

# Guidelines for Preserving City Works



## Before Construction (prior to permit pickup)

Updated: February 15, 2023

- Complete a BC One Call to identify existing utilities in the area:
  - <https://www.bc1c.ca/> or 1-800-474-6886, and
  - <https://digshaw.ca/> or 1-866-344-7429
- Visit the project site to physically locate and identify all grey and green infrastructure. Take pictures so you know the existing condition, prior to any construction activities or materials delivery, of:
  - Utility works such as water curb stops, sanitary inspection chambers, storm inspection chambers, hydrants, streetlights, manholes, or service boxes for communication and power lines
  - Surface works including hard surfaces like sidewalks, curbs, and roads, as well as soft surfaces like ditches, swales, and grass
  - City trees and decorative landscaping on the road right-of-way
- Make sure your construction plan, including any stockpiles, laydown areas, or staging areas, do not damage any infrastructure
  - If you need to use the road, sidewalk, or boulevard for temporary construction works, apply for a Road Usage Permit:  
<https://www.kelowna.ca/roads-transportation/roads-sidewalks/road-usage-permit>

## During Construction (after permit pickup)

- Regularly check for damage to City works. If any damage occurs, photograph the damage and notify [developmentsservicesinfo@kelowna.ca](mailto:developmentsservicesinfo@kelowna.ca) with your building permit number and address. You are responsible for repairing any damage, but there may be additional fees or approvals required before a safe repair can be made.
- Tell your construction crew, as well as any subcontractors or delivery drivers, to take care to prevent damage. Any damage to City works by your subcontractors, delivery drivers, etc. is also your responsibility as the permit holder.
- Maintain a tidy site by ensuring stockpiles, garbage, etc. is organized. Unless you have a Road Usage Permit, always keep the road, sidewalk, and boulevard free of debris or construction material. Park and load legally, on site or on the road, without blocking hydrants, other driveways, or sidewalks.
- Adjust the height of your water curb stop, as well as the brooks box on the sanitary and storm inspection chambers, to be flush with the finished grade.

**Building and Permitting**  
1435 Water Street  
Kelowna, BC V1Y 1J4  
TEL 250-469-8960  
FAX 250-862-3314  
[developmentsservicesinfo@kelowna.ca](mailto:developmentsservicesinfo@kelowna.ca)

## After Completion (before final/occupancy inspection)

- Undertake a final check for damage and notify the City if any damage has occurred.
- Clean up any debris, garbage, or soil on the boulevard, sidewalk, curb, or road.