



Planning and Development Services

Pick-Up/Drop-Off FAQ for in-taking New Applications, Permits/Plans Review

1. Need Information?

Planning related matters:

Please call 905-727-3123 ext. 4226 or email planning@aurora.ca

NEW: As of September 7, 2020, the Planning Division, is now accepting appointments for Applicants to come in to have their Planning Applications Commissioned on Mondays; Wednesdays and every alternate Friday. To schedule an appointment, Please contact the Planning Division.

Engineering related matters:

Please call 905-727-3123 ext. 4226 or email engineering@aurora.ca

Building related matters:

Please call 905-7272-3123 ext.4388 or email building@aurora.ca

Please follow the same process by contacting the respective Division to arrange a pick-up or drop-off for an existing file or application.

NEW: Virtual/Remote Inspections can be requested for the following:

1. Occupied Buildings.
2. All inspection types except Footing and Framing.
3. Re-inspections when the Inspector determines an In-Person Site Inspection is not necessary and;
4. Any other practical Inspection.

2. When will my Applications, Permits or Plans be reviewed?

We are receiving applications daily. All received materials will be secured every day at 4:30 p.m. You will receive an email confirmation once your Application/Permit/Plans have been formally received and stamped. Applications are reviewed in the order they are received in order to meet legislative time frames.

3. How do I submit fees?

Payment terms follow the usual Application process. Cheques can accompany the Application Package in this same drop-off box location.

Note: Building Permits now will only be accepted by cheque.

4. What if I am missing something?

Once we begin to review the Application/Permit/Plans, staff will contact you if we have any questions. Please make sure you have clearly provided us with an e-mail address and phone number on your Application form.