

Plumbing Permit Process

Effective June 6, 2016, plumbing permits will no longer be available through Technical Inspection Services (TIS) offices.

The regional office function of providing permitting customer service to Technical Inspection Services clients will be transferred to Service New Brunswick. This service will be offered in the same cities as the current TIS locations, those being Fredericton, Moncton, Saint John, Bathurst, Campbellton, Miramichi, Edmundston and Woodstock.

Plumbing contractors will be able to fax, email, mail or go in person to one of the 8 offices with their plumbing permit applications to Service New Brunswick (SNB). If you are mailing, please mail to Public Safety, Technical Inspection Services, 460 Two Nations Crossing, Suite 100, Fredericton, NB E3A 0X9. SNB staff will process completed permit applications, collect the applicable permit and fixture fees then issue the permit. An additional payment option of Electronic Funds Transfer (EFT) for permit and fixture fees is now available through Service New Brunswick (SNB). Contractors can be set up for this payment method through Service New Brunswick (SNB). If Electronic Funds Transfer (EFT) payment is used, the permit can be faxed, emailed or mailed back to the contractor based on their preference. The option will still be available to go to one of the eight offices in person to have the permit processed in full.

Please note that in order to process and issue a plumbing permit in a timely fashion, the permit application must be completely and correctly filled out. Incomplete applications will delay processing time and will be returned to the contractor for completion. Attached with this bulletin you will find a sample of a properly completed plumbing permit application for your reference.

Plumbing Permits with Plan Review

Plumbing permit applications involving 30 or more fixtures require a plan review. Plans accompanied by a completed plumbing permit application should be dropped off or mailed to your nearest Technical Inspection Services office and the appropriate plumbing inspector notified that the plans and applications are ready for review. The plumbing inspector will review the plans and then notify the contractor when the review is complete so that the plumbing permit can be issued. The plumbing inspector will provide the contractor with the site and plan approval # which the contractor has to include on the permit application form. Any recommendations made by the plumbing inspector, will be faxed or emailed by the inspector once he has completed his review.

The permit application can then be submitted to SNB via fax, email, mail or in person as per the preference of the contractor. SNB staff will process the application and if the information provided is complete will issue the plumbing permit.



Fixtures not accounted for at the time the permit is issued will require the contractor