



Montgomery County Department of Health and Human Services  
Licensure and Regulatory Services  
255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor, Rockville, MD 20850  
Phone: 240-777-3986 Fax: 240-777-3088  
[www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure)

**PLEASE READ THIS LETTER CAREFULLY**

**2017 POOL RENEWAL NOTICE**

**March 3, 2017**

**Dear Pool Owner and Management Company:**

To better serve the pool communities and management companies, please feel free to stop in our office or visit our website: <http://www.montgomerycountymd.gov/licensure> to receive the 2017 pool renewal applications. You must submit the following items and fees prior to scheduling an inspection:

- **Swimming Pool Operating Permit Application;**
- **ADA Affidavit Form; and**
- **Swimming Pool Management Company Registration (if applicable)**

After completion, you may submit your applications along with the fee(s) to us, via mail, fax, or you may deliver to our office at the address listed below. **Any incomplete or illegible applications and payments will be returned to you, resulting in a delay in the processing of your application. This is a prerequisite before your pre-opening inspection can be scheduled.**

For your convenience, the following can also be found at the above mentioned website:

- **Assessment Fee List**
- **Pre-Opening Checklist for Public Swimming Pools and Spas**
- **Virginia Graeme Baker (VGB) Application**

**Reminder: Pools opening Memorial Day must be inspected and approved, prior to Friday, May 26, 2017. All other pools must be inspected and approved prior to opening.**

**ADDRESS:** 255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor, Rockville, MD 20850  
Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

**FEES:** You may pay by Check, Money Order, Visa, or Master Card. **NO CASH IS ACCEPTED. Please make check or money order payable to: Montgomery County, MD.** All completed paperwork and fees must be received three business days prior to scheduled inspection.

**Pool or Spa greater than 100,000 gallons (\$760)**  
**Pool or Spa less than 100,000 gallons (\$650)**  
**Wading Pool (\$75)**

**TO SCHEDULE AN INSPECTION:** Pre-opening inspections will start on April 3, 2017. To schedule a pre-opening inspection, the ADA affidavit, along with any ADA applicable paperwork must be submitted and the pool and management application fees (where applicable) must be paid. Beginning March 27, 2017, you may call your Environmental Health Specialist to schedule an inspection.

**REINSPECTION FEE:** Failure to reschedule an inspection with the Environmental Health Specialist at least two hours prior to a scheduled inspection will result in a \$100 fee.

**AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM (AED):** Montgomery County Bill 26-12 requires an automated external defibrillator at all public swimming pools effective November 13, 2013. A copy of the facility's current certificate must be on site at the pre-opening inspection.

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**SWIMMING POOL CONSTRUCTION AND OPERATING REGULATIONS:** The Montgomery County swimming pool construction and operating regulations may be viewed by going to the following links: [www.montgomerycountymd.gov/council/resources/files/res/2014/20140204\\_17-990.pdf](http://www.montgomerycountymd.gov/council/resources/files/res/2014/20140204_17-990.pdf) and [www.montgomerycountymd.gov/council/resources/files/res/2014/20140204\\_17-989.pdf](http://www.montgomerycountymd.gov/council/resources/files/res/2014/20140204_17-989.pdf)

**AMERICANS WITH DISABILITIES ACT (ADA):** The 2010 U. S. Department of Justice ADA law took effect January 1, 2013. All pool owners must submit the ADA affidavit annually for compliance. Failure to do so will result in the facility pool application being denied.

**THE VIRGINIA GRAEME BAKER ACT (VGB) APPLICATION:** All main drain covers installed or replaced, must be approved by this office. Please complete the VGB form and submit along with a plan review equipment replacement application including review fee of \$260.

- Any main drain covers replaced, must submit VGB application for approval from this office
- Skimmers with operable equalizer lines must have a float assembly valve (turtle) and check valve.

**2016 VIOLATIONS:** Any violation(s) noted during the last inspection of 2016 must be corrected before the **2017 Pre-Opening inspection.**

**ALTERNATIVE ENTRAPMENT PREVENTION SYSTEM:** Anyone using an alternative system must demonstrate, at the pre-opening inspection, that the alternative system works. The alternative system must be tested and recorded daily. Failure to comply will result in suspension of the swimming pool operating permit.

**FOOD:** If food is being served at the pool, a Food Facility License must be obtained from Licensure and Regulatory Services. This inspection should be scheduled at the same time the pool is scheduled for inspection.

**INJURY REPORTS:** Injury reports must be submitted to Licensure and Regulatory Services whenever there is an incident. This report must be submitted when there is any injury, drowning, near drowning, suction entrapment, waterborne illness, or transport to an emergency room. The report must be submitted within 24 hours if the incident results in death, illness, admission to the hospital, or requires resuscitation. Any water rescue must be reported within 3 months, or, in the case of a summer seasonal pool, by the end of the season.

**MANAGEMENT COMPANY REGISTRATION:** A management company may not operate a pool without being registered with Licensure & Regulatory Services. When a management company takes over the management of a pool from another management company during the year, a new registration must be issued. The registration for the new company will be issued as soon as the registration application and fee are submitted.

If you have any questions, please call our office at: 240-777-3986.

Sincerely,



Kenneth Welch  
Environmental Health Director

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