumps and what is required to be submitted, refer to the enclosed document dated May 18, 2023 detailing important changes for the swimming pool industry. Operating permits will not be issued to pools that have had their drain covers changed on or after May 18, 2023 and have not provided sump measurement photos.
- **Pool operators should confirm that the address and phone number** that the 911 operator reads back when testing the poolside emergency phone matches the same information on the required, posted emergency phone sign and the information that was given on the application. The phone number confirmed by the 911 operator must ring back to the pool location.

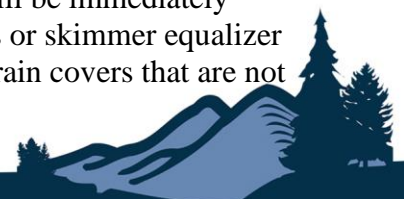


Additionally, operators should confirm that the address of the public swimming pool matches the address in the Buncombe County GIS system at <https://gis.buncombecounty.org/pubacc/>. You are encouraged to search for the address to your swimming pool and locate it in the GIS system to verify it is correct. You can also reach out to your inspector if you need assistance or have any questions using the GIS website.

- If the pool enclosure has an emergency notification system other than a phone, such as a call box, pool operators should verify that the telecommunicator can provide the correct address that matches the one on the signage and application and that they can route the call and transfer the information to Buncombe County 911.
- **Revised “Application for Public Swimming Pool Permit.”** Our application was updated in December 2022 and has replaced all previous applications. Please use the application identified on the footer as “Revised December 2022.”
- **If the main drain covers** in your pool were manufactured on or after May 24, 2021, you must provide documentation from the manufacturer identifying the flow rating of that cover based on the dimensions of your sump, suction pipe size and suction pipe orientation.
- **Revised “Pool Drain Safety Compliance Data Form.”** This form was updated in December 2022 and has replaced all previous drain safety compliance datasheets. “Instructions for Completion of Pool Drain Safety Compliance Form,” have been included in this packet for your convenience. Please use the forms identified on the footers as “Revised December 2022,” moving forward.
 - 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 on the last page of the form and provide photo evidence where it is required (properly installed flow meter, vacuum gauge, pressure gauge, etc.). **Previous letters from Registered Design Professionals citing pump flow reductions will no longer be accepted.**
 - **Buncombe County will not provide previous years’ copies of compliance data sheets** to operators. A new data sheet is required to be completed and submitted for each circulation system on each body of water each year.

The complete .2500 Rules Governing Public Swimming Pools can be found online at: <https://www.buncombecounty.org/common/health/pool-rules.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 covers or skimmer equalizer covers have expired or are damaged; the drain covers are not installed per manufacturer’s requirements; or drain covers are not rated for the maximum flow rating of the pump, without a documented flow reduction. Additionally, operation permits will not be issued if any items on the “Operator Checklist,” are found out of compliance and cannot be corrected during the scheduled permitting visit. A fee of \$75 may be assessed for a return permitting visit. 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; drain covers that are not installed per manufacturer’s requirements; or drain covers that are not



rated for the maximum flow rating of the pump, without a documented flow reduction. Additionally, permit action may be taken if any items on the “Operator Checklist,” are found out of compliance and cannot be corrected during the inspection.

As pool season approaches, **please use the following link to access a list of your assigned pool inspectors 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 2024: <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; 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 and you will be transferred to your assigned inspector.

Thank you,

Melissa Bennett, REHS
Environmental Health Supervisor
Buncombe County Health & Human Services

