

Additional Permitting Notes

For Orange County Department of Health Permits

General Information

Review Renewal Applications carefully

- Your new permit may not be valid, if all information is not correct on the renewal application
- Cross through any incorrect information, and write the correct information next to it

Due Dates

- Year-Round Operations- Applications are due 21 days prior to permit expiration
- Seasonal Operations- Applications are due 30 days prior to opening for season

Penalty Fees for Failure to Timely File

- Application submitted late, not more than 30 days after expiration- 25% penalty fee added to initial application fee (Example- Regular fee \$225 plus 25% penalty= \$281)
- Application submitted over 30 days late, additional 25% added to entire amount of the 1st penalty fee total (Example- Regular fee \$225 plus 25% penalty= \$281 plus additional 25% fee= \$351)

Capacity

- Changes in seating or other capacity may change permit fee (refer to Fee Schedule enclosed to determine if you need to send additional amount)

Frozen Dessert Fee

- An additional \$25 is owed if frozen dessert are manufactured and served

Specific Information

Beaches and Swimming Pools (see reverse)

Campgrounds/ Temporary Residences/ Hotels/ Mobile Home Parks

- Additional Fee owed for any pool or food service at your facility which is maintained solely for the use of your guests/ residents
 - Should be listed under “Permitted Operation” Section, below Capacity under “Additional Operations Regulated by this Permit”

Vending

- 2-year permits- fee is \$50 per vending machine
 - food, beverage, and snack machines (**excludes** canned and bottled soda)
- A complete list of machine locations and addresses is required (attached to application)
- Appointments need to be made for inspections of machines after application is received

Mobile Units

- Additional items needed:
 - New Commissary Letter – every year
 - Current list of Planned Locations/Events, Hours of Operation and Dates (if not consistent throughout year)
 - List of any changes made to unit or menu
- Pre-op inspection may be needed prior to operating

Additional Permitting Notes for Beaches & Swimming Pools

Application due at least 30 days prior to opening.

- Be advised that completed applications will be processed in the order in which they are received and any pre-operational inspections required will also be scheduled in this manner.

Signature on the Application

- Must be an officer in the corporation, homeowner association or organization that will be **OPERATING** the pool.

Mailing address

- "Mail To" section must be the mailing address for the corporation, homeowner association or organization which **OWNS** the pool
- This address will be used by this department to send next year's application.
- Addresses for a pool management company or property management company can be indicated elsewhere on the permit application.

Wading Pools

- Do not submit fees or applications for wading pools, unless otherwise advised. They should be included on the Primary Pool application

Review your pool safety plan and revise as necessary

- The **OPERATOR** of the pool must have submitted a Pool Safety Plan.
- Any changes to a previously submitted pool safety plan chain of command, emergency procedures, etc. will require you to make the necessary revisions and submit the revised safety plan to our office for review and approval.

Modifications or Additions

- Be advised that ***any modifications or additions*** to an existing swimming pool or beach must receive prior approval by this department.
- A **Notice of Intent** form must be submitted along with plans, specifications and fee prior to changes being made.
- This should be done well in advance to allow adequate time for departmental review and approval.

Acceptable certifications for lifeguarding and CPR credentials

- Be advised that lifeguard supervision at your beach or pool requires that all guards have current and acceptable lifeguard and CPR credentials. (CPR credentials must be renewed **ANNUALLY**, ***REGARDLESS OF THE LISTED EXPIRATION DATE***).
- *Please Note:* Bathing Beach lifeguard credentials issued by the American Red Cross require an additional Waterfront Lifeguard Certificate. If a lifeguard possesses the New Waterfront Lifeguarding credential, only one certificate is required.
- List of acceptable certifications can be obtained from the New York State Department of Health website (see below) and should be used when reviewing the qualifications of your staff.
 - **Acceptable certifications for Lifeguarding, CPR and First Aid** can be obtained from the NYS Department of Health website at <https://www.health.ny.gov/environmental/outdoors/swimming/>
 - **Acceptable certifications for Children's Camps** can be obtained from the NYS Department of Health website at <https://www.health.ny.gov/environmental/outdoors/camps/#certs>

Pre-operational Inspections

- May be required, and must be scheduled prior to opening