

# GARDEN SUITE DEVELOPMENT PROCESS

Edmonton

## 01 CONTEMPLATING BUILDING A GARDEN SUITE?



Identify what zone your property is in and the size of your lot on [maps.edmonton.ca](https://maps.edmonton.ca).

Contact an architect or building company that can help you develop your concept plan. Concept plans are helpful in determining if your garden suite meets the applicable Zoning Bylaw regulations.

Explore the financial requirements for the project and begin to gather the needed financing for the project. Don't forget the City offers grants for affordable garden suites. Visit [edmonton.ca/cornerstones](https://edmonton.ca/cornerstones) for more information.

## 02 INFILL PRE-APPLICATION MEETING



Share your concept plans with the City's planning department to get some preliminary feedback.

Infill pre-application meetings are a great way to get a better understanding of the development process and design considerations.

These meetings are free of charge and can be scheduled through the City's infill website at [coeinfill.ca](https://coeinfill.ca).

## 03 GARDEN SUITE APPLICATION



You can apply for your development permit and building permit at the same time. This is known as a combination permit.

If you plan on demolishing your existing garage, be sure to indicate this on your application.

The application can be downloaded online at: [https://www.edmonton.ca/documents/garage\\_with\\_garden\\_suite\\_or\\_garden\\_suite\\_application\\_form](https://www.edmonton.ca/documents/garage_with_garden_suite_or_garden_suite_application_form).

## 04 APPLICATION REVIEW



Development Officer



Safety Codes Officer

The application is reviewed by:

A Development Officer to ensure compliance with the Edmonton Zoning Bylaw.

A Safety Codes Officer to ensure compliance with the Alberta Building Code and the Safety Codes Act.

## 05 APPLICATION APPROVAL

-  Development Permit
-  Building Permit

Approval must be received for the Demolition Permit (if applicable), Development Permit and Building Permit prior to starting any construction on site.

If your application is approved with any variances to the regulations, neighbours will be notified about their right to appeal the decision to the Subdivision and Development Appeal Board.

## 07 CONSTRUCTION PHASE INSPECTIONS




As per the Alberta Building Code and Safety Codes Act, scheduled inspections are required throughout construction.

The Infill Compliance Team may also conduct random site inspections to ensure compliance with the applicable bylaws, including the Zoning Bylaw, Community Standards Bylaw and Traffic Bylaw.

## 06 DEVELOPMENT PERMIT NOTIFICATION SIGN

**APPROVED DEVELOPMENT PERMIT**

# 12345-678 STREET NW




**DESCRIPTION**  
Single family detached home

**CONTACT**  
Contractor Name (780) XXX-XXXX name@company.ca  
Applicant Name (780) XXX-XXXX name@company.ca

**MORE INFORMATION**  
City File # 123456789-001  
Call 311  
cityofedmontoninfill.ca

**APPROVED BY**  
The City of Edmonton



This sign must be posted within 14 days of Development Permit Approval.

Information about the sign requirements may be found on the City's infill website at [coeinfill.ca](http://coeinfill.ca).

## 08 FINAL OCCUPANCY PERMIT



Once construction is complete and all the required inspections have been approved, an Occupancy Permit is issued which allows inhabitation of the garden suite.

### CONTACT

311 or if outside of Edmonton 780.442.5311

### EDMONTON SERVICE CENTRE

2nd Floor, 10111 104 Avenue NW  
Edmonton, Alberta T5J 0J4

8:00 a.m. – 4:30 p.m. Monday – Friday