801 Crawford Street, Fourth Floor
Portsmouth, VA. 23704
757-393-8531

1701 High Street, Suite 102
Portsmouth, VA. 23704
Phone: 757-393-8585
Fax: 757-393-8027

April 4, 2022

Re: Recreational Water Facility Permit for 2022

It is nearly time to re-open your public recreational water facilities for the 2022 season. In accordance with *Chapter 34 of the City of Portsmouth, Code of Ordinances*, you must obtain an annual Health Department permit in order to operate your public recreational water facility (i.e. pools, spas/hot tubs, splash parks).

Attached to this Email you will find the following two (2) forms from the City of Portsmouth's Department of Permits and Inspections to be mailed, or hand delivered to:

THE CITY OF PORTSMOUTH'S DEPARTMENT OF PERMITS & INSPECTIONS
801 Crawford Street, 4th floor
Portsmouth, VA 23704
(757) 393-8531
Office Hours: Monday – Friday 8am-5pm

- Portsmouth Annual Electrical Pool Inspection Report (inspection to be conducted by a private electrical contractor)
- Annual Pool Safety Inspection Application
- $50.00 (seasonal) or $75.00 (year-round) application fee

*Please make check payable to: Portsmouth City Treasurer

Also included in this email is the required Portsmouth Health Department application to be mailed or hand delivered to:

PORTSMOUTH HEALTH DEPARTMENT
1701 High Street, Suite 102
Portsmouth, VA 23704
(757) 393-8585 ext. 8585
Office Hours: Monday 9am-2pm, Wednesday 11am-3pm, Friday 9am-2pm

- Recreational Water Facility Application
- $50.00 (seasonal) or $75.00 (year-round) application fee

*Please make check payable to: Portsmouth Health Department

Please note that separate applications and fees are required for each individual pump system operating at your recreational water facility.

INSPECTIONS:

Three (3) inspections in the following order are required prior to opening your pool, spa/hot tub, or splash park:

1. **An initial electrical inspection performed by a private electrical contractor must be completed and have passed. The contractor will sign the enclosed Permits and Inspections form which then must be submitted to the City of Portsmouth's Department of Permits and Inspections office. This inspection must be satisfactorily completed before a building codes pool safety inspection can be scheduled with the City of Portsmouth's Department of Permits and Inspections office.**

2. **Once the City of Portsmouth's Department of Permits and Inspections receives the completed Annual Electrical Pool Inspection Report form, and the Annual Pool Safety Inspection Application along with your fee, a building codes inspector will come out to inspect the recreational water facility for safety based on the city pool code. Inspections are scheduled through the City of Portsmouth's Department of Permits and Inspections.**

3. **Once your electrical inspection and annual pool safety inspection have been completed, passed and you received the PINK final verification slip from the City of Portsmouth's Department of Permits and Inspections, you may request an inspection appointment from the Portsmouth Health Department. Please ensure that all of the "Pool/Spas Opening Inspection Checklist Requirements" that pertain to your particular recreational water facility have been met and that you have submitted to the Portsmouth Health Department the recreational water facility application + appropriate payment.**

A REQUEST FOR INSPECTION FROM THE CITY OF PORTSMUTH DEPARTMENT OF PERMITS AND INSPECTIONS SHOULD BE MADE AT LEAST 14 DAYS PRIOR TO THE PLANNED OPENING OF YOUR RECREATIONAL WATER FACILTY.

Thank you,

Shawna Sutton, Certified Pool and Spa Operator
Environmental Health Assistant
Portsmouth Health Department
757-393-8585 ext. 8585
Shawna.sutton@vdh.virginia.gov