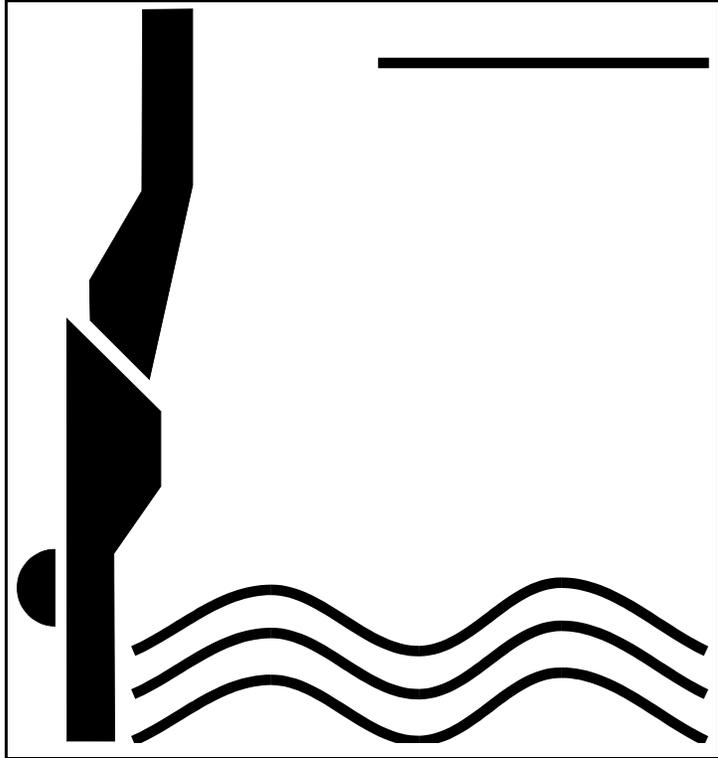


# BUREAU OF WATER

South Carolina Department of Health and Environmental Control

## Recreational Waters Permitting

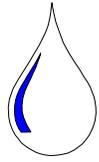
A guide to permitting swimming pools and related facilities



