

# Water Recreation Facility Plan Review Application Process

This form and the Water Recreation Facility Plan Review Checklist and Application will guide you through the plan review process.

## When must I apply?

Apply for plan review before you:

- Build a new Water Recreation Facility (WRF) (e.g., pool, spa, wading pool, spray park, floatation tank).
- Remodel a currently permitted WRF (e.g. change a drain cover, replace a pump, change a filter or chlorinator).  
*You don't need to apply if you're replacing equipment with identical equipment (same make and model number).*

## What must I do before I apply?

- Contact your local building, planning and zoning departments for additional requirements.
- Get your Washington State Business License. You can apply online at [www.bls.dor.wa.gov](http://www.bls.dor.wa.gov).
- Complete a [Water and Sewer Adequacy form](#).
- Complete a [Sewer/Septic Verification form](#).

## How long will plan review take?

Our goal is to email approval or ask additional questions within 30 business days of receiving your application.

## How much will it cost?

Plan review and permit fees are listed below. Please note the remodel fee only applies when making changes to a currently permitted WRF.

## What happens once I'm approved?

- We'll email an approval letter to you and send a copy of the letter to the building department.
  - o The letter will include the operating permits you need and the fees you must pay.
- You must schedule the following three pre-opening inspections:
  - o Piping Inspection – must be completed after piping is complete before construction of the shell.
  - o Sump inspection – must be conducted before being filled.
  - o Final inspection – conducted before opening after all work is complete.

## What else should I know?

- Plan review fees are non-refundable.
- A plan review fee is required for each operating permit you need. If you have questions, call (253) 798-4430.
- Operating permits expire April 30 each year.
- Do not purchase equipment or begin construction until we approve your plan in writing.
- Facilities found operating without pre-opening inspection approval are subject to additional fees.
- There is a charge if additional pre-opening inspections are needed.

## Questions?

- Email [communitysafety@tpchd.org](mailto:communitysafety@tpchd.org).
- Call (253) 798-4430.
- We're available for in-person consultation Monday through Friday, 8 a.m.-4 p.m. Call (253) 798-4430 for an appointment.
- You can submit your application at the Health Department Monday through Friday, 8 a.m.-4 p.m.
- Or you can mail your application to Community Safety, 3629 S. D St., MS 1060, Tacoma, WA 98418-6813.

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## Water Recreation Facility Plan Review Fee

*Per permit, includes required pre-opening inspections and water adequacy office review*

New construction .....	\$1,140
Remodel, hourly rate (2-hour minimum, non-refundable deposit required) <sup>1</sup> .....	\$360

## Water Recreation Facility Permits (including pools, spas, spray pads, wading pools and flotation tanks) Fee

Open less than 6 months.....	\$415
Open more than 6 months .....	\$715
Flotation tank .....	\$715
Each additional over 2 .....	\$180
Non-recirculating Spray Park .....	\$185
Inactive Facility .....	\$165

## Late Fee Fee

1-30 days late .....	25% of invoice
31-60 days late .....	50% of invoice
61 or more days late.....	Subject to closure

<sup>1</sup> Additional hours will be charged at an hourly rate of \$180.