



<b>Title:</b>	<b>Non - Operating Water Recreation Facilities</b>	Page 1 of 2
<b>Number:</b>	FLE Policy 2024-02	Effective Date: 01/01/2026
<b>Applies To:</b>	Water Recreation Facilities	Supersedes: 09/01/2024
<b>Approved:</b>	John Kiess, RS, EH Director	Next Review: 09/01/2026

## A. Purpose

The purpose of this policy is to provide water recreation facility operators in Kitsap County with an outline of which permitting and physical actions should be taken when a water recreation facility becomes non-operational or closed. Due to the nature of these types of facilities, the length of time of a closure can be unknown and may be unanticipated. This policy is supplemental to Chapter 246-260 Washington Administrative Code (Pool Code).

## B. Policy Statement

It is the policy of the Kitsap Public Health District (Health District) to minimize the public's exposure to illness and safety hazards by ensuring non-operational pools, spas, wading pools, and splash pads are prepared in a manner that ensures regulation requirements are being met.

## C. Policy

### 1. Pool closures lasting less than 12 months.

- a. Owners must notify the Health District of the closure, including closures for any facility modifications or upgrades.
  - i. The Health District does not need to be notified of the closure if the closure is due to:
    1. The end of the normal operating season, such as in the case of those with a "seasonal" Water Recreation Facility Permit. The typical operating season for seasonal pools is Memorial Day through Labor Day. Sections C.1.b-d. are still applicable to seasonal pools.
    2. A short-term closure to make repairs or perform maintenance using like-for-like equipment.
- b. Owners must comply with the non-operational pool requirements of the Pool Code.
- c. Owners must pay for the operating permit when invoiced. Late fees will be assessed when an invoice is not paid by its due date. A refund for the permit fee may be issued at the discretion of the Health District if:
  - i. The pool did not operate during the timeframe of the operating permit; and

- ii. The Health District did not perform, or attempt to perform, inspections.
- d. The Health District will determine if a pre-operational inspection is necessary prior to the facility being reopened. The inspection will be at the expense of the owner.

2. Pool closures lasting more than 12 months.

- a. The Water Recreation Facility will be issued an Inactive Pool permit.
- b. The owner must comply with the non-operational pool requirements of the Pool Code.
- c. An owner wanting to reopen a facility must notify the Health District in writing.
  - i. If the Health District's records on the facility have not yet been destroyed per the Washington Secretary of State's Records Retention Schedule, the file may be reopened. It is beneficial to all parties to retain the inspection history of the site whenever possible.
  - ii. If the Health District's records have been destroyed per the Washington Secretary of State's Records Retention Schedule, the owner must begin the permitting process as if it were a new facility.
  - iii. The notification must include the anticipated reopening date and an accurate and detailed summary of any facility changes or upgrades that were implemented during the closure period.
  - iv. The Health District may determine a site visit is necessary to validate or understand the details of the submitted summary. A  consultation fee for the visit will be assessed to the owner.
  - v. The Health District will consult with the Washington State Department of Health (DOH) to determine if the facility will need to undergo plan review prior to reopening. The Health District will notify the owner within 30 days of the determination.
  - vi. Either the Health District or DOH may require the owner to implement changes or upgrades to the facility prior to reopening.
  - vii. The Health District will conduct a pre-operational inspection at the expense of the owner.
  - viii. The owner must pay for a Water Recreation Facility Permit prior to reopening.

#### **D. References**

Chapter 246-260 Washington Administrative Code, *Water Recreation Facility Regulations*  
Washington State Archives, *Public Health Records Retention Schedule*

#### **E. Policy Review History**

Initial Approval      2024