

**Instructions for Completing an Operation Permit Application  
for a Public Swimming Pool, Wading Pool, Spa or Specialized Water Attraction**



1. A completed application is required for all pools (*NEW Construction & Renewals*). Applications can be found on our website at <http://meckpools.charmeck.org>.
2. A separate application is required for each swimming pool, wading pool, spa and/or specialized water attraction.
3. Review the information in Sections A, B and C carefully. If no changes are required check the box at the top of each section. If changes are required, please write them in the appropriate section. Be sure to enter the CPO License number in Section C. Departmental staff will enter the changes in our database to keep it current.
4. All questions in Section D must be answered. Main drain and equalizer line covers may have expired, so be sure to check with your CPO to ensure they are still in compliance. If you have questions, please check our website.
5. A completed application and the required permit fee must be received before an operation permit will be issued for any pool. The fee may be submitted with the completed application.
  - If payment is not submitted with the application, please include the pool invoice with your payment.
  - Make sure to include the Pool ID Number on your check or money order.

Fee Schedule:

Pool Type	Fee Before Deadline	Fee After Deadline	Maximum Operation Dates per State Rules
Annual	\$250	\$370	May 1 <sup>st</sup> – April 30 <sup>th</sup>
Seasonal	\$130	\$250	April 1 <sup>st</sup> – October 31 <sup>st</sup>

**NOTE: The deadline for the 2021 season is February 26, 2021. To avoid assessment of a late fee, a complete application and the required fee must be received in our office by 5 PM on Friday, February 26, 2021.**

6. Read the certification statement in Section F carefully. A signature is required for the application to be considered complete.
7. Completed applications and fees should be submitted to:
 

Mecklenburg County Health Department  
3205 Freedom Drive, Suite 8000  
Charlotte, NC 28208  
Re: Public Swimming Pool Permit
8. If you have questions regarding the application process, please contact our office at (980) 314-1620. You may also obtain information by visiting <http://meckpools.charmeck.org>

Note: A public swimming pool, wading pool, spa and/or specialized water attraction cannot be operated until a valid operating permit has been issued. For this reason, staff of the Mecklenburg County Health Department will NOT give verbal permission allowing operation of a facility that does not have a valid permit posted on the premises. The Department will take appropriate enforcement action to ensure protection of public health in cases where a facility is operating without a valid permit.