

For Office Use Only

Received: _____ CK-CC-CH #: _____ Amount: _____ Invoice #: _____
Paid On: _____ Initial: _____ Permit: _____ Juris: COA / TC / ILA



AUSTIN PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. BOX 142529 Austin, TX 78714

Phone (512) 978-0300 Email: ehsd.service@austintexas.gov

<http://austintexas.gov/department/pools-spas-interactive-water-features-and-fountains>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

Pool, Spa, Public Interactive Water Feature or Fountain (PIWFF): Operational Permit Application

Establishment Information

Note: Incomplete applications will not be processed and will be returned

of Permits Requested: _____ Pool _____ Spa _____ PIWFF _____ *For Pool(s) or Spa(s) which flow directly into another pool/spa, enter the total number of filtration systems present.

Establishment Name: _____

Physical Address: _____
Street (include Suite/Unit) City State Zip Code

Mailing Address: _____
Use the mailing address space to specify the address where you would like to receive Permits and Renewal Notifications.

Property Type: Apartment Condo HOA Hotel Fitness Center School Club Other _____

Ownership Information

Note: All fields required. Print names as they appear on the Government Issued Photo ID(s)

Business Entity/Owner: _____ Date of Birth: _____
For Proprietorship Only MM/DD/YYYY

Org Type: Corporation LLC Partnership Proprietorship Note: Proof of ownership documentation required (see page 2).

Driver's License: _____ / _____ Phone: _____ Email Address: _____
For Proprietorship Only ID# State (###) ### - ####

Responsible Party: _____ Date of Birth: _____
Last Name First Name Middle Name MM/DD/YYYY

Mailing Address: _____
Street City State Zip Code

Driver's License: _____ / _____ Phone: _____ Email Address: _____
ID# State (###) ### - ####

Management Co: _____ Phone: _____
If Applicable Management Co: (###) ### - ####

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted:

City of Austin and ILA Jurisdiction: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX

Unincorporated Travis County Jurisdiction: Cash, Check, Money Order

Make checks and money orders payable to: Austin Public Health

The Permit Application fee may be refundable upon request within 180 days from date of payment.

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email (ehsd.service@austintexas.gov), payment instructions will be emailed to you to make credit card payment over the phone for City of Austin and ILA jurisdictions.

Applicant's Signature

Print Name

Date

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders & ordinances of Austin/Travis County, and all of the provisions of the codes, statutes & rules adopted under the codes and statutes of the State of Texas governing pool/spa/PIWFF establishments.

Pool / Spa / PIWFF Application: Supplemental Information

Applying for a Permit

All necessary applications must be submitted and approved before a permit can be issued. For application assistance call (512) 978-0300. Permits approval is based upon compliance with state & local health ordinances. Application for a permit does not guarantee that a permit will be granted. The application fee is refundable, upon request, within 180 days of payment; if the permit was not issued.

Applications must include:

- 1) A completed "Pool/Spa/PIWFF Operational Application" form
- 2) Ownership Documentation (see Ownership Documentation section)
- 3) Permit Fee (See Fee Schedule Below)

Permit Fee Schedule

Permit Type Requested	City of Austin (Contracted Municipalities*)	Travis County
Swimming Pool	\$245.00	\$95.00
Spa	\$185.00	\$95.00
Additional Spa (2 nd or greater spa)	\$185.00	\$95.00
PIWFF (City of Austin only)	\$245.00	Permit not Required in Travis County
* Not limited to Bee Cave, Lakeway, Manor, Pflugerville, Rollingwood, Sunset Valley, Volente, Westlake Hills		

Renewing a Permit

Permits expire one (1) year from the date issued. Prior to expiration, the department will mail a renewal notice to the mailing address listed on the application. The renewal form must be completed and returned to the department along with a payment for the permit renewal fee. Establishments that do not receive a notice are still responsible for completing the renewal application and submitting a renewal payment.

Terminology Definitions

Business Entity/ Owner: Any entity or individual(s) that maintains full or partial ownership control over a food enterprise. See ownership documentation requirements for further clarification.

Responsible Party: Any individual(s) who ensures the pool/spa establishment operations/practices are in accordance with all pool/spa codes and ordinances. This individual(s) also assumes legal responsibility in all cases of non-compliance.

Class A: For accredited competitive aquatic events such as Federation Internationale De Natation Amateur (FINA), National Collegiate Athletic Association (NCAA), National Federation of State High School Associations (NFSHSA).

Class B: For public recreation and open to the general public.

Class C: For member/guest usage, but not open to the general public such as 1) hotel/motel or apartment/condo 2) private organizations/clubs 3) school/college/university

Class D: For wading pools with a maximum water depth of 24 inches at any point.

PIWFF: Public Interactive Water Features & Fountain also known as splash pads.

Ownership Documentation

Proprietorship: A date-stamped copy of the **Certificate of Assumed Name**

General Partnership: A copy of the fully executed **Partnership Agreement** to include the name of each member of the partnership and percentage ownership

Limited Partnership (LP): A date-stamped copy of the **Certificate of Limited Partnership** to include the name of each member of the partnership and percentage ownership

Limited Liability Company (LLC): Articles of Organization (Formation documents) to include the name and percentage ownership for each member and the name for the registered agent. Date stamped copy of the **Certificate of Filing and Formation** filed with the **Texas Secretary of State**

Corporation (Inc.): Articles of Incorporation (Formation documents) to include the name of each officer and the name for the director and the registered agent of the corporation or named person of responsibility. Date stamped copy of the **Certificate of Filing and Formation** filed with the **Texas Secretary of State**.

Plan Review and Approval

Prior to the issuance of a permit for new construction or extensively remodeled facility, a plan review must be conducted to assure the specifications of the enclosures, meet all applicable regulations. Plans must include a scaled overhead diagram, cross-section diagram, construction materials, mechanical plans, and signage. See Plan Review application for further details regarding plans.