

Frequently Asked Questions (FAQs)

Pools, Spas, Interactive Water Features & Fountains

Is my permit transferable?

Permits do not transfer with ownership. Prior to ownership changing hands you must complete a change of ownership inspection and submit a permit to operate application. If you are also undergoing a structural remodel, a plan review is required.

How do I know if I need a permit?

A permit is required if you plan to operate a public pool, semi-public pool, competitive event pool, therapy pool and/or spa in the Austin/Travis County area. Additionally Public Interactive Water Feature or Fountain (Splash Pad) operating within the City of Austin requires a permit.

Are there exemptions to the permit requirements?

Yes, a permit is not required if your facility is a private pool or spa. You are also exempt if your facility falls under the jurisdiction of a state or federal agency.

How do I begin the permit process?

Permit seekers must submit an operating permit application along with payment and an inspection application. An inspector will contact you within three business days to schedule an inspection once all fees and paperwork are submitted.

How do I renew my permit?

Prior to expiration, a renewal notice will be mailed to the mailing address listed on the application. The renewal form must be completed and returned to the department along with the permit renewal fee. The operator is responsible for completing the renewal application and submitting payment regardless of whether a renewal notice is sent or received.

What do I do when my permit is expired?

If your permit is expired, you will need complete a permit renewal application and submit it to the department along with your permit fee and a late fee. Note: In this scenario you are technically operating without a permit.

What do I do when I need a re-inspection?

To request a re-inspection you will need to submit the paperwork provided by the inspection indicating that a re-inspection is required and pay the re-inspection fee in person at the department's walk-in location. If you do not have access to the necessary paperwork when you arrive, please see the front desk for further instructions.

What do you look for when conducting an inspection?

There are many items evaluated during an inspection. Some of the top items are verifying that enclosures are properly secured, equipment/components are in proper working order, water quality and records are maintained, and safety equipment (including an emergency phone) is operational.