



CITY OF FALLS CHURCH

April 18, 2022

Dear Pool Owner/Manager,

The time has come again to apply for your annual pool-operating permit from the City of Falls Church. In order to obtain your permit and be able to open your pool on Memorial Day weekend, May 28-30, it is very important you comply with the following procedure and dates.

1. Submit the enclosed application for the operating permit. Payment of the \$85.00 fee is due at the time of application.
2. Contact the City Fire Marshal at 703-248-5058 (TTY 711), no later than May 13, to schedule his inspection. The Fire Marshal will use the keys in your Knox Box to access the pool and inspect.
3. Have your electrical contractor obtain an electrical permit for the annual electrical inspection of the pool. This permit should be obtained, and inspection by the City requested, no later than Friday, May 20. This will allow the City to schedule the inspection during the week of May 23-27. Delaying past May 20 may not allow time for City inspection prior to Friday May 27, which will result in the pool being unable to open for Memorial Day weekend.
4. Apply to the Fairfax County Health Department (703-246-8417 [TTY 711]) for the annual health inspection and pay fees as they require.
5. When everything is complete, the City will issue you a placard that serves as permission to operate your pool for the season. This placard is to be posted where it is visible to the public.
6. In addition to complying with the requirements, you must meet and remain in compliance with the requirements of the City Fire Marshal and Fairfax Health.

Knox Box Requirement: The City Fire Marshal requires all seasonal pools provide a standard Knox Box with all keys necessary for access to the swimming pool and facilities.

Failure to comply with these requirements and this timeline may result in you being unable to open your pool for the Memorial Day weekend.

At the end of the season, before draining your pool, we recommend you call the Department of Environmental Quality (DEQ), Northern Virginia office at 703-583-3800. DEQ has the final say in whether the discharge needs an individual Virginia Pollutant Discharge Elimination System (VPDES) permit before releasing the water. In any event, do not discharge your pool water into the City's storm water system or onto the street without first dechlorinating and neutralizing (pH 7.0) the water.

If you have any questions about this process please contact the Development Services Counter at permits@fallschurchva.gov or 703-248-5080 (TTY 711).

Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001

www.fallschurchva.gov