



PERMIT PROCESS CHECKLIST

for Water Recreation Facilities

The following items are needed to successfully complete the permit process for a public water recreation facility. Note: All public water recreation facilities, such as swimming pools, spray pools, spa pools, wading pools, water contact fountains and water slides, must be constructed in accordance with the *WASHINGTON STATE BOARD OF HEALTH RULES AND REGULATIONS FOR WATER RECREATION FACILITIES, CHAPTER 246-260 WAC, OR CHAPTER 246-262 WAC.*

Steps to Approval

1. Fill out the enclosed **Construction Permit Application** for water recreational facilities, and pay plan review **fee** (see enclosed fee schedule).
2. Complete the **Plan Review Checklist(s)**, copy enclosed.
3. Provide a draft **Operation Plan**. Include details about personnel (management, operator and maintenance), the age of pool users, time when pool will be used, and any user special needs. See other operation plan requirements in WAC 246-260-131-(1).
4. Provide a draft **Emergency Response Plan** as per the requirements in WAC 246-260-131(7). Include details about lifeguard requirements or rules and enforcement procedures.
5. Provide one complete set of **drawings**. Each individual drawing must be signed and stamped by the design engineer or architect licensed in the state of Washington. All drawings must be to scale and in sufficient detail to completely illustrate construction.
 - a. A site plan showing the pool in relation to the surrounding area and structures. Indicate the number of stories in any living unit(s) associated with the pool facility. Indicate if elevators are present in living unit(s).
 - b. A detailed building plan for the pool area(s). Indicate all entrances into pool area(s). Show which one(s) are also emergency exits, if any, from buildings. Indicate the height of all structures facing pool(s) and their set-back from the pool edge. This includes balconies, external stairways, or other structures.
 - c. Both plan and cross-sectional views of the pool. Cross-section should show details of the pool's radius of curvature at shallow, breakpoint and deep ends. It should also show the pool floor slope and sidewall details; include locations of depth markings. The cross-section must also show the main drain(s).
 - d. Provide detailed information on the pool deck including dimensions, materials, location(s) for drains, location(s) for depth markings, slopes, and type of non-slip finish.
 - e. Provide a detailed view of the equipment room showing equipment layout, floor drains, floor slope, and details for proposed chemical storage.

- f. When showers and restrooms are required, provide a view of the rooms showing all fixtures, materials, and locations for floor drains.
- g. Complete details for all protective barriers including construction details, materials, dimensions, and hardware. Include gates and access doors.
- h. Provide a complete pool piping schematic indicating piping materials, sizes, inlet details, main drain details, skimmers, and all other appurtenances to the piping system.
- i. Indicate proposed lighting intensities for pool, shower rooms, and equipment room. (Note: Pool - 30 foot-candles minimum; Equipment Room - 20 foot-candles minimum; and Locker Room - 20 foot-candles minimum.)
- j. Show that the ventilation system for indoor pools meets with ASHRAE pool facility standards, and must include maintaining negative pressure in the pool and deck area.
- k. Provide details or cut sheets for all pumps, filters, disinfectant feeders, skimmers, inlets, and drains; indicate manufacturer and model number for all equipment with the completed enclosed Plan Review Checklist.

- CONSTRUCTION PERMITS WILL NOT BE ISSUED WITH INCOMPLETE SUBMITTALS -

- 6. After plans are approved, the construction permit will be sent to the builder.
- 7. Snohomish Health District will provide one construction inspection for the builder, preferably prior to the placement of concrete.
- 8. After construction is completed, provide (engineer's) **Construction Report** form, copy enclosed.
- 9. A pre-operation inspection will be provided. At this point, the facility must be in full compliance.
- 10. A reinspection fee will be charged if the inspector has to return to the site.
- 11. Fill out an **Application for Water Recreational Facility (WRF) Permit** and pay the **annual fee**.