

How to apply for a building permit through Evolve

Evolvepermit.ca – Register your company and ensure that you choose an email address that will be the primary contact for all correspondence through the building permit application process. The below instructions are for applying for a new build of a single family dwelling.

1. Once logged in, you will come to “**My Dashboard**”. This is where you will be able to view all issued permits and applications you have submitted online to the Town of Saugeen Shores.
2. Click “**Apply for a permit**” in the top right corner
3. Choose “**Create New Project**” under Project Selection.
 - a. Name of the project should be similar to what you put in your project description on the permit application.
Eg. Single Family Dwelling – 407 Normanton St
4. Click “**Next**”
5. **LOCATION OF THE APPLICATION:** On the right you will see a drop down menu beside Municipality.
 - a. Choose Saugeen Shores
 - b. Type either the civic address or roll number into the search bar above the map
 - c. You can also use the map to zoom in and choose the lot this way
 - d. Please note that all of our mapping is pushed from the County GIS (Geographic Information Systems)
6. Click “**Next**” once property is selected
7. **APPLICATION TYPE:** Choose “**Residential**” and click “**Next**”
8. **SUMMARY:** Click “**Create Application**” in the bottom right corner
9. You will now notice that all information you have submitted has already populated. This is also what it will look like when you login to look at various permits. Some nice features here include choosing to receive email notifications as well as “Go to messages”. The email notifications will keep you up to date at every stage of the permit application review period as well as inform you immediately after an inspection is carried out whether the inspection passed or failed. Messages will allow you to have a messaging window with the Building Department. At the top it will inform you of your “**Required Tasks**” in order to ensure it is a complete application. An example of this is that you will not be able to apply for a permit without a Lot Grading and Drainage Plan as this is mandatory document for construction of a single family dwelling.
10. **PARTIES OF THE APPLICATION:** This will be your company as the “**Applicant**” and “**Property Owner**”. Every application requires both an applicant and property owner. If you are not the owner of the property you would enter the owners information and choose them as the “owner”
11. **APPLICATION DATA:** Choose “**New**” under work type and the “**Single Family Dwelling**” under Work Target
12. You will then proceed to fill out the Ministry form “**Application for a Permit to Construct or Demolish**”, the “**Schedule 1: Designer Information**” and the “**Energy Efficiency Design Summary**” These forms don’t look the same as what you are used to seeing however all of the exact information fields are there. In each screen, once all fields are entered you just scroll to the top and click “**Return to Application**”
13. **ATTACHMENTS:** You will see that it will tell you what needs to be attached. In the case of the single family dwelling we have asked for the “**Details Drawing**” and the “**Site Plan**”. Choose your file, then select which attachment it is from the drop down list under “**type**”. Click “**Done**”. Please note that the site plan name may change to engineered drawings/lot grading.
14. Scroll to the top of your screen and if you have entered and attached everything properly, there will be a green check mark in the required tasks.
15. Click “**Sign Off Application**” in top right corner. Here you will fill in your Tarion information as well as the Completeness and Compliance with the Applicable Law
16. Click “**Sign off Application**” and then scroll to the top and return to application
17. Click “**SUBMIT APPLICATION**”

You will then receive up to date emails during the review process of the application and it will inform you when your permit has been issued. You will still be paying for your permits with a cheque. Once payment is received, you will be able to download your permit and reviewed drawings. Please contact Building Services at building@saugeenshores.ca or call us at 519-832-2008 ext.188 if you have any problems with the instructions.