

## **Water Recreation Facility “Not in Use” Operating Permit Operational Standards and Conditions Form**

**For a Water Recreation Facility (WRF) including Recreational Water Contact Facility (RWCF)**

### **Description and Instructions**

All Water Recreation Facilities (WRFs) including Recreational Water Contact Facilities (RWCFs) regulated under Chapter 246-260 WAC and Chapter 246-262 WAC require an annual operating permit. WRF operating permits are valid from June 1 of the purchase year to May 31 of the following year. A regular WRF operating permit allows for the use of the WRF for its regular intended purposes such as recreation, wading, bathing, relaxation or swimming. A WRF “not in use” operating permit does not allow for the use of the WRF during the permit period.

The annual WRF “not in use” permit fee is \$189.00. This could be an initial savings this year in comparison to the regular WRF operating permit fee. However, once you switch from a regular operating permit to a “not in use” operating permit, you will need to meet operational code requirements before you re-open the WRF for use. One of those requirements is a compliance inspection. The fee for compliance inspections is \$252/hour, including travel time plus inspection time. (The estimated average compliance inspection cost is approximately \$500.00). If you have not completed a Virginia Graeme Baker Pool and Spa Safety Act plan review with the Health Department, this review will also be required prior to re-opening and will add additional costs to re-open. Therefore, switching to a “not in use” operating permit for just one year may not result in an overall cost savings to you.

An annually renewable WRF “not in use” operating permit is available to any Water Recreation Facility (WRF) or Recreational Water Contact Facility (RWCF) permit holder who will not be opening their WRF facility provided the owner and operator maintain the operational standards and conditions under the permit. The change to a WRF “not in use” operating permit can only be made when the facility owner/operator is renewing their permit.

Prior to being issued a WRF “not in use” operating permit, the owner/operator must read and understand the operational standards and condition form. Then complete and submit the WRF “not in use” operating permit acknowledgement form below. Should you have further questions, please contact a Water Recreation Technical Senior at 206-263-9566.

## **Operational Standards and Conditions of a WRF “not in use” permit**

- 1) The WRF must not be in a condition of physical deterioration, damage, or contain safety hazards requiring repair or reconstruction of the WRF. Examples of disqualifying conditions include, but are not limited to, large cracks or other significant openings in the WRF deck, walls, or foundation; uplifting of the WRF from the ground; or accumulation of stagnant water, vegetation, or debris in the WRF basin.
- 2) The barrier surrounding the WRF must be in compliance at all times with WAC 246-260-031 (4).
- 3) Owners/operators shall prevent access to the WRF by means of locked barriers. Exception: A WRF enclosure area has one or more pools with a regular operating permit in addition to a pool with a “not in use” operating permit.
- 4) Owners/operators shall not open the WRF to bathers for use from June 1 of the year of the “not in use” operating permit issuance to May 31 of the following year.
- 5) Owners/operators shall maintain the WRF so that it does not create a nuisance or disease hazard.
- 6) Owners/operators shall post prominent signage stating the WRF is closed.
- 7) If a WRF develops an ice layer, the owner/operator shall install a safety cover meeting ASTM standard F1346-91 or the entire WRF area must be closed.
- 8) Owners/operators shall maintain the WRF under one of the following conditions:
  - a. The WRF is covered with a safety cover meeting ASTM standard F1346-91, and is properly attached and in good condition; or
  - b. The WRF meets water clarity standards as outlined under Table 111.2 of Appendix A, as referenced in WAC 246-260-111; or
  - c. The WRF is empty with no safety cover, and the main drains and bottom of the WRF are visible at all times.

