

Commercial Building Permit Checklist (Ontario)

Acadia Drafting - GTA Business Owner Guide 2026

Before You Sign or Start: Confirm the Rules

1 Check zoning and occupancy

Confirm your intended use is permitted at the address, ideally before you sign the lease.

2 Watch for change of use

Changing what a space is used for can trigger a permit even with no renovation.

3 List every regulated change

Structure, plumbing, HVAC, and fire systems all drive the permit and the fee.

4 Call your building department

Confirm the permit requirement, fees, and any site plan approval for your project.

Getting the Application Ready

1 Have permit drawings prepared

A complete, code-compliant set is what the examiner reviews and speeds approval.

2 Bring in engineering where required

Structural, mechanical, or fire design may need a licensed engineer.

3 Respond to comments fast

Most delays come from slow replies, not slow cities.

4 Book inspections as you build

Line up each required inspection so the job is not held up.

Questions? Visit acadiadrafting.ca to get in touch.