

# Checklist: Swimming Pools and Hot Tubs

Sunken and in ground



Checklist # 20-0002  
Created: July 24, 2020

*This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.*

## Documents

- Two sets of drawings to scale (see requirements below)
- Permit application form
- Title Search (must be dated within 30 days of application date)
- Owner's Authorization (Signed by all owners on title)
- Owner's Acknowledgement Letter
- Developer's Approval (if applicable)
- Engineers schedules B, D and proof of insurance
- Geotechnical schedule B, D and proof of insurance (if applicable)

## Drawings

### General

- Zoning (is a pool allowed in your zone?)
- Engineers sealed drawings for
  - Pool design
  - Retaining walls that form part of the pool structure (if applicable, see Retaining Walls - Bulletin)

### Site Plan Drawings to include

- Lot dimensions
- Pool dimensions (width and length)
- Location of pool in relation to other structures, property lines, all registered easements, right of ways, no disturb /no build zones, covenants, existing retaining walls and proposed retaining walls (those associated with the pool and all others)
- Location of pool and pool equipment, showing necessary set backs to property lines.
- Location, height and length of required fencing and fence materials
- Location of septic field and drainage fields (if applicable)

### Cross Sections to include

- Lot elevations from property line to property line
- Pool depths in relation to grade
- Area of soil removal and redistribution (in reference to natural grade and/or existing subdivision contours)
- Location of all easements, right of ways, covenants, no disturb / no build zones, retaining walls both existing and proposed

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## Residential Pool and Hot Tub Drainage

Through the [Sanitary Sewer Storm Drain Regulation Bylaw](#), the City restricts the discharge of residential swimming pool and hot tub water containing disinfectants such as chlorine, salt water or bromine, as the storm system connects directly into either Okanagan Lake or local streams untreated. The sanitary sewer system is directed to the City's Wastewater Treatment Facility and is treated before being released into the lake.

Residents are encouraged to drain their pools and hot tubs to a dry area on their property over a long period of time, making sure the water stays on the property. Water must not be drained onto public parkland, natural areas or adjacent properties - residents may be liable for any damages caused by the water.

If water must be drained into the storm sewer system, the water must be dechlorinated. This includes salt water pools as they contain chlorine. In addition, residents with salt water pools should drain the water into the sanitary sewer system.

Residents should contact the City's Water Quality department before draining their pool or hot tub to make sure they are draining into the correct system. Staff may come to check the level of chlorine in the water being discharged into the storm drain or sewer. Residents must discharge at a low flow rate and cease if it starts raining.



Please note, that ponds, fountains and other water features should be drained according to the same procedure as a pool or hot tub. This is due to sediment and wastes that can be found in the water that may be hazardous to our lake and streams.

Improper discharge of water can result in a fine of up to \$2,000.

**For general information** please call 250 469-8887

**Please refer to Part 11 of the City of Kelowna Building Bylaw for more information.**