August 2004



<http://www.scdhec.gov/water/html/recreation.html>



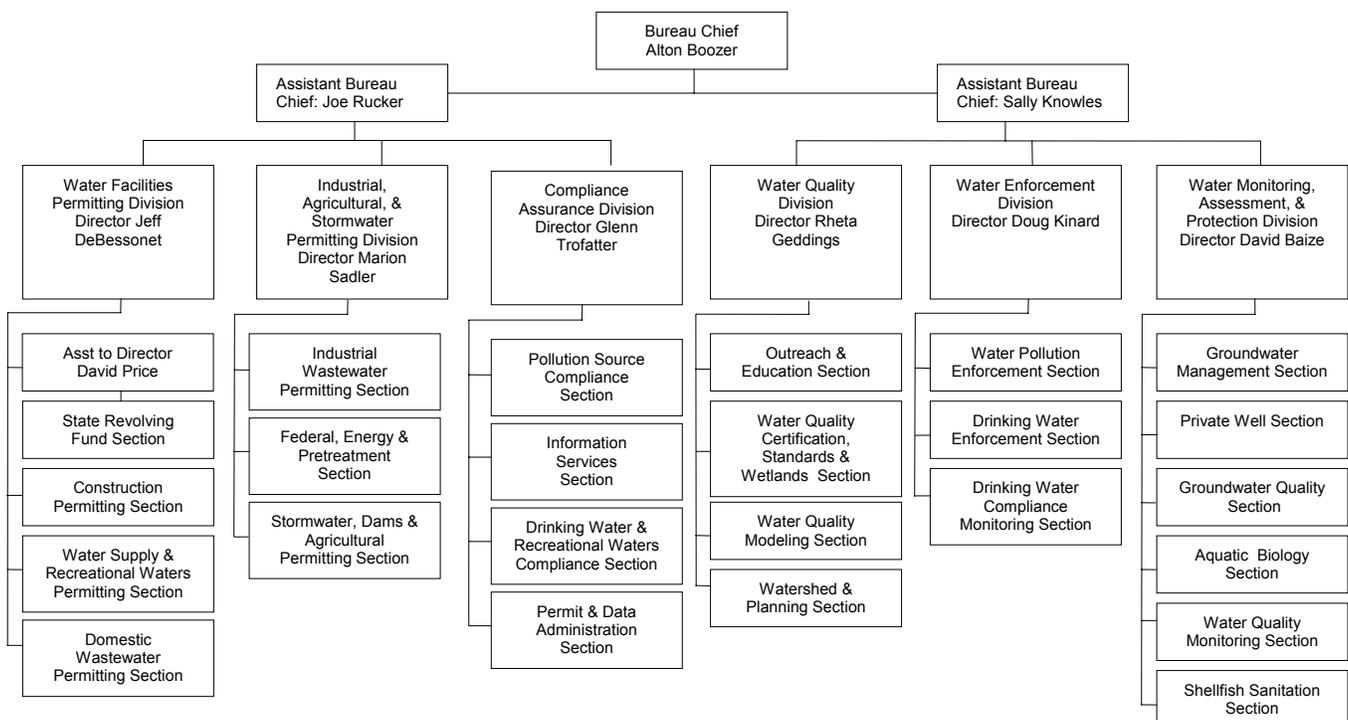
# Introduction

This document has been prepared for use by consulting engineers, developers, industries, and public entities dealing with the Bureau of Water on recreational waters program issues. It provides:

- An overview of the Bureau's responsibilities,
- A summary of regulatory requirements,
- Identification of the entities involved in permitting, and
- Highlights of the review and approval procedures.

We hope this document will help everyone have a better understanding of the recreational waters program. Through this understanding, we feel it will be easier to go through the administrative processes, technical reviews, and approval processes of the Bureau. This document provides an explanation of the Bureau's decision making processes. Our decisions are made based on the technical, administrative, and legal aspects of a recreational waters program with the protection of the environment and public health as the major considerations.

The Bureau is committed to providing quality service in a reasonable time in all aspects of the permit programs. In order to accomplish this task, cooperation is needed of all parties who may deal with the Department in recognizing responsibilities and the manner in which they are implemented. Therefore, please take the time to read this document carefully. This document is not a replacement for the regulations on recreational waters programs. If you have any questions, please let us know. We welcome any comments you may have on this document or suggestions on how we can improve our service to you and the public.





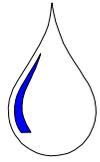
# Why?

**Q:** *Why is DHEC approval needed for construction of swimming pools and related facilities?*

**A:** *It is required by state regulations. DHEC's review helps insure safe and healthy public swimming pool facilities.*

DHEC has developed regulations that promote safe public swimming pool facilities, which contain quality water for the protection of public health. State Regulation 61-51, Public Swimming Pools, amended most recently on May 24, 2002 (effective January 1, 2003), contains the rules for appropriate construction and operation of public swimming pools. By definition, a swimming pool includes both conventional pools that might be seen at a hotel as well as innovative water park facilities with slides and wading pools.

Often referred to as the "pool program", this program regulates both the quality of water in pools as well as safe construction and operation practices. Requirements from lifeguards to filtered water provide a framework for insuring public pools that keep South Carolinians and our visitors safe and healthy.



# Where?

**Q:** *Where do I apply for a permit?*

**A:** *DHEC's Bureau of Water is responsible for recreational waters permits. Permit applications should be sent to the following address:*

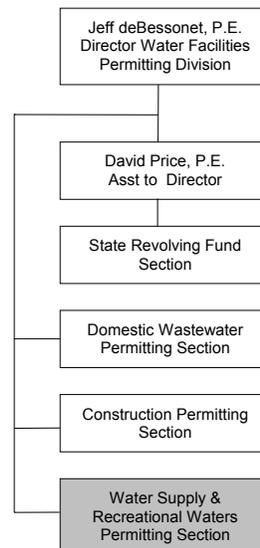
*Compliance Assurance Division  
Bureau of Water  
2600 Bull Street  
Columbia SC, 29201*

The Bureau of Water (Bureau) is under the Office of Environmental Quality Control (EQC) of the Department of Health and Environmental Control (DHEC). The Bureau is responsible for protecting the quality of the state's surface and ground water and insuring safe drinking and recreational water for the public. To meet this responsibility, the Bureau issues permits, approvals, and certifications for a variety of wastewater and drinking water projects. This booklet explains the permitting procedures of the Bureau for the recreational waters or "pool" program. For specific questions, you may contact the recreational waters program through the Bureau of Water's general number at (803) 898-4300 or visit the program's web page at <http://www.scdhec.gov/water/html/recreation.html>.

