

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 Water Recreation Facility (WRF) (e.g., pool, spa, wading pool, spray park).
- Remodel a 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.
- 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 do I submit a complete application packet?

In-person:

Bring your application packet to 3629 S. D St.
in Tacoma, Monday – Friday, 8 a.m.-4:30 p.m.
Application fees must be paid upon submittal and
are non-refundable.

Mail:

Mail your application packet to Food & Community
Safety, 3629 S. D St., MS 1060, Tacoma, WA 98418-6813.
Enclose all plan review fees in the form of check or
purchase order. Plan review fees are non-refundable.

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.
 - The letter will include the annual permits you need and the fees you must pay.
- Once construction is complete you must schedule a pre-opening inspection at least five (5) business days before your opening date.
 - One pre-opening inspection is included in your plan review fee. Additional pre-opening inspections require additional fees.

What else should I know?

- Plan review fees are non-refundable.
- Plan review and permit fees are listed on the back of this sheet.
- 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 approval are subject to additional fees.
- Water Recreation Facility Plan Review Checklist and Application are available at www.tpchd.org/wrfplanreviewapplication.

Questions?

- Email 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.

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Water Recreation Facility Plan Review Application Process



Water Recreation Facility Plan Review	Fee
<i>Per permit, includes one pre-opening inspection and water adequacy office review</i>	

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

Water Recreation Facilities Permits (including pools, spas, spray pads, wading pools and flotation tanks)	Fee
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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
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1-30 days late	25% of invoice
31-60 days late	50% of invoice
61 or more days late.....	Subject to closure

Opening Without a Permit/Approval	Fee
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First notice.....	n/a
Second notice.....	\$827
Third notice	\$1,503

¹Additional hours will be charged at an hourly rate of \$180.

Water Recreation Facility Plan Review Checklist



Facility Name _____ Service Request _____

Use this checklist to prepare a complete plan review packet. Check off items as you complete them. Provide items in the order listed. Make a copy of your plan review packet for your records.

Submit plan review fee and completed checklist with plan review packet. Fees are non-refundable.

✓	#	Item	Description	Office Use Only
	1	Application	Provide a complete application and fee for each body of water. Include a copy of the owner's business license.	
	2	Project Description	Provide a detailed description of the project.	
	3	Engineered Plans	Provide a complete set of plans with an engineer or architect's stamp. Plans should include: <ul style="list-style-type: none"> • A site plan with vicinity map. • Architectural plans for attached buildings. • One or more cross sections through the main drain. • A detail of the pump room showing exact placement of equipment. • Fence details with elevations and surrounding ground contours and planting. • Dimensional drawings of the pool bottom and sidewalls. • A piping schematic showing piping configuration, pipe size, valves, inlets, main drains, overflow outlets, make-up water and backwash from the filter. 	
	4	Equipment List	Provide make and model numbers of all equipment. Show exact equipment locations on the equipment room floor plan. Specification sheets may be requested for new or unusual equipment.	
	5	Hydraulic Calculations	Provide a complete and detailed evaluation of the system hydraulics. Include filter application rates in both clean and dirty filter conditions. Provide an analysis of water velocity in all pipes and through the main drain grates.	
	6	Pump Curve	Provide pump curves for all water pumps. Include hydraulic information on the curve for clean and dirty filter conditions.	
	7	Fees	Include application fees. A review fee is needed for each pool or spa.	
New construction also requires the following:				
	8	Water Adequacy	Provide proof that the facility is connected to an approved water system.	
	9	Sewer Adequacy	Provide proof that the facility is connected to sewer or an approved septic system.	
	10	Finish Schedule	Provide the materials used for all floors, walls, and ceilings.	

I understand I cannot open this water recreation facility until I have received written approval from Tacoma-Pierce County Health Department, obtained all operating permits and have been inspected and approved by all applicable city, county and state agencies.

Signature _____ Date _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Water Recreation Facility Application

OFFICE USE ONLY

Plan review Change of ownership, effective _____

Facility

Facility Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Parcel Number _____

Owner

Corporation Name _____

Individual Name(s) _____

UBI Number _____ Enclose copy of business license

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Send operating permit, correspondence and invoices to: Facility address Owner address

Plan Review Contact Same as owner

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Pool Builder

Name _____

Phone _____ Email _____

Architect

Name _____

Phone _____ Email _____

How many pools does the facility have? Indicate the number of each type.

____ Seasonal swimming pool ____ Annual swimming pool ____ Wading pool ____ Floatation tank

____ Seasonal spa ____ Annual spa ____ Spray pool

Note: Separate permits are issued for each pool. For example, a facility with a pool and a spa will have two permits.

Questions?

Call (253) 798-4430

or email

communitysafety@tpchd.org

Submitting your application in person?

Applications must be received by 4 p.m.

Water Recreation Facility Application



Permit _____

Hours of Operation Annual
 Open 24 hours everyday Seasonal

Sun _____ to _____
 Mon _____ to _____
 Tue _____ to _____
 Wed _____ to _____
 Thu _____ to _____
 Fri _____ to _____
 Sat _____ to _____

Permit _____

Hours of Operation Annual
 Open 24 hours everyday Seasonal

Sun _____ to _____
 Mon _____ to _____
 Tue _____ to _____
 Wed _____ to _____
 Thu _____ to _____
 Fri _____ to _____
 Sat _____ to _____

Permit _____

Hours of Operation Annual
 Open 24 hours everyday Seasonal

Sun _____ to _____
 Mon _____ to _____
 Tue _____ to _____
 Wed _____ to _____
 Thu _____ to _____
 Fri _____ to _____
 Sat _____ to _____

Permit _____

Hours of Operation Annual
 Open 24 hours everyday Seasonal

Sun _____ to _____
 Mon _____ to _____
 Tue _____ to _____
 Wed _____ to _____
 Thu _____ to _____
 Fri _____ to _____
 Sat _____ to _____

If seasonal, dates of operation _____

Permits expire April 31 each year. Permit renewal invoices are due May 1 each year.
 A 25% late fee is applied to invoices 1-30 days late. An additional 25% late fee is applied to invoices 31-60 days late.
 Facilities with an invoice 61 or more days late are subject to closure.

