



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### SECTION: ENVIRONMENTAL HEALTH

#### POLICY #: 513a NEW AQUATIC FACILITY

**POLICY:** Central Valley Health District has promulgated Regulation #1, governing Aquatic Facilities.

**PROCEDURE:**

1. When a request to open a new aquatic facility is made, the Environmental Health Division informs the interested parties of the license requirements.
  - a. A link to these requirements can be found on CVHD's website.  
[www.centralvalleyhealth.org/EHSubpages/Swimming.html](http://www.centralvalleyhealth.org/EHSubpages/Swimming.html)
  - b. The Swimming Facility License Application Form is available on CVHD's website, or by contacting the Environmental Health Division.
  - c. Additionally inform the applicant that other city departments such as Inspection and Fire have standards that must be met.
2. Review the application and discuss findings with the applicant.
3. Conduct pre-operational inspection to determine compliance with health standards using the Aquatic Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
  - b. Discuss the findings and provide a copy of the form to the applicant.
  - c. If necessary, multiple pre-operation inspections may be required.
4. Upon approval and license fee payment, issue a Swimming Facility License.
  - a. Include with the license the list of water sample laboratories.
5. Similar procedures may also be used for the remodeling of an aquatic facility, noting:
  - a. Facility Plan Review –Facility shall submit drawing of proposed changes to facility and any changes to facility use.
  - b. Submission of Facility Plan Review & Preoperational fee.
6. Log appropriate information into EH Inspection database.