## WATER FACILITIES PERMITTING DIVISION

Within the Bureau of Water, the Water Facilities Permitting Division issues permits for recreational waters facilities. The *Water Supply and Recreational Waters Permitting Section* is the group that manages the permitting function. Permit applications should be sent to this Section for review and approval.

**After Construction.** While DHEC's office on Bull Street in Columbia handles construction permits, our field of district offices are responsible for final pool inspections and piping inspections (if required) and approval to place the facilities into operation. DHEC has twelve (12) district offices. See the attached Appendix for a list of these offices.





# How?

**Q:** *How do I apply for a permit?*

**A:** *A complete application package consists of a completed permit application form (DHEC Form 2501), plans and specifications, an application fee and certain administrative material.*

Before construction of any new public swimming pool, or the structural modification of any existing public swimming pool, a permit to construct must be obtained from DHEC. A public swimming pool is defined as “an artificial structure used to impound water for such recreational uses as bathing, swimming, diving, wading, spraying, sliding, floating, rafting, or other similar usage which is not built in connection with a single family residence and the use of which is not confined to the family of the residence and their private guests, or which is not owned, constructed, operated, or maintained by a church, synagogue, or religious organization or facility exempted under Title 45, Chapter 4, of the South Carolina Bed and Breakfast Act.” See R.61-51.A(43).

Public Swimming Pools are further defined by the following types based upon specific characteristics of size, usage, and other factors:

- Type “A”** any pool open to the general public, except for Type “E” pools, which does not require a membership or that a person be a guest of a member to gain entrance to the pool, or is not operated solely for and in conjunction with a residential development or a place of lodging.
- Type “B”** swimming pools at hotels, motels, apartments, mobile home parks, condominium developments, country clubs, schools, swim clubs, health clubs, campgrounds, subdivisions and other pools of similar usage. Lazy rivers constructed at the above facilities shall be considered Type “B” pools.
- Type “C”** wading pools, kiddie pools, spray pools, spray decks, or wet decks.
- Type “D”** treatment pools, health spa pools and hot tubs. Rehabilitation or therapy pools located at hospitals, sports therapy clinics, doctors offices, or other medical facilities that will be used solely for therapy and rehabilitation purposes and under the supervision of a physical therapist or other qualified medical personnel are excluded from this regulation.
- Type “E”** those pools at water parks such as water flumes, water slides, lazy rivers, wave parks, inner tube rides, kiddie play parks, etc.
- Type “F”** special purpose pools used exclusively for limited activities such as scuba diving lessons, helmet diving lessons, underwater work training, or similar, limited uses.

## PERMIT FEES

The recreational waters program has a fee system in place. This fee system addresses both permit applications and annual operating fees. The following details the fee program.

### Construction Permit Fee:

- (i) Type “A”, “B”, “C”, “D”, & “F” Pools (as defined in Regulation 61-51)

Base Fee = \$400.00

Size Fee = \$0.50 per square foot of pool surface area

**Total Fee = Base Fee + Size Fee**

- (ii) Type “E” Pools (as defined in Regulation 61-51)

\$1,000.00 per flume (including minimum required design landing area) or water course, to include water slide. Additional area above minimum requirements and all other Type “E” pools will be charged according to (i) above.

### Annual Operating Permit Fee:

- (i) Type “A”, “B”, “C”, “D”, & “F” Pools

\$125.00 for the first pool on a property plus \$100.00 for each additional pool on the same property.

- (ii) Type “E” Pools

\$125.00 per flume or water course.

- (iii) Payments are due by February 15 of each calendar year. Payments received at DHEC after March 15 of each calendar year will be assessed an additional ten percent late fee. An additional twenty five percent late fee will be assessed on April 15. The annual operating sticker must be renewed each year.

## PERMITTING PROCESS

### Application Submittal Process:

The application package should include submittal of the following items:

- One (1) original and three (3) copies of the completed and signed Application to Construct a Recreational Water Facility (DHEC Form 2501) per proposed pool,
- A minimum of four (4) sets of plans and specifications prepared by a professional engineer or architect registered in the State of South Carolina, all of which must bear the architect or engineer’s seal and signature, and
- Appropriate construction permit fee for the submittal based on the fee schedule provided above.

