

Building Permit Timeline Checklist

Acadia Drafting Toronto and GTA 2026

Quick reference

1 Run a zoning self-check first

Verify lot coverage, setbacks, height, and gross floor area against bylaw 569-2013 before drafting starts.

2 Order a current Surveyor's Real Property Report

Saves a full round of comments on incomplete site plans.

3 Brief your structural engineer at the design stage

Not after the first review. Coordinated drawings clear faster.

4 Submit a complete SB-12 energy package on day one

Prescriptive or performance path. Missing forms get bounced at intake.

5 Use a designer who has filed in your municipality recently

Examiner preferences shift across Toronto, Mississauga, and Vaughan.

6 Respond to comment letters within 5 business days

Faster responses mean your file goes back to the same examiner.

7 Track every revision in writing

Mark up the drawings and address every comment line by line.

8 Pay permit fees and security deposits promptly

Issuance is held until all fees are cleared.

Need a permit-ready package? Acadia Drafting serves Toronto and the GTA.