

At this time, building permits will be accepted electronically by applying online at [www.evolvepermit.ca](http://www.evolvepermit.ca) . If not possible, please email documentation to [building@saugeenshores.ca](mailto:building@saugeenshores.ca) . If it is not possible to apply electronically, applications can be left at the municipal drop box outside the main doors of the Plex/Municipal Office located at 600 Tomlinson Drive, Port Elgin. At this time, payment of building permit application fees will not be required at time of application.

Once the application has been reviewed and is ready to be issued, applicants will be notified of application fees owing via email or phone. Cheques can be dropped off at the municipal drop box. Once payment is received, the building permit will be issued electronically, or arrangements will be made to be picked up.

Mandatory building inspections will continue for non-occupied buildings. Occupied residential buildings will not be inspected until further notice. Inspections of non-occupied buildings will only be conducted if no persons are present during the inspection.

All other Building Division services will be conducted online or by telephone [building@saugeenshores.ca](mailto:building@saugeenshores.ca) or 519-832-2008 ext 118. Please leave a message and we will return your call

Plans for any new structure, addition or renovation must be approved. A Building Permit is your formal permission to start construction or demolition.

For more information please see our website at <https://www.SaugeenShores.ca/Building>

## Josh Planz

### Chief Building Official

Protective Services | Town of Saugeen Shores  
600 Tomlinson Drive, Box 820, Port Elgin ON N0H 2C0  
T 519-832-2008 x116 | F 519-832-2140  
E [josh.planz@saugeenshores.ca](mailto:josh.planz@saugeenshores.ca) | [saugeenshores.ca](http://saugeenshores.ca)