## **Permit Review Process:**

Once a submittal has been received by DHEC, the project is entered into the review process. The review process is a two (2) stage process culminating in the issuance or denial of a permit to construct. The review processes are as follows:

**1. Administrative Review.** During the administrative review process the submittal is:

- Stamped in on the date received.
- Checked for completeness.
- Entered into a tracking database & assigned a log number.

The submitted fees are processed, invoices and tracking sheets are generated, a file is created, and the project package is assembled for delivery to the review engineer. The time assigned for this process is normally ten (10) calendar days, with the time the project is on hold not being counted toward this total. If the application is not accurate, fees incorrect, or submittal package incomplete, the project may be placed on hold or returned during this review.

**2. Engineering Review.** During the engineering review process the project is thoroughly examined for compliance with State Regulation 61-51. These items include but are not limited to the following:

- Piping and equipment are checked for compliance with minimum turnover rates and proper design,
- Structure and materials are checked for compliance with minimum standards, and
- Facility design is examined to insure compliance with safety and health standards.

If conflicts are found between the submitted design and the regulation, or if the submittal lacks information needed to insure compliance with the regulation, the project may be placed on hold and a review letter sent to the design engineer or architect addressing each of the items in question. Copies of each review letter sent to the engineer or architect are provided to the pool builder and owner listed on the application.

Once all items of the submitted design are found to be in compliance with the regulation, DHEC shall issue a permit for the construction of the facility. If issues of design compliance cannot be resolved, a permit to construct may be denied by DHEC. The time assigned for this process is normally fifteen (15) calendar days with the time the project is on hold not being counted toward this total.

## **Permit to Construct:**

A Recreational Waters Construction Permit is issued in the name of the owner listed on the construction application. The responsibility for construction falls on the owner. Copies of the construction permit and approved plans and specifications are provided to the owner, the pool builder, and the applicable district office in which the project is located. One copy of the permit, plans, and specifications remains on file in the DHEC Bureau of Water in Columbia.

## **Inspections:**

DHEC will require that a final inspection be performed and may require a mid-construction piping inspection be performed for any new permitted public swimming facility. Other site inspections may be conducted at the request of the builder, engineer or owner, or at the discretion of DHEC. Each inspection requires that DHEC be notified by the permittee a minimum of three (3) days prior to scheduling the inspection. Inspections are performed by the EQC District personnel with assistance from Bureau of Water staff as needed. Any variations to the approved plans and specifications must be approved by the permitting engineer prior to these inspections. Variations to the approved drawings will not be approved onsite and may require correctional measures if not addressed prior to the inspections.

**1. Piping Inspection.** If performed, the first inspection conducted by DHEC is the piping inspection. During actual construction of the public swimming pool, after all piping has been installed and before it is covered, the owner, contractor engineer or architect must notify EQC District personnel to schedule a possible piping inspection. Note that at this time, the Department may waive that the piping inspection be conducted. If the piping inspection is not waived, the piping, fittings, and other appurtenances will be examined to verify their sizes and locations. Also during this inspection, the results of the required pressure test of the piping will be concluded. All piping must be tested under a minimum pressure of thirty (30) psi or one and one half (1-1/2) times the normal operating pressure on the return line, whichever is greater. Pressures must have been maintained for a minimum of two (2) hours.

At the conclusion of this inspection, the on-site representative shall be given a copy of the inspection report form (DHEC Form 1995), which shall be marked as complete or incomplete. A complete piping inspection grants approval to continue construction on the public pool. Incomplete inspections may require modifications, change order approval and re-inspection prior to continuing construction.

**2. Final Inspection.** A final inspection must be performed before the pool may be placed into operation. Prior to scheduling the final inspection, the project engineer or architect, pool builder, and owner must submit separate letters to the EQC District certifying that the public pool was constructed according to the approved plans and specifications. If modifications were made to the originally permitted plans, then four (4) copies of *as-built* drawings must be submitted to the Bureau of Water in Columbia for approval prior to scheduling the final inspection. The District EQC Office must be notified (i.e. all three (3) certification letters accepted, and all changes approved) a minimum of three (3) days prior to scheduling the final inspection.