Owner Signature _____ **Date** _____

OFFICE USE ONLY

Permit expires _____ Facility ID _____

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Water Adequacy Verification Food & Community Safety



Facility Name _____

An important first step in the Application process is to have a safe and reliable water supply. Facilities must be connected to an approved public water system.

If you are connected to a water system listed below...

You must attach one of these with your Application:

- Copy of your water bill showing the site address; or
 - Water availability letter from your water company, including site address and parcel number.
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- City of Bonney Lake Water (253) 862-8602
 - City of Buckley Water (360) 829-7885
 - City of DuPont Water (253) 912-5381
 - Firgrove Mutual Water Co. (253) 845-1542
 - Fruitland Mutual Water Co. (253) 848-5519
 - City of Gig Harbor Water (253) 851-8136
 - Graham Hill Mutual Water (253) 847-8617
 - JBLM Lewis (253) 966-1768
 - Lakewood Water District (253) 588-4423
 - City of Milton Water (253) 922-8738
 - Mt View-Edgewood Water Co. (253) 863-7348
 - Parkland Light & Water Co. (253) 531-5666
 - City of Puyallup Water (253) 841-5508
 - Spanaway Water Co. (253) 531-9024
 - Town of Steilacoom Water (253) 581-1912
 - Summit Water & Supply Co. (253) 537-7781
 - City of Sumner Utilities (253) 299-5740
 - Tacoma Water (253) 502-8247

For all other water systems...

Complete the Water Adequacy Application on the back of this page and submit it for review before you turn in your Application.

Your Application will not be accepted until you get approval for use of your water system.

Frequently Asked Questions

How do I determine my water system?

Ask your landlord for a copy of the water bill.

What if I'm proposing a new building?

Get a Water Availability Certificate from the water system serving your site. It must include your site address and parcel number. Some water systems may charge for this letter. Include the completed certificate in your application. A template is available at www.tpchd.org/wateravailabilitycert

Need help?

Email ehdrinkingwater@tpchd.org or call (253)798-6470 for more information.

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Water Adequacy Application

Food & Community Safety



Complete this form only if your facility is not connected to a water system listed on the back of this page.

Facility Name _____ Applicant Name _____
Site Address _____ City _____ State ____ Zip _____
Mailing Address _____ City _____ State ____ Zip _____
Phone _____ Email _____
Parcel # _____

Complete all items that apply to your facility.

Describe existing water source:

Public Water System Individual/Single Family Well Other: _____

If public water: Water System Name _____

Attach either (dated within the past 12 months):

- Copy of your water bill/letter from the company serving your facility, showing the site address; or
- Water Availability Certificate from your water company, including site address and parcel number (if you need a new connection).

Proposed use: Food Establishment Pool School Camp

Describe existing use of the facility (N/A) _____

Describe proposed project in detail _____

Are public restrooms available? Yes No N/A

Is seating available to the customer? Yes No N/A If yes, proposed max. number of seats _____

Proposed number of employees _____ Days of operation _____

Will water be used for beverages or food preparation? Yes No N/A

List main menu items (or attach a copy of menu) _____

If school or camp, is there water to the building? Yes No Drinking fountains? Yes No

HEALTH DEPARTMENT USE ONLY

Name of Water System _____ State ID Number _____

Water bill/letter received? Yes No Date _____ Initials _____

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Sewer/Septic Verification



Facility Name _____

Before we accept your application, we must verify your sewer connection or septic system is approved for use.

Provide documentation for Section A or B below.

Section A—My facility will have a sewer connection.

Attach either:

- Copy of a sewer bill showing the site address; or
- Copy of your paid application to connect to sewer.

Section B—My facility will have a septic system.

Attach either:

- Copy of the On-Site Sewage Development Application **approval** for your proposal; or
- Copy of the Large On-Site Sewage System (LOSS) **approval** for your proposal.
See www.doh.wa.gov/CommunityandEnvironment/WastewaterManagement/LOSSProgram for LOSS information.

Frequently Asked Questions

What if the building I want to use already has a septic system?

To get approval to an existing system you need to do **all** of the following:

- Hire a licensed designer or engineer (see www.tpchd.org/designers) to complete our On-Site Sewage Development Application Packet.
- Have a satisfactory Operation and Maintenance (O&M) inspection within the last year.
- Have a current record drawing on file. If a current record drawing is not available, your septic professional must create one.

What if I'm proposing a new building that needs a septic system?

When you use a septic system for a business, you must work with a licensed designer or engineer. They will design a system that meets your needs and is safe to use. The designer or engineer will complete our On-Site Sewage Development Application Packet and submit it for approval. See www.tpchd.org/septic for more information.

Have questions about septic system requirements or want additional information?

Call (253) 798-6470 for a phone consultation or to schedule a consultation at the Health Department.

HEALTH DEPARTMENT USE ONLY		
<input type="checkbox"/> Existing On-Site Sewage System is adequate for proposal.		
_____ Signature	_____ Date	_____ Phone

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