

## **2023 SEASONAL SWIMMING POOL OPENING GUIDE**

**A 2023 Permit is required for ALL Seasonal Pools before opening to the public.**

1. Complete the attached Application and Fee for each pool (submit together) \$220 for seasonal pool, and \$330 for year-round pools; check payable “County of Loudoun”.
2. Complete all items on the seasonal pool pre-opening self-inspection guide (attached), then schedule an inspection by calling 703-777-0234.
3. All seasonal pools must successfully pass a pre-opening inspection to obtain permit. If any item listed on the pool operator’s self-inspection guide is out of compliance during the pre-opening inspection, the permit will not be issued, and a reinspection will be required.
4. Inspections and re-inspections may be scheduled for the following business day or for a future date but may not be scheduled for weekends or county holidays. The cut-off time for scheduling/requesting inspections and re-inspections for the following business day is 12 midnight. Re-inspections due to failure to pass a pre-opening inspection or permit suspension will be scheduled for the next business day.

**To avoid last minute delays, plan to have your seasonal pool(s) cleaned, equipped, repaired and inspected at least two weeks prior to the proposed opening. Each year facilities miss their deadlines and are not opened at the start of the summer. Let's beat the rush!**

**Year-round pools/spas will be sent an invoice and an application form. Pre-opening inspections are not required since they are open and inspected throughout the year. The fee is \$330 for year-round pool/spas.**

For more information see:

[www.loudoun.gov/pools](http://www.loudoun.gov/pools)

*“Water Recreation Facility Operating Guidelines”*

*“Approved Certified Pool Operator Courses”*

*“Loudoun County Swimming Pool Regulations”*

## 2023 Seasonal Pool Pre-Opening Self-Inspection Guide

### Mandatory Items

1. \_\_\_\_\_ Main drain cover(s) in place & unbroken .38 (b)
2. \_\_\_\_\_ Passes dye test. Returns and skimmers are functional with all lids, weirs, & baskets present & in good condition .14
3. \_\_\_\_\_ Handrails, diving boards, slides, & guard stands are secure .14
4. \_\_\_\_\_ All vacuum port covers present .59 (b)(5)
5. \_\_\_\_\_ Pool rules are posted in a location visible from deck .54 (c)
6. \_\_\_\_\_ Board for water quality test results is in view of public, board in good condition, parameters on board .54 (a)
7. \_\_\_\_\_ Perimeter fence is in good condition .46
8. \_\_\_\_\_ Emergency access lane is clear & unobstructed, gate is functional .24
9. \_\_\_\_\_ Wading pool gates are self-closing & self-latching .49 (b)
10. \_\_\_\_\_ Foot shower(s) at grassy areas are functional .46
11. \_\_\_\_\_ Hardwired phone or emergency call box functional; placard with facility name & address is posted .44 (c)
12. \_\_\_\_\_ Floating life line in good condition, floats at 5' intervals .44 (g)
13. \_\_\_\_\_ Pool safety & rescue equipment present & in good repair cot, two blankets, first aid kit, a rescue tube per lifeguard, ring buoy with line attached, backboard with straps, 12' nontelescopic pole with body hook attached .59
14. \_\_\_\_\_ Spa safety & rescue equipment present & in good repair first aid kit, backboard with straps, working clock .93
15. \_\_\_\_\_ Recirculation system meets required minimum turnover .33 (b), .79 (b), .107
16. \_\_\_\_\_ Flow meter is operating properly, legible, & in good condition .35 (b)
17. \_\_\_\_\_ Chlorinator installed & operating correctly .45
18. \_\_\_\_\_ Permanent, legible placard is posted in the filter room .54 (d)
19. \_\_\_\_\_ Gloves, goggles, & apron for safe handling of chemicals provided .59 (b)(4)
20. \_\_\_\_\_ Two working lights that are shielded in filter room .34 (d)
21. \_\_\_\_\_ Minimum of 1 functional water fountain .48, .77
22. \_\_\_\_\_ Hygiene facilities functional with hot & cold running water .116, .117. & .118

*Owners and Pool Management Companies are responsible for operating, maintaining and managing in accordance with the requirements of the Loudoun County Pool Ordinance.*

[www.loudoun.gov/pools](http://www.loudoun.gov/pools)



# Loudoun County Health Department

Mail to : P.O. Box 7000 MSC #68  
Leesburg, VA 20177-7000

Location: 1 Harrison St. SE  
Leesburg, VA 20177  
(703) 777 - 0234

[www.loudoun.gov/pools](http://www.loudoun.gov/pools)

## Swimming Pool Permit Application

Pool Name : \_\_\_\_\_ Year Round  Seasonal   
 Open date From: \_\_\_\_\_ To: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Pool Phone: \_\_\_\_\_ or Emergency Call Box   
 Type (check all that apply):  Main  Wading  Spa  IWF (Splash pad, fountain)  Lap/Competition  
 Name of Subdivision or Community Association if applicable: \_\_\_\_\_

**Legal Owner:** \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Manager/HOA: \_\_\_\_\_ Email: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Onsite contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Pool Management Company:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Onsite Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of Loudoun County approved CPO Course: \_\_\_\_\_  
 CPO training course is currently listed as approved by Loudoun County [www.loudoun.gov/pools](http://www.loudoun.gov/pools)

### Hours of Operation

| Regular Season: | Mon | Tues | Wed | Thurs | Fri | Sat | Sunday |
|-----------------|-----|------|-----|-------|-----|-----|--------|
| Open            |     |      |     |       |     |     |        |
| Close           |     |      |     |       |     |     |        |
| School Hours:   | Mon | Tues | Wed | Thurs | Fri | Sat | Sunday |
| Open            |     |      |     |       |     |     |        |
| Close           |     |      |     |       |     |     |        |

**FEES**  
 Seasonal \$220  
 Year Round \$330  
 \*Make checks payable to  
 County of Loudoun

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Legal Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_