FREE CHECKLIST · TORONTO BUILDINGS

Toronto 2027 energy reporting checklist

For buildings of 10,000 to 49,999 sq ft filing their first energy and water report, due July 2, 2027, covering calendar year 2026.

NEXT LEVEL CONSULTING

1 Does the rule apply to your building?

Gross floor area	City of Toronto	Ontario (EWRB)
Under 10,000 sq ft	Not required	Not required
10,000 to 49,999 sq ft	**First report by July 2, 2027, then every year**	Not required
50,000 sq ft and up	Every July 2 (already reporting)	Every July 1

Use gross floor area, not leasable area. Third-party data verification applies only to Ontario buildings of 100,000 sq ft and up.

2 Collect this winter

- [ ] **Confirm the gross floor area.** It decides whether the rule applies at all.
- [ ] **List every utility account:** electricity, natural gas, water and any district energy, including tenant-paid meters.
- [ ] **Request 2026 data** from Toronto Hydro, Enbridge Gas and Toronto Water, or authorize someone to request it for you.
- [ ] **Check for gaps:** 12 complete months for every meter. Missing months are the most common delay.
- [ ] **Gather building details:** address, year built and how the space is used (for example apartments, offices or retail).

3 Set up and file

- [ ] **Create the building in ENERGY STAR Portfolio Manager** once, correctly: building profile, property uses and meters.
- [ ] **Enter the 2026 data** for every meter and review the results for anything that looks off.
- [ ] **File with the City by July 2, 2027.**
- [ ] **Repeat every year** with the new year's data. Keep the account and meter list up to date.

> **Turn the report into savings:** the same data shows how your building ranks against similar GTA buildings. Our free benchmark does it in two minutes, or we can collect the data, set up Portfolio Manager and file for you. Full guide: thenextlevelconsulting.ca/guides/toronto-energy-reporting-2027