The final inspection will include an overall inspection of the facility and verification that the facility was built according to the permitted plans. All pool equipment, safety equipment, and fixtures will be verified. The chlorine and pH levels of the pool will be measured by the inspector and must meet the required parameters. DHEC may collect an additional \$250.00 fee from the owner for each repeat final inspection that is required due to incomplete construction or construction that is not in accordance with the permitted plans and specifications. At the conclusion of this inspection, the on-site representative shall be given a copy of the inspection report form (DHEC Form 1931), which shall be marked as complete or incomplete.

## **Permit to Operate:**

Once a complete final inspection has been achieved, a permit to operate will be issued by DHEC. The operating sticker for the year of construction of the pool shall be issued with the operating permit. The annual operating sticker must be renewed each year thereafter according to the fee schedule given previously.

## **Construction Changes:**

All changes to the originally permitted plans and specifications must be submitted to the Bureau of Water in Columbia for approval. This applies to changes which occur during construction or changes which occur after construction. All requests for changes should be sent to DHEC on a Change Order Request Form (DHEC Form 3627). If extensive structural or piping modifications occur during construction, *as-built* plans prepared by the architect or engineer must be submitted to DHEC for a revised Permit to Construct.

## **Construction Permit Extensions:**

Projects which are not completed prior to the expiration date of the construction permit must apply for an extension permit from DHEC. This request must be submitted in writing and include the project name, original permit number, and a statement that the site conditions have not changed since the issuance of the original construction permit.

## APPENDIX:

<b>DHEC DISTRICT OFFICES OF EQC</b>	
<p><b>Appalachia I</b>            2404 N. Main Street            Anderson, SC 29621            Phone: (864) 260-5569            Fax: (864) 260-4855  <i>Anderson and Oconee Counties</i></p>	<p><b>Low Country</b>            104 Parker Drive            Burton, SC 29906            Phone: (843) 846-1030            Fax (843) 846-0604  <i>Beaufort, Colleton, Hampton and Jasper Counties</i></p>
<p><b>Appalachia II</b>            301 University Ridge, Suite 5800            Greenville, SC 29601            Phone: (864) 241-1090            Fax: (864) 241-1092  <i>Greenville and Pickens Counties</i></p>	<p><b>Pee Dee</b>            145 E. Cheves Street            Florence, SC 29506            Phone (843) 661-4825            Fax: (843) 661-4858  <i>Chesterfield, Darlington, Dillon, Florence, Marion and Marlboro Counties</i></p>
<p><b>Appalachia III</b>            975-C N. Church St.            Spartanburg, SC 29303            Phone: (864) 596-3800            Fax: (864) 596-2136  <i>Cherokee, Spartanburg and Union Counties</i></p>	<p><b>Trident</b>            1362 McMillan Ave, Suite 300            Charleston, SC 29405            Phone: (843) 740-1590            Fax: (843) 740-1595  <i>Berkeley, Charleston and Dorchester Counties</i></p>
<p><b>Catawba</b>            P.O. Box 100            Fort Lawn, SC 29714            Phone: (803) 285-7461            Fax: (803) 285-5594  <i>Chester, Lancaster and York Counties</i></p>	<p><b>Upper Savannah</b>            613 South Main Street            Greenwood, SC 29646            Phone: (864) 233-0333            Fax: (864) 223-6935  <i>Abbeville, Edgefield, Greenwood, Laurens, McCormick and Saluda Counties</i></p>
<p><b>Central Midlands</b>            P.O. Box 156            State Park, SC 29147            Phone: (803) 896-0620            Fax: (803) 896-0617  <i>Fairfield, Lexington, Newberry and Richland Counties</i></p>	<p><b>Waccamaw</b>            1705 Oak St Plaza, Suite 2            Myrtle Beach, SC 29577            Phone: (843) 448-1902            Fax: (843) 946-9390  <i>Horry, Georgetown and Williamsburg Counties</i></p>
<p><b>Edisto Savannah</b>            206 Beaufort Street            Aiken, SC 29803            Phone: (803) 641-7670            Fax: (803) 641-7675  <i>Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties</i></p>	<p><b>Wateree</b>            105 Magnolia Street            Sumter, SC 29151            Phone: (803) 778-6548            Fax: (803) 773-6366  <i>Clarendon, Kershaw, Lee, and Sumter Counties</i></p>

<b>DHEC CENTRAL OFFICE</b>
<p><b>Bureau of Water</b>            2600 Bull Street            Columbia, SC 29201            Phone: (803) 898-4300            Fax: (803) 898-4215  <i>All Counties</i></p>