



Oklahoma State Department of Health  
Creating a State of Health

### **Public Bathing Place Application Packet and Instructions**

1. Complete 1 application and Summary Engineering Report for each Proposed Bathing Place.
2. Submit 5 copies of proposed plans, Summary Engineering Report, equipment list/cut sheets, and specifications sealed by a Professional Engineer licensed in the state of Oklahoma and signed by the owner of the facility.
3. The owner of the facility must complete the Affidavit of Responsibility.
4. Plans should be mailed to:

Oklahoma State Department of Health  
Consumer Protection Division  
Attn: Public Bathing Place Program  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117-1299

Plans may be hand delivered to:

Oklahoma State Department of Health  
12<sup>th</sup> Floor, Consumer Protection Division  
Attn Public Bathing Place Program

5. Permit fees must be sent separately per the instructions on the fee schedule.



Oklahoma State Department of Health  
Creating a State of Health

Public Bathing Places  
Permit Fee Schedule

**Pools**

New Pool	Round volume to nearest 5000 gallons	\$100.00 Per 5,000 Gallons (\$500.00 Minimum)
Modification to existing pool	Round volume to nearest 5000 gallons	\$50.00 per 5,000 Gallons (\$250.00 Minimum)

**Spas**

New Spa	Round volume to nearest 100 gallons	\$50.00 per 100 Gallons (\$250.00 Minimum)
Modifications to existing Spa	Round volume to nearest 100 gallons	\$25.00 Per 100 Gallons (\$125.00 Minimum)

Note: One project may contain multiple items. The maximum fee for an individual public bathing place construction permit is \$2000.00. Each filter system for a project shall require a separate permit.

Please make payments to OSDH (Oklahoma State Department of Health). Please note the reference name of the facility and pool or spa on the payment. Example City Municipal Pool, West Side Spa, Etc.

You may either bring your payment to the Oklahoma State Department of Health, 1<sup>st</sup> Floor

**OR**

Mail your payment to:

Oklahoma State Department of Health  
Financial Management Service  
PO Box 268815  
Oklahoma City, OK 73117

***DO NOT SEND PAYMENT WITH PLANS***

# Appendix A



**Protective  
Health Services**  
**Oklahoma State  
Department of Health**

**Oklahoma State Department of Health**  
**Protective Health Services**  
**Consumer Protection Division**  
**PO BOX 268815**  
**oklahoma City, OK 73126-8815**  
**Telephone: (405) 271-5243**  
**FAX: (405)271-3458**

**FOR OFFICE USE**  
**Date: \_\_\_\_\_**  
**Approved: \_\_\_\_\_**

## APPLICATION FOR PERMIT TO CONTRUCT PUBLIC BATHING PLACE

**A. CONSTRUCT FACILITIES:** This application is to be submitted to obtain a permit for construction of Public Bathing Place, and Additions, Modifications or Extensions Thereof.

The applicant, \_\_\_\_\_ proposes the construction of \_\_\_\_\_ to serve \_\_\_\_\_  
(list major items)

(subdivision, property name, area, county, etc.)

located at \_\_\_\_\_  
(finding location or legal description)

and as required by the Oklahoma Public Health Code, Title 63 Oklahoma Statutes, Sections 1-1013 et seq., hereby makes application for approval of the accompanying plans and specifications and for a permit to construct the facilities in accordance with the same plans and specifications. **(FEE REQUIRED - SEE FEE SCHEDULE)**

B. In making this application the applicant certifies and states the following:

1. The applicant has been supplied with copies of all rules and standards promulgated by the Oklahoma State Board of Health for the construction and operation of the facility in question.
  2. To the best of the knowledge and belief of the applicant, the plans, specifications and engineering report comply with the requirements of the aforementioned rules and standards.
  3. The applicant agrees to be responsible for the construction and operation of the facility in accordance with the aforementioned rules and standards, and in accordance with state law agrees that the Oklahoma State Department of Health shall have access to the facility at any time during and after construction for the purpose of inspection for compliance with the provisions of the Public Health Code, 63 O.S., Section 1-101 and following.
  4. The applicant intends to own and operate the facility after construction is completed. ( ) Yes ( ) No If "No," provide information on responsibility for operation. \_\_\_\_\_
  5. The applicant is holder of or will obtain a deed or easement to the land upon which construction is planned. ( ) Yes ( ) No. If "No," explain.
  6. The entity receiving, transporting or treating the wastewater generated by the facility served is the applicant. ( ) Yes ( ) No If "No," the RECEIVING, TRANSPORTING OR TREATING entity is: \_\_\_\_\_
  7. All local zoning and other ordinances of public agencies having jurisdiction concerning the construction of the proposed improvements have been satisfied. ( ) Yes ( ) No If "No," explain.
- C. Enclosed is a check or money order (no cash) in the amount of \$\_\_\_\_\_.00 (Make checks or money orders payable to the Oklahoma State Department of Health, Consumer Protection Division.

**APPLICANT SIGNATURE: NOTE: Application must be signed by the authorized chief elective or executive officer of the applicant, or by the applicant himself if a sole proprietorship. Information must be legible.**

_____ Signature	_____ Name of Organization (Print or Type)
_____ Name of Authorized Signature (Print or Type)	_____ Street Address
_____ Title	_____ City/State/Zip Code

Subscribed and sworn to before me this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_.  
Seal

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

**AFFIDAVIT OF RESPONSIBILITY**

THIS AFFIRMS THAT \_\_\_\_\_ will be responsible for operating, maintaining, and controlling the use of the bathing facility located at \_\_\_\_\_, in accordance with the Oklahoma Public Bathing Place Interpretive Code.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Name of Authorizing Official, Printed

\_\_\_\_\_  
Title of Authorizing Official

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Zip Code

Subscribed and sworn to before this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**Note: Compliance with the Public Bathing Place Facility Standards and the Public Bathing Place Regulations Criteria is required respecting all features not included here.**

**Public Bathing Place**

**Summary Engineering Report**

*Complete separately for each unit (pool, spa, other).*

**A. General**

1. Physical location of facility (not P.O. Box or Rural Route): \_\_\_\_\_
2. Type (pool, spa, wading pool, water slide, raft ride, etc): \_\_\_\_\_
3. Water area, ft<sup>2</sup> \_\_\_\_\_
4. Perimeter, ft \_\_\_\_\_
5. Volume, gal \_\_\_\_\_
6. Shallow water area ("above" lifeline), ft<sup>2</sup> \_\_\_\_\_
7. Deep water area ("below" lifeline), ft<sup>2</sup> Capacity, persons \_\_\_\_\_
8. Diving boards, number and height \_\_\_\_\_
9. Bottom slopes: shallow area \_\_\_\_\_ transition \_\_\_\_\_

**B. Water Supply and Wastewater**

1. Water source \_\_\_\_\_. Two diameters or six (6) inches air gap at fill spout \_\_\_\_\_ (Y/N)
2. Backwash discharges to \_\_\_\_\_ with indirect connection \_\_\_\_\_ (Y/N)
3. Walkways drain to \_\_\_\_\_ at slope = \_\_\_\_\_ (1/4 inch per foot minimum)

**C. Recirculation and Filter System**

1. Minimum turnover rate required by Standards, gpm \_\_\_\_\_
2. Number of skimmers \_\_\_\_\_ @ 30 gpm = \_\_\_\_\_ gpm
3. Design flow rate, gpm \_\_\_\_\_
4. Main drain flow (at least 30 percent of total flow) gpm \_\_\_\_\_
5. Filter type (sand, DE, or cartridge) \_\_\_\_\_
6. Minimum filter area required, ft<sup>2</sup> \_\_\_\_\_
7. Design filter area, ft<sup>2</sup> \_\_\_\_\_
8. Maximum filter flux density, gpm/ft<sup>2</sup> \_\_\_\_\_
9. Head loss in suction piping is no greater than 6 ft/1000 ft. \_\_\_\_\_ (Y/N)
10. Head loss in discharge (pressure) piping is no greater than 12 ft/100 ft. \_\_\_\_\_ (Y/N)
11. Maximum TDH, dirty filter, ft \_\_\_\_\_
12. Pump capacity at maximum TDH, gpm \_\_\_\_\_
13. Number of inlets: \_\_\_\_\_ a depth \_\_\_\_\_ (inches)
14. Antivortex cover or complying suction openings specified \_\_\_\_\_ (Y/N)
15. Flow meter specified \_\_\_\_\_ (Y/N)
16. Filter influent and effluent pressure gauges specified, and compound or vacuum gauge specified between pump and hair and lint strainer \_\_\_\_\_ (Y/N)
17. Extra hair/lint basket specified \_\_\_\_\_ (Y/N)

18. Piping schematic included in plans \_\_\_\_\_ (Y/N)  
19. Each skimmer and main drain valved separately \_\_\_\_\_(Y/N)

**D. Miscellaneous**

1. Two-inch diameter equalizer line specified at skimmers \_\_\_\_\_ (Y/N)
2. Skimmers listed as approved by NSF \_\_\_\_\_ (Y/N)
3. Filters listed as approved by NSF \_\_\_\_\_ (Y/N)
4. Chlorinator or brominator listed as approved by NSF \_\_\_\_\_ (Y/N)
5. Two thermometers specified, if heater used \_\_\_\_\_ (Y/N)
6. All parts of facility served by 50 foot (maximum) hoses, from hose bibs with backflow preventers \_\_\_\_\_ (Y/N)
7. Valves and piping tagged or color coded \_\_\_\_\_ (Y/N)
8. Depth markers specified, both pool wall and deck \_\_\_\_\_ (Y/N)
9. Life line specified at change in bottom slope \_\_\_\_\_ (Y/N)
10. If spa, "jet" or "therapy" system is independent from filter/recirculation system, other than at spa plenum \_\_\_\_\_ (Y/N)
11. Local ordinances permit proposed backwash discharge \_\_\_\_\_ (Y/N)
12. Operating instructions specified \_\_\_\_\_ (Y/N)
13. Enclosure complies with Standards Section 310:315-7-2 \_\_\_\_\_ (Y/N)
14. Entry to pool is through self-closing, self-latching gates or doors, only \_\_\_\_\_ (Y/N)
15. Lighting and electrical wiring are specified in accordance with Standards Sections 310:315-7-18 and 310:315-7-19 \_\_\_\_\_ (Y/N)
16. Safety equipment and provisions are specified in accordance with Regulations Sections 310:320-3-1 and 310:320-3-4 \_\_\_\_\_ (Y/N)
17. Provisions for handicapped are specified (If pool is Open to the General Public) \_\_\_\_\_ (Y/N)
18. Bathhouse complies with Standards Sections 310:315-7-7 and 310:315-7-8 (if pool is Open to the General Public) \_\_\_\_\_ (Y/N)

Any items answered "No" require explanation. Add pages as necessary.

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Engineer's Signature

Date

### **310:315-3-1. Plans and specifications**

(a) **Plans and specifications required.** Plans and specifications on new or major remodeling of existing public bathing places shall be prepared by a professional engineer licensed in the State of Oklahoma and submitted to the State Department of Health for approval and an approval permit issued prior to construction.

Permits for construction of public bathing place facilities are not transferable.

No permit to construct a public bathing place facility will be granted unless sufficient information has been presented to the Department to indicate a finding that such facility will be constructed and can be operated in accordance with this chapter and in accordance with good practices of public health and safety.

The purpose of this section is to point out the essential items and in general, the type of information that should be shown on the plans or included in the specifications or the engineer's report. The inclusion of complete information will expedite the review and approval of plans and specifications by the Water Facilities Engineering Service and will avoid the necessity of returning unapproved plans and specifications to the owner for additional information or clarification.

Plans submitted to the Department for approval for all future public bathing places, or for any major changes in existing public bathing places, must bear the seal of a registered professional engineer licensed to practice under the Oklahoma statutes. Plans shall be of sufficient size and legibility for microfilming.

It is unlawful for any person or persons to begin construction, alteration, or modification of any public pool without first having received written approval from the Department.

Any changes or additions to the recirculation system, treatment equipment, physical structure, or appurtenances that, in the opinion of the Department, are not equivalent in operating characteristics to those installed in accordance with the plans and related documents approved by the Department will be considered as an alteration or modification of an existing pool.

Upon completion of all new construction, approved alterations or modification of an existing pool, the owner shall provide written notification to the Department that the construction and/or equipment installation is ready for final inspection by the Department.

If construction of a pool (installation of the pool shell) has not commenced within one (1) year from the date of plan approval by the Department, the approval shall expire. However, upon written request by the owner, the project approval may be extended for a period of six (6) months provided significant changes have not been made in the project plans or have not occurred in local conditions affecting the pool or site, and the plans comply with the standards.

(1) Number of sets of plans. Five (5) or more complete sets of plans and specifications, together with an application for permit on forms provided by the State Department of Health, signed by the owner, shall be submitted to the Department for review. If approved, all plans and specifications will be stamped, indicating the approval of the Department. One (1) set will be retained in the files of the Department; one (1) set forwarded to the local health department; two (2) sets returned to the owner, one (1) for the owner's file and the other to be provided the successful bidder for the pool construction and one set will be sent to the consulting engineer.

If not approved, one (1) complete set will be retained for record and the remainder will be returned to the applicant with recommendations for necessary changes or modifications that will be in compliance with lawful requirements.

(2) Plans Submitted for Review. Plans should be submitted for review at least thirty (30) days prior to advertising for bids or letting a contract for construction of the pool. From this it is not necessarily to be inferred that approval or recommendations by the Department will always be forthcoming within this time.

(b) **Minor changes.** Proposed changes or additions to existing public bathing places of a minor nature, and not of a sufficient magnitude or scope to involve engineering and the preparation and submission of plans, shall be reviewed informally by the Department in order that the owners may be assured that the proposed changes or additions are in compliance with lawful requirements.

(c) **Structural design not reviewed by State Department of Health.** The review of plans and specifications by the Water Facilities Engineering Service does not include structural design or structural stability of any section or part of a public bathing place. Certification of adequacy is the responsibility of the design engineer.

(d) **Information needed:** The engineer's report, specifications, or plans shall include all of the minimum design requirements outlined in this chapter; the pool capacity in gallons; estimated bathing load (male and female); capacity of all mechanical equipment; information of water supplies, pressure, etc., together with such other information as is requested throughout this chapter. When mechanical equipment, devices, plumbing fixtures, etc., are specified by use or trade name, catalog numbers, etc., then individual leaflets, catalogs, or other descriptive material shall be furnished.

(1) A plot plan is required showing the location of the pool and adjacent buildings, parking areas, sewers, water lines, fences, and contours. The finding location (legal description or street address) shall be shown on the plot plan.

(e) **New equipment and methods.** The policy of the Department with reference to new types of equipment, new design features, etc., will not be such as to discourage or obstruct progress in design. However, any newly developed equipment, materials, etc., proposed for use in connection with a public bathing place shall have been qualified by trial elsewhere to the satisfaction of the State Department of Health before plans and specifications will be approved or a permit issued. This requirement would not necessarily prohibit any occasional experimental or test installation with adequate impartial supervision, wherein a satisfactory written agreement with reference to replacement of equipment, materials, or changes in design is incorporated in the specifications in the event of failure. In the event public funds are involved, then any such agreement shall be backed by a satisfactory guarantee bond, sufficient in amount to provide for the replacement of unsatisfactory materials or equipment plus any and all additional costs occasioned by changes in design or construction, etc., arising from such replacement.

(f) **Special conditions.** Should special conditions exist or circumstances be such that in the opinion of the engineer certain items listed as minimum design requirements would not be applicable, then such items shall be submitted in writing to the State Department of Health and approved prior to preparation of the final plans and specifications, and shall be explained in detail in the engineer's report.

(g) **Deviations.** Deviations from this chapter may be allowed by the Department upon a finding by the Department that the operation, maintenance, safety, and sanitation of the pool will not be adversely affected by the deviation. No deviation will be allowed unless it is noted on the construction permit. No deviation from approved plans and specifications is permissible unless and until an amended permit has been granted.

OAC 310:250 Fee Schedule

**310:250-3-6. Public Bathing Places Licenses**

(a) The following are license classifications and associated fees for Public Bathing Places:

- (1) Type 82 Class I "Indoor Facility"
  - (A) Public Bathing Places License Fee - \$50.00
  - (B) Public Bathing Places Re-inspection Fee - \$250.00
- (2) Type 82 Class O "Outdoor Facility"
  - (A) Public Bathing Places License Fee - \$50.00
  - (B) Public Bathing Places Re-inspection Fee - \$250.00

(b) Each filter system for a construction project shall require a separate permit. One project may contain several construction items and require more than one permit. The maximum fee for each public bathing place construction permit will be \$2000.00

- (1) New Construction
  - (A) Pool - Rounded to the nearest 5000 gallons volume - \$100.00 per 5000 gallons (minimum \$500.00 fee)
  - (B) Spray Pool -Rounded to the nearest 5000 gallons volume - \$100.00 per 5000 gallons (minimum \$500.00 fee)
  - (C) Spas - Rounded to nearest 100 gallons volume - \$50.00 per 100 gallons (minimum \$250.00 fee)
- (2) Modification to Existing Permit
  - (A) Pool - Rounded to the nearest 5000 gallons volume - \$50.00 per 5000 gallons (minimum \$250.00 fee)
  - (B) Spray Pool - Rounded to the nearest 5000 gallons volume -50.00 per 5000 gallons (minimum \$250.00 fee)
  - (C) Spas - Rounded to the Nearest 100 gallons volume - \$25.00 per 100 gallons (minimum \$125.00 fee)