



MECKLENBURG COUNTY
Public Health

(704) 336-4700

Step Process for Swimming Pool Construction Finals

Construction has been completed at your public swimming pool. Follow these steps for scheduling a construction final and a permit inspection.

1. Reference the [Pool Plan Review Checklist](#) located under the Public Pool Construction section to ensure that the swimming pool is built per the [NC Public Swimming Pool Rules](#) and in accordance the [Mecklenburg County Local Ordinance](#).
2. Assure all permits, including building, electrical, plumbing and mechanical, tied to the swimming pool project have been finalized through [CTAC](#). Note: Some projects may have additional permits for the pump room, restrooms, etc.
 - a. County policy permits preliminary inspections prior to permit finals. Two visits are included with the \$250 plan review fee. Any subsequent visits will require a \$100 return visit fee.
3. Contact Katie Wilson at 704-309-5494 to request a construction final.
4. Provide to the Department a written statement signed by a registered architect or a registered professional engineer stating that the construction at the pool is complete and in accordance with approved plans and specifications and approved modifications per Rule .2509. Note: This requires that the architect or engineer make periodic visits to the pool site during construction.
5. Provide to the Department completed [Pool Drain Safety Compliance](#) forms.
6. For operation permit, the Department must receive a completed [application](#) and the required fee before the operating permit inspection will occur.

Applications can be:

Faxed to: 704-336-5306;

Mailed to: 700 N. Tryon St., Suite 208
Charlotte, NC 28202

Emailed to: Meckpools@mecklenburgcountync.gov

- a. Payment may be made by cash, credit card, or check. Credit card payment may be made over the phone to 980-314-1620. Checks may be mailed to our office at the address listed above. Cash payments must be processed at our office at the address listed above.
- b. Once the Department has received the application and the required payment, contact Katie Wilson at 704-309-5494 or Chris Sells at 704-576-8678 to schedule an inspection. Note: If the swimming pool is not wanting an operating permit at time of construction final, the application and fee may be submitted at a later date.

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