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June 12, 2018

To: Swimming Pool/Spa Operators

From: Joe Doser, Supervising Environmental Health Specialist

Re: Contact Information and Facility Access

Contra Costa Environmental Health regulates public pools and spas in Contra Costa County to ensure these facilities are maintained in a safe and sanitary manner. Public pools and spas include those located at condominiums, apartments, or groups of single-family homes sharing a pool or spa amenity. Our agency would like to keep the owners and operators of these facilities up-to-date on important information.

1. If a property management company or other party is responsible for the operation of a pool or spa on behalf of an HOA or apartment owner, please make sure Environmental Health has the current contact information, especially email. An emergency contact number is also recommended. If the property management or other contact information changes, please notify Environmental Health as soon as possible by sending the updated information to cocoeh@hsd.cccounty.us.
2. In order to ensure compliance with the applicable health and safety requirements, Environmental Health conducts unannounced inspections of pools and spas. If there is not on-site management regularly available, please make sure Environmental Health has keys (and any access codes) necessary to gain access to the pool area, including restrooms and the pump/equipment room.
3. A health permit is required to operate a pool or spa. The permits are invoiced each year and payable by February 28th of that year. Since penalty fees for late payment are not waived, make sure Environmental Health has the current mailing address for invoices. Additionally, as we send reminders via email, we ask for an email address as well. Invoices are mailed in mid-January. If you do not receive an invoice, contact Environmental Health and make payment prior to February 28th to avoid penalty fees that are initially assessed at 25% of the fee.

