

June 9, 2016

Alyssa Byrne
John Byrne
73 Kingham Pl.
Victoria, B.C. V9B 1L9

RE: 1551 Bay St. Victoria BC/ Bylaw File # 71170

Dear Mr. & Mrs. Bryne,

This letter is to advise you that the City of Victoria Bylaw & Licensing Services Division has received a formal complaint regarding the garage that you own at 1551 Bay St. The complaint is about the garage being turned into a bedroom with a full bathroom. Bylaw & Licensing Services attended 1551 Bay St on June 1, 2016 and verified the complaint. A review of City records shows that all of this work was done without permits (building permit, electrical permit and plumbing permit) and is in violation of the Zoning Regulation Bylaw.

The purpose of the City's Building Bylaw, Electrical Safety Regulation Bylaw, Plumbing Bylaw and Zoning Regulation Bylaw are to regulate, prohibit, and impose minimum standards.

Your immediate attention to this matter is required as I am providing you notice that you have until November 9, 2016 to submit an application for the building permit, plumbing permit and an electrical permit (may or may not be required). Your property is zone R-2, however the conversion of the garage into a bedroom with a full bathroom does not conform to the current Zoning Bylaw. You will have to apply for a zoning variation to obtain the required permits. Before you apply for a Zoning Variance you should talk to a Planning Technician on the second floor of City hall. You can contact a Planning Technician at planning@victoria.ca or 250.361.0386.

You are to immediately stop using the garage as a rental. If Bylaw & Licensing Services sees your address advertised on AirBnB or any other similar web site you could be subject to fine of \$350.00 under section 16(1) of the Zoning Regulation Bylaw.

Failure to comply by November 9, 2016 may result in:

- the laying of charges for violating section 2.2(1) of the Building Bylaw, and/or
- the laying of charges for violating section 20 of the Zoning Regulation Bylaw.

Under the Ticket Bylaw a fine of \$400.00 per day can be assessed for the Building Bylaw and \$350 for the Zoning Regulation Bylaw.

If you have any questions or concerns, please contact me directly by telephone at 250.361.0577 or by e-mail at jkitson@victoria.ca.

Your attention to this matter is appreciated.

Yours truly,

John Kitson
Bylaw Officer