

September 11, 2020

RE: WATER RECREATION FACILITY PERMIT UPDATE AND NOTICE OF INTENT TO INVOICE FOR 2021 PERMIT

Dear Water Recreation Facility Operator,

Thank you for the hard work you have been doing to support Kitsap's response to the COVID-19 pandemic. This has been a challenging time as businesses adapt to the "new normal" and navigate through constantly changing requirements; the Kitsap Public Health District (Health District) is no different.

As you know, Water Recreation Facility Permits expire on June 30th of each year. In the past, the June 30th expiration date has led to operators sometimes feeling frustrated because it coincides with the busy season of most facilities. To alleviate this issue, the Kitsap Public Health Board approved a resolution (Resolution 2020-06) to modify the permit year to correspond to the calendar year; therefore, the permit year for all Water Recreation Facility Permits will be January 1 through December 31.

Invoices for permit renewals will be sent by December 1, 2020. The Health District will not send an invoice to facilities that are temporarily closed and not operating due to the COVID-19 pandemic. Prior to reopening, you will need to contact our office at least 5 business days in advance to pay for the permit. You must complete and send in the attached attestation page to put a hold on the invoice. The attestation must be received no later than October 31, 2020 to qualify. You do not need to take any action if your facility is open and operating, even if it is at a reduced capacity. If an attestation is not received, an invoice for the permit renewal will be issued.

Additionally, the attestation page can be used to update the contact information we have on file for you. If your address, phone number, or email address has changed, please let us know. You are responsible for keeping the information current with our office.

If I can be of any further assistance, please do not hesitate to contact me at (360) 728-2301, or by email at dayna.katula@kitsappublichealth.org.

Respectfully,



Dayna Katula, RS
Program Manager, Food Safety & Living Environment Program

Water Recreation Facility Attestation

The attestation must be received via mail or email no later than October 31, 2020 to qualify for delayed 2021 Water Recreation Facility Permit invoicing. Only facilities that are not operating due to COVID-19 qualify. Complete and submit one attestation per establishment.

Mail: Kitsap Public Health District
ATTN: Dayna Katula
345 6th St., Ste. 300
Bremerton, WA 98337

Email: dayna.katula@kitsappublichealth.org

- I am only attesting that my water recreation facility is temporarily closed due to the COVID-19 pandemic (complete sections 1-3 below).
- I am only updating my contact information and my facility is operating (complete sections 1-2 only).
- I am both attesting that my facility is closed and updating my contact information (complete sections 1-3 below).

1. FACILITY INFORMATION		
Facility name		
Customer Identification Number (e.g. KC0000, BR0000)		
Establishment street address		
City	State	Zip code

2. OWNER INFORMATION		
First and last name	Contact phone	
Mailing street address	<input type="checkbox"/> Same as establishment address	
City	State	Zip code
Email address		

3. CERTIFICATION AND ACKNOWLEDGMENT		
<p><i>By signing this document, I certify that the above information is provided as true and accurate to the best of my knowledge. I understand that:</i></p> <ul style="list-style-type: none"> ✓ I am attesting that my water recreation facility is temporarily closed and not operating due to the COVID-19 pandemic. ✓ I will contact the Kitsap Public Health District to pay for my Water Recreation Facility Permit at least 5 business days <u>before</u> I resume operations. ✓ Resuming operations without contacting the Kitsap Public Health District to pay for my Water Recreation Facility Permit may result closure of my establishment for operating without a valid permit. 		
Owner name printed	Owner signature	Date