



Verification of Ownership

Ownership Information

Project Number: _____

Ownership Name & Date listed on W-9 (Provide a copy)

As it appears on W-9

Ownership Address Street/PO BOX City State Zip

Establishment Info _____

Name and address of facility where pool is located

Management Company Information

Company Name _____ Date: _____

Address Street/PO BOX City State Zip

Main Phone Number _____ Email Addresses _____

Check all that apply: Pool Spa Wading Pool PIWF

Primary Contact Information (Permits will be mailed to this address)

Mailing Address Street/PO BOX City State Zip

Same as Ownership Same as Management

Email Addresses _____
All email addresses where invoices, inspection reports, and general information should be sent

Phone Number _____

Certification

I certify that I represent the above-mentioned company and the information provided is true and accurate. Permits are non-transferrable for change of ownership and the operator is responsible for notifying the Health Department within 30 days of the occurrence. Failure to submit an amendment to the permit will result in enforcement actions and permit to become void.

Name Title Signature Date

Form must be submitted prior to preopening inspections or during a change of ownership at pools@houstontx.gov. NOTE: Please keep a copy onsite for your records. Form must be provided to the inspector upon completion.



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Preopening Documents

The following documents and chart must be included with the completed Verification of Ownership form prior to scheduling a pre-opening inspection:

- **VGBA documentation for submerged suction outlet(s)**
- **W-9**
- **Copy of approved stamped plans via email**
- **Legible copy of building permit including project number**

Include the following specifications for each aquatic structure at your location:

Max Capacity
Surface area
Number of Skimmers
Number of Returns
Number of Main Drains
Volume
Size, Type, Qty of Filters
Size, Type, Qty of Pumps
Number of Entry/Exits
Minimum Depth
Maximum Depth

Approved and current set of stamped plans are required to be onsite at the time of inspection. If plans have been revised during the process, the updated plans must be available at time of inspection. Reinspections fees will apply if approved plans are not available for review. Preopening checklist for operators will be provided during the scheduling process to assist the operator with items that will be reviewed during the inspection.

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