



1203 Maple St.
Greensboro, NC 27405

MEMORANDUM

TO: Swimming Pool Owners/Operators
FROM: Paula Cox, Environmental Health Division Director
SUBJECT: Annual Swimming Pool Permits

IMPORTANT NOTICE

Please be advised that reminder letters will no longer be sent via U.S. Mail. All future reminders and communications will be delivered electronically by email. To ensure you receive important updates in a timely manner, please provide a current and accurate email address on your application.

North Carolina rules governing public swimming pools, 15A NCAC 18A.2500, require swimming pool operators or owners to obtain a new Operational Permit each year. Pools that are permitted as a Year Round Pool are required to have a minimum of 2 inspections per year. Non-permitting inspections may be **unannounced**.

Pool owners/operators with year-round permits may continue to use the pool deck area throughout the entire year, even when the pool itself is closed for the season.

If you wish to obtain an Operational Year Round Permit, complete a new [application form](#) for each pool (separate application for each swimming pool, wading pool, spa, specialized water recreation)

You must provide the following:

- Complete a VGB Data Sheet for each pumping system, Example- Pool with a sunshelf will most likely have circulation pump and separate feature pump for small fountains on sunshelf.
- Complete and accurate application for each pool, spa, wading pool, or specialized water attraction.
- All required supporting documentation for any new or **existing pumps**, including pump curves; drain covers; sump pictures with dimensions, engineering letters; and other supporting documentation

Incorrect or incomplete applications will be **held, and no appointment will be scheduled until all paperwork is correct and received at our office**. Visit our website to obtain Daily Pool Record Forms, Pool Permit Application, Training Resources, Current Rules and Regulations and Pool Data Sheets at [Guilford County Environmental Health](#) scroll, & click pools.

Please mail the **completed** application form(s), supporting documentation, and permit fee of \$250 for **each** pool, wading pool, spa or specialized water recreation to the address below. For your convenience, we accept faxed or emailed applications and credit card payments over the phone.

Guilford County Department of Health & Human Services Environmental Health
Section

Phone: (336) 641-3771; Fax: (336) 641-4812

Email: selbey@guilfordcountync.gov or rreed@guilfordcountync.gov

Your pool **must** be ready before calling for an inspection and a permit. Staff will **not wait** for you to repair items during the inspection. A Multiple Trip Fee of \$100 will be charged for each return visit.

Environmental Health (336) 641-3771 eh.guilfordcountync.gov

Reminders & Notices:

1. VGBA 2017 Certified Drain Covers have significantly lower and varying flow ratings. It is likely that drain covers that have worked in the past will no longer meet your needs.
2. VGBA compliance requires knowing the sump dimensions below all SOFAs. Provide accurate sump information on the drain safety data sheet.
3. Prepare to provide sump pictures with measurements for sump depth (to top of pipe), diameter or length and width, pipe diameter, and pipe orientation.
4. Pressure and vacuum gauges must remain installed on systems for flow reductions or Flow meters used for flow rating compliance of a SOFA must be +/-5% accurate, installed according to manufactures instructions, and be NSF Std 50 certified . Must provide calculation document for flow reduction using pressure and vacuum gauges.
5. Flow meters used for flow rating compliance of a SOFA must be +/-5% accurate, installed according to manufactures instructions, and be NSF Std 50 certified.
6. +/-5% accurate flow meter or TDI gauges are required to be permanently installed for any reduction including a engineers calculated reduction.
7. Pump and Pump Motor replacements require an electrical permit.
8. Please contact us when you are thinking about making any changes.
9. Year round pools require 2 inspections per year. Inspections may be unannounced.
10. Cyanuric Acid levels shall not exceed 100ppm; Violation is a 6 point item and will result in the denial of a permit and/or immediate permit suspension.
11. Cyanuric Acid and Chlorine Sticks and Pucks that contain Cyanuric Acid may easily produce levels of cyanuric acid above 100ppm in indoor pools.