

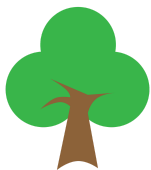
## City of Victoria

*We know the process of acquiring a Garden Suite can seem daunting, but Nexus is here to help. This document is a summarized overview of what is required by the City of Victoria to acquire the permits necessary to build your garden suite!*

The City of Victoria's full Garden Suite document can be found [HERE](#) if you need more in-depth information.

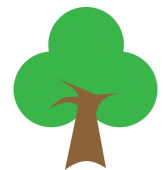
### The Process

- Eligible on properties that contain only one single-family detached dwelling and are appropriately zoned.
  - Check out [VicMap](#) to determine your zoning.
  - Review the appropriate [Zoning Regulation Bylaws](#)
  - Check out the [Zoning Regulation Bylaw Schedule M](#) concerning Garden Suite parameters.
  - If you have any questions, or need clarification on any issues, contact Development Services.
    - **Development Services**
      - 250.361.0382
      - [developmentservices@victoria.ca](mailto:developmentservices@victoria.ca)
- Take time to review the [Victoria Garden Suite Policies and Guidelines](#)



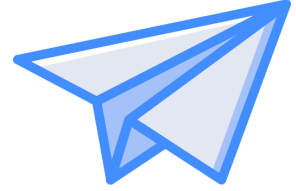
Review your project for compliance with Victoria's [Tree Protection Bylaw](#)

You may require an Arborist Report if the intended location of your Garden Suite impacts bylaw-protected trees on your, or your neighbour's, property.



- At this point, it is pertinent to contact Development Services to discuss your plans and establish requirements for your application
  - **Development Services**
    - 250.361.0382
    - [developmentservices@victoria.ca](mailto:developmentservices@victoria.ca)
- Fill out the [Delegated Development Permit for a Garden Suite](#)
  - This document outlines all the required paperwork for your application. Once you have all of this organized, you are ready to submit your application!

- Submit your application - with all supporting documentation attached - to [zoning@victoria.ca](mailto:zoning@victoria.ca)
  - You will then be contacted to arrange payment, or advise of any missing information.
- The city will review your application.
  - Site visits may be required at this point.
  - You will receive a written summary of requirements to complete your application.
  - Undergo required revisions, if necessary.
- Once your [Delegated Development Permit for a Garden Suite](#) is approved, contact **Permits and Inspections** to obtain the necessary construction permits.
  - **Permits and Inspections**
    - 250.361.0344
    - [Permit Inquiries](#)
    - [Inspection Requests](#)
- When you have all your permits in hand,  
***you are ready to build!***



**Please Note:**

Nexus works with several Contract Partners that can assist or undertake on site work required for your Garden Suite project, and we are happy to put you in touch with them!