**WRF owners/operators failing to maintain the WRF operational standards and conditions are in violation of the “not in use” operating permit. Owners/operators who do not correct the violations of the standards and conditions of the permit will be required to comply with WAC 246-260-141 - Water recreation facilities not in operation. Health Department enforcement actions could include requiring the owner/operator to provide a safety cover over the pool meeting ASTM standard F1346-91 or back filling the pool if the WRF has not been in use for more than 12 months.**

## Steps to re-open a WRF that has a “not in use” operating permit

1. Contact a Health Department Water Recreational Technical Senior at 206-263-9566. The owner/operator shall demonstrate the WRF is in compliance with Chapter 246-260 WAC and Chapter 246-262 WAC (if applicable). The Owners/operators shall complete each of the following requirements:
  - i. Provide a copy of an updated operations manual.
  - ii. Provide evidence that a Virginia Graeme Baker Pool and Spa Safety Act (VGB) plan review was completed with the Health Department, and that the VGB main drains and suction outlet covers have not expired; final pool data forms and updated history of pool covers; or complete the VGB plan review process with the Health Department for VGB compliant main drain covers. Plan review fees currently are \$504.00 base fee plus \$252/hour after 2 hours of service.
  - iii. Obtain a compliance inspection to ensure the pool or spa meets current code requirements. The compliance inspection fee is currently is \$252/hour. Compliance inspection fees will include travel time plus inspection time.
  - iv. Following an approved compliance inspection, the owner/operator shall purchase a regular operating permit. The permit fee is currently \$693.00.

If you would like to obtain a WRF “not in use” operating permit after reading the information listed above, please complete and submit the acknowledgement form below. Complete the fillable areas of the form to include the information pertaining to the WRF. Place an “X” on the line for the paragraph below that best describes the “not in use” WRF. The owner/owner’s representative must sign and date the form. Return the completed form and any requested information during the permit renewal period. All forms and information must be either e-mailed to [KCPoolPlans@kingcounty.gov](mailto:KCPoolPlans@kingcounty.gov) or mail to Environmental Health Services Division, Water Recreation Program, 401 5<sup>th</sup> Ave., Suite 1100, Seattle, WA 98104. Prior to sending any information to the program, please retain a copy of the documents for your records. Incomplete forms and documentation will not be accepted and will be returned. Should you have further questions, please contact a Water Recreation Technical Senior at 206-263-9566.

## WRF “Not in Use” Operating Permit Acknowledgment

### The conditions in which the WRF must be maintained are as follows:

- 1) The WRF must not be in a condition of physical deterioration, damage, or contain safety hazards requiring repair or reconstruction of the WRF. Examples of disqualifying conditions include, but are not limited to, large cracks or other significant openings in the WRF deck, walls, or foundation; uplifting of the WRF from the ground; or accumulation of stagnant water, vegetation, or debris in the WRF basin.
- 2) The barrier surrounding the WRF must be in compliance at all times with WAC 246-260-031(4).
- 3) Owners/operators shall prevent access to the WRF by means of locked barriers. Exception: A WRF enclosure area having one or more pools with a regular operating permit in addition to a pool with a “not in use” operating permit.
- 4) Owners/operators shall not open the WRF to bathers for use from June 1 of the year of the “not in use” operating permit issuance to May 31 of the following year.
- 5) Owners/operators shall maintain the WRF so that it does not create a nuisance or disease hazard.
- 6) Owners/operators shall post prominent signage stating the WRF is closed.
- 7) If a WRF develops an ice layer, the owner/operator shall install a safety cover meeting ASTM standard F1346-91 or the entire WRF area must be closed.
- 8) Place an “X” on the line next to the paragraph below that best describes how you are maintaining the “not in use” WRF, and attach or enclose the required additional documentation as indicated.

\_\_\_\_\_The “not in use” PR# \_\_\_\_\_ is in a secure  
(pool, spa, wading pool, or water contact park)

enclosure that prohibits access to the public. The \_\_\_\_\_ is covered  
(pool, spa, wading pool, or water contact park)

with a safety cover meeting the ASTM standard F1346-91, properly secured and in good condition. The name of the ASTM standard F1346-91 cover is \_\_\_\_\_. I have attached or enclosed a copy of the manufacturer’s cut sheet demonstrating the cover installed meets the ASTM standard F1346-91. I have included the following photos: the compliant cover over the WRF (the photo(s) shows attachment and condition of cover), the compliant barrier, the locked gate/doors, and the closure sign.

OR

\_\_\_\_\_The “not in use” PR# \_\_\_\_\_ - \_\_\_\_\_ is in a secure  
(pool, spa, wading pool, or water contact park)  
enclosure that prohibits access to the public. The \_\_\_\_\_ contains water, and  
(pool, spa, wading pool, or water contact park)  
has no ASTM standard F1346-91 cover. I will maintain water clarity standards daily as outlined in Table 111.2 in WAC 246-260-111, where the main drains and the pool bottom must be visible at all times. I have included the following photos: the water clarity of the WRF showing the main drains and bottom of the pool are visible, the compliant barrier, the locked gate/doors, and the closure sign.

**OR**

\_\_\_\_\_The “not in use” PR# \_\_\_\_\_ - \_\_\_\_\_ is in a secure  
(pool, spa, wading pool, or water contact park)  
enclosure that prohibits access to the public. The \_\_\_\_\_ is  
(pool, spa, wading pool, or water contact park)  
completely drained with no ASTM standard F1346-91 cover, where the main drains and the pool bottom must be visible at all times, as outlined in Table 111.2 as referenced in WAC 246-260-111. I am aware that a completely drained WRF in areas of high groundwater table, can cause permanent damage to the WRF if it were to pop out of the ground. I am aware that plastered WRF may be damaged if left dry for an extended period. I have included the following photos: the empty WRF showing the main drains and bottom of pool are visible, the compliant barrier, the locked gate/doors, and the closure sign.

**OR**

\_\_\_\_\_The “not in use” PR# \_\_\_\_\_ - \_\_\_\_\_ is in a secure  
(pool, spa, wading pool, or water contact park)  
enclosure that has one or more pools open and another with a “not in use” operating permit. The \_\_\_\_\_ not in use is covered with a safety cover meeting the  
(pool, spa, wading pool, or water contact park)  
ASTM standard F1346-91, properly secured and in good condition. The name of the ASTM standard F1346-91 cover is \_\_\_\_\_. I have attached or enclosed a copy of the manufacture’s cut sheet demonstrating the cover installed meets the ASTM standard F1346-91. I have included the following photos of the “not in use” WRF: the compliant cover over the WRF (the photo shows attachment and condition of cover), the compliant barrier, the locked gate/doors, and the closure sign.

**OR**

\_\_\_\_\_The “not in use” PR# \_\_\_\_\_ - \_\_\_\_\_ is in a secure  
(pool, spa, wading pool, or water contact park)  
enclosure that has one or more pools open and another with a “not in use” operating permit. The \_\_\_\_\_ not in use contains water, with no ASTM standard  
(pool, spa, wading pool, or water contact park)  
F1346-91 cover. I will maintain water clarity standards daily as outlined in Table 111.2 in WAC 246-260-111, where the main drains and the pool bottom must be visible at all times. I have included the following photos of the “not in use” WRF: the water clarity of the WRF showing the main drains and bottom of the pool are visible, the compliant barrier, the locked gate/doors, and the closure sign.

**OR**

\_\_\_\_\_The “not in use” spray pool is maintained in a winterized state and the spray features are not operational.

I, \_\_\_\_\_, represent the \_\_\_\_\_  
(owner/owner’s representative name) (pool, spa, wading pool, or water contact park)

located at \_\_\_\_\_ . The Health Department 7-digit  
(facility address)

permit number for this facility is PR#\_\_\_\_\_. I have read the “not in use” operating permit operational standards and conditions and the requirements for re-opening the WRF. I acknowledge and agree to maintain the conditions as indicated in this agreement. I agree to submit and complete the re-opening requirements and obtain a regular operating permit prior to opening my WRF for use. I understand failure to adhere to the operational standards and conditions of the “not in use” operating permit will subject me to enforcement action to correct any conditions not in conformance with applicable regulations. Failure to make timely corrections can subject me to the requirements of WAC 246-260-141- Water recreation facilities not in operation, which could include the requirement of back filling the WRF.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Company or Organization Name (if applicable)

\_\_\_\_\_  
Owner/Owner Representative’s Signature

\_\_\_\_\_  
Printed name of Owner/Owner’s Representative Title

\_\_\_\_\_  
Contact Phone # and E-mail address