MECKLENBURG COUNTY
Health Department

Instructions for Submission of
APPLICATION FOR RESIDENTIAL POOL CONSTRUCTION APPROVAL

The Mecklenburg County Health Department (the “Department”) requires that the installation of any residential swimming must comply with the Mecklenburg County Health Ordinance Rules Governing Residential Swimming Pools. These rules require that an application must be made to the Department for approval of such installations and that a fee may be charged for this process.

A complete application is required for processing. Applications may be obtained as a pdf document from the Health Department’s website: www.charmeck.org/Departments/Health+Department/Environmental+Health/Pest+Management/Private+Swimming+Pools.htm

The following steps should be followed:

1) Complete the application, which includes both a plot plan showing the pool area layout and detailed applicant information, and sign all required signature lines. Property owners are responsible for ensuring signatures occur on the lines designated PROPERTY OWNER. Incomplete applications will be returned UNPROCESSED.

2) Submit the application with a required, NON-REFUNDABLE $75.00 application payment fee to the Health Department. Checks should be made payable to MECKLENBURG COUNTY. Applications and fees may be mailed to the address below or if the applicant has a Revenue Charge account with Mecklenburg County, they may FAX the completed application to (704) 336-5306.

3) Initiate contact with Mecklenburg County Land Use and Environmental Services Dept. (LUESA)(704) 336-2831 to apply for a Building Permit. In order to construct a swimming pool in Mecklenburg County, a building permit must also be obtained from LUESA. Information about building code requirements can be found at: http://www.charmeck.org/Departments/LUESA/CodeEnforcement/Residential+Building/Swimming+Pool+Guidelines.htm

Once an applicant has applied for a building (not Health) permit and the Health Department has approved their Health Department application, the applicant can then pursue OBTAINING THEIR BUILDING PERMIT.

**IMPORTANT NOTICE**

1) Effective January 1, 2008, APPENDIX G of the NC Residential Building Code became law in NC. These building codes contain requirements more stringent than the Health Ordinance. For further information on the new building code requirements, contact the Residential Technical Assistance Center(RTAC), County Land Use and Environmental Services Dept. (LUESA)(704) 432-7822 or go the website listed above.

2) Once pool construction and FENCE INSTALLATION are completed, you are required to contact the Health Dept. to schedule a fencing and gate inspection. This inspection must be performed prior to placing the pool into operation. Failure to schedule this inspection will result in “holds” against the issuance of new building permits or Certificates of Occupancy. Please call (704) 336-5101 to schedule your fencing and gate inspection.

Questions regarding this sheet or the application process should be directed to (704) 336-5545.