

**Stephen A. Haering, MD, MPH**  
Health Director

**REPLY TO:**  
**Environmental Health Division**  
4480 King Street, Suite 360  
Alexandria, VA 22302  
Phone: (703) 746-4910, Fax: (703) 746-4919  
<http://alexandriava.gov/EnvironmentalHealth>

## PLEASE READ CAREFULLY

**TO:** Pool Management Companies Operating in Alexandria  
Owners of Swimming Pool and Spa Facilities in Alexandria

**FROM:** Bob Custard, R.E.H.S.  
Environmental Health Manager

**DATE:** March 1, 2012

**SUBJECT:** Preparing for the 2012 pool season

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The Alexandria Health Department, Environmental Health Division, is preparing for the issuance of licenses for pool management companies and operating permits for swimming pools and spa pools operating seasonally in 2012.

### Owners of Swimming Pool and Spa Facilities:

To maintain an active pool or spa permit, ensure that each of your permitted facilities:

1. Make all necessary repairs and corrections from the previous year; deficiency letters enclosed.
2. Submit the following to the Alexandria Health Department at 4480 King street, Rm. 360, Alexandria, VA 22302:
  - a. A **signed, original** an electrical inspection performed by a licensed electrician. Fax copies will not be accepted.
  - b. A completed Health Department permit application to operate a pool/spa
  - c. The required \$335 annual fee, where checks or money orders were made payable to the "**City of Alexandria.**"

**NOTE TO POOL MGMT COs.:** Copies of the Deficiency Letters, Permit Applications, and Inspection forms are not enclosed in your packet but are available online at <http://alexandriava.gov/AquaticHealth>.

After all of the steps above have been completed, contact the Health Department to make an appointment for the pre-opening evaluation. Permits are issued after

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**KING STREET**  
4480 King Street  
Alexandria, VA 22302  
(703) 746-4996

**CASEY HEALTH CENTER**  
1200 N. Howard Street  
Alexandria, VA 22304  
(703) 746-4886

**TEEN WELLNESS CENTER**  
3330 King Street  
Alexandria, VA 22302  
(703) 746-4776

**ARLANDRIA (WIC)**  
3802 Executive Ave. #D-2  
Alexandria, VA 22305  
(703) 519-1957



successful completion of a pre-opening evaluation, and shall be posted in public view at the facility throughout the facility's operational period.

### **Pool Management Companies:**

To maintain an active pool management company license, submit the following to the Alexandria Health Department at 4480 King Street, Room 360, Alexandria, VA 22302:

1. The annual \$25 license fee; make checks payable to the "City of Alexandria."
2. An updated Pool Management Company Application (enclosed)

After the application and license fee is received, the administrative staff will generate and mail a new permit with updated information.

Remember, pool owners do not need to apply for this license if they only provide pool management services to their own properties.

### **Licensed Pool Operators**

Please be advised that during hours of operation at least one person on the premises of each pool shall hold an original pool operator card issued by an approved provider. The enclosed memorandum details the pool operator exam approved for this year.

### **Lifeguard Requirements**

Additionally, at least one qualified lifeguard shall be on duty and shall wear distinguishing clothing or emblems while on duty. All persons acting in the capacity of a lifeguard shall have a current, original lifesaving-training card and a valid CPR card on-site. Temporary letters serving as proof of certification in lifesaving or CPR will be accepted for two weeks after the certification date, provided they are not photocopies.

### **Concerns or Questions**

If you have any questions regarding the permitting process, you may contact the administrative staff at (703) 746-4910.

To make an appointment for a pre-opening evaluation or if you have any questions regarding Alexandria City's regulations or requirements, you may contact Stephen Hughes by email at [Stephen.Hughes@vdh.virginia.gov](mailto:Stephen.Hughes@vdh.virginia.gov) or by telephone at 703.746.4971.

Enclosures: Application, Invoice, Pool Operator License Memorandum, Electrical Inspection