



CITY OF DALLAS

Dear Company Representative or Owner:

The City of Dallas Chapter 43A -17(a) states that "A person shall not operate a public or semi-public pool without a permit. To obtain a permit an applicant must complete a form provided by the director. An applicant must designate a manager of operations of each pool for which a permit is sought. A person designated as manager of operations of a pool must reside in the city or be employed on the premises where the pool is located". Pool owners operating a pool/spa without a permit are subject to having the pool/spa closed and being issued a citation. Any pool/spa(s) are to remain closed until a permit is obtained.

The amount of the fee is **\$175** for the first pool owned by an applicant at one location, plus **\$100** for each additional pool/spa owned by the applicant at the same location. Fees for new and renewed pool/spa permits are due on or before the first day of March of each calendar year. If a permit is initially issued after the first day of March of a calendar year, the fee for that year will be prorated according to the number of whole months remaining in the year.

Please return the completed application(s), a copy of the "Manager of Pool Operators Certificate", issued by the City of Dallas, (if your certificate is valid and has not expired), with the appropriate payment made payable to the City of Dallas for the number of pool/spa(s) at a given location.

Please note: An application form must be completed for each location. The application forms can be downloaded from our website at <http://www.dallascityhall.com/dallas/eng/pdf/Building/SwimmingPoolPermit.pdf> or by clicking on "City information", click on the "Forms" link, scroll down and click on the "Swimming Pool Permit" link. If you are unable to download the form, please contact the Special Collections Division of Dallas Water Utilities at 1500 Marilla Street, 2DS, Dallas, Texas 75201, (214) 670-3438, Monday through Friday, between the hours of 8:15 A.M. and 5:15 P.M. For additional information regarding the Swimming Pool Program, call the Department of Code Compliance at (214) 948-4095, Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M.

Mail-in payments: City of Dallas
Special Collections Division
P.O. Box 139076
Dallas, TX 75313-9076

Walk-in payments: City of Dallas
City Hall, 2nd Floor
1500 Marilla St., 2DS
Dallas, TX 75201

If you do not, presently, have a City of Dallas "Manager of Pool Operators Certificate", please contact The Department of Code Compliance at (214) 948-4095.



CITY OF DALLAS

Department of Code Compliance

SWIMMING POOL / SPA PERMIT APPLICATION

Please complete application, print, sign, and remit with payment

Fees: First Pool or Spa \$175, Each Additional Pool or Spa \$100, Total Due/Enclosed. Please return, signed application, payment, and a copy of the Manager of Pool Operators certificate to: City of Dallas, Special Collections Division, Post Office Box 139076, Dallas, Texas 75201. Annual Permit Fees Due By March 1st. Make check payable to the City of Dallas.

If the address or contact information changes during the permit year, please notify Special Collection of those changes (Please Print)

Name of Property: _____

Address of Pool Location: _____ Zip Code: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____

Contact Person for Inspection: _____ Business Phone #: () _____ - _____ Fax No.: () _____ - _____ Cellphone No.: () _____ - _____ Pager No.: () _____ - _____

Property Owner: _____

Owner Address: _____ Zip Code: _____ (address, city, and state) Business Phone #: () _____ - _____ Fax No.: () _____ - _____ Cellphone No.: () _____ - _____ Pager No.: () _____ - _____

Designated Manager of Pool Operations: _____ Certificate No.: _____ Date of Issue: _____ If a Manager of Pool Operations has not been designated, you must contact the Department of Code Compliance at (214) 948-4095 for the next available certification class. Please note that a pool permit cannot be issued unless you have a City of Dallas certified Manager of Pool Operator whose certificate does not expire before the current year's pool permit.

of Outdoor Pool(s) _____ # of Indoor Pool(s) _____ # of Outdoor Spa(s) _____ # of Indoor Spa(s) _____

TYPE OF POOLS AND OR SPAS [] Condominium/Loft [] Apartment [] Health Club [] Institution [] Hotel/Motel [] Other

NUMBER OF POOL(S) And Or SPA(S) Article I. SEC. 43A-1. Definitions states (6) SWIMMING POOL or POOL means a structure that is used for swimming, bathing, or water play, including all equipment and appurtenant facilities. (Ord. 15256)

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued, I will comply with all provisions of the Dallas City Code Chapter 43A, and applicable State Laws. I accept responsibility for payment of all fees and fines that may result from operation of a pool and or spa(s).

Owner or Authorized Agent signature: _____ Title: _____ Drivers License No., State Identification No., or Social Security No. : _____ Date of Birth: _____

(Application must be signed before it can be processed by the City of Dallas Special Collections Division)