

District of Saanich

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 District of Saanich to acquire the permits necessary to build your garden suite!

Basics

- Lot must be in an RS-zone in the [Garden Suite Area](#)
- Minimum lot size of 400m² with a minimum width of 12m
- The principal building on the lot *must* be a single-family dwelling. There can not be a secondary suite on the property.



Pre-application Process

- [Pre-Application Questions](#)
 - You'll have to consider Zoning and Building Codes, Site Servicing, Tree and Environmental Impact.
- For information about your property, check out the [Saanich Map](#)
- Talk to your local Planner!
 - **Planning Department**
 - Phone: 250-475-5471
 - Email: planning@saanich.ca

Application Process - *It is highly recommended that you review the Pre-application questions and discuss your project with a planner before making your application. Get your ducks in a row!*

- Step 1: **Development Permit**
 - The development permit comes in 3 parts
 - i. [Part 1](#) - 2 Pages
 - ii. [Part 2](#) - 1 Page
 - iii. [Part 3](#) - 4 Pages
- Step 2: [Building Permit](#)
 - The building permit must include the following 8 items:
 1. Five complete sets of plans.
 2. Completed application form.
 3. Current certificate of title dated within 30 days plus copies of any encumbrances registered against the parcel (Covenants, Rights-of-Way).

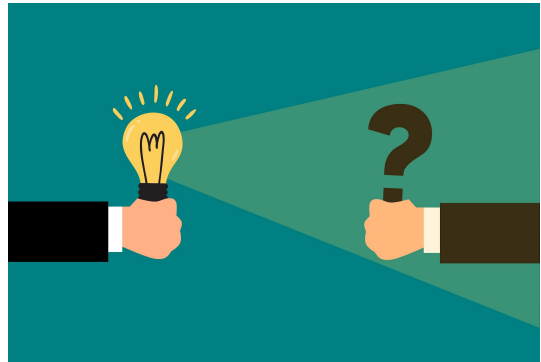


4. [Homeowner Warranty](#) (HPO)
5. Owner signature or if you're not the owner, an [Agent's Authorization](#) from the owner.
6. [Application fee](#)
7. [BCESC Pre-Construction Energy Compliance Report](#)
8. Archaeological approval from the Archaeological branch of BC before you can start any excavation work on your property. **Approval must be received prior to issuance of your permit.** You can request this information about your property here: www.archdatarequest.nrs.gov.bc.ca



Additional Resources

- Additional resources can be found [HERE](#) on the Garden Suites page of the Saanich District website.
- This is followed by a Frequently Asked Questions section, divided into 5 categories:
 - [Pre-Application](#)
 - [Application](#)
 - [Building and Site Design](#)
 - [Servicing](#)
 - [Parking and Access](#)



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!

