



Swimming Pool and Spa Season Instructions

A swimming pool, spa or recreational water park shall not be placed in operation for the 2016 season until appropriate inspection shows compliance with the requirements of the Clayton County Board's of Health Rules and Regulations for Swimming Pools, Spas, and Recreational Water Parks. If you have not received a copy of the Rules and Regulations, please visit our website at www.claytoncountypublichealth.org or come by our office to obtain one.

If your facility passes its opening inspection and your permit is received, it must be posted along with the most current inspection report as close to the pool as possible, e.g., in the complex's main office or within an unbreakable frame or other means of protection within the pool enclosure. A Clayton County Public Swimming Pool Chemical Record sheet must be completed on a daily basis and retained for future inspections.

Each pool/spa must have a Certified Operator to oversee the operations of the facility. A copy of the certified pool operator's information must also be posted in the pump room or be available in the main office and should include: 1) the Certified Operator's name; 2) certification type; and 3) contact information (including a telephone number).

If your pool/spa opens without first completing the enclosed information, and/or without paying all mandatory fees and passing the mandatory opening inspection, your pool/spa facility will be closed and judicial or administrative action will be taken.

The process for requesting your opening inspection(s) is as follows:

1. **Remit payment of your annual fee.** The annual fee for each pool or spa is \$365.00. Our office accepts credit cards, checks, and money orders. Please make payable to the "Clayton County Board of Health." The initial inspection and follow-up inspection is included in this cost. Each subsequent inspection is \$100.00, paid in advance.
2. **Submit completed forms* to our office,** which includes:
 - a. Application for Swimming Pool, Spa, and Recreational Water Park Operation Permit (including the annual fee)
 - b. Swimming Pool and Spa Calculations Worksheet
 - c. Equipment Parameter Checklist
 - d. Copy of your Certified Operator's valid certification
 - e. If you plan to have a Lifeguard at your facility, please provide a copy of his/her valid CPR and Lifeguard certifications.

*The forms can be downloaded from the Clayton County Board of Health website (www.claytoncountypublichealth.org) or picked up from the Office of Environmental Health Services, 685 Forest Parkway, Forest Park GA 30297 between the hours of 8:00 a.m. and 5:00 p.m.

3. **Following submission of (1) payment of the annual fee and (2) completion of the required forms, the Certified Operator should call our office at (678) 610-7469 to schedule an opening inspection.** Note that given the demand for opening inspections, it can take up to five (5) business days for the inspector to schedule your pool inspection. Once you notify us that you are ready to open, please submit your forms as soon as possible to expedite the inspection process.
4. An inspector will return your Certified Operator's call and set-up a specific date and time to meet on-site to perform the inspection. **It is mandatory that the Certified Operator be present at the time of this inspection.**

If your company is no longer responsible for the facility, please inform us so that we can correct our records.

We appreciate your cooperation in ensuring a safe pool and spa season in Clayton County.

www.claytoncountypublichealth.org

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