
Alexandria Health Department



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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

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

(Continue on Back)

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

www.alexhealth.com



www.vdh.virginia.gov

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 or by telephone at 703.746.4971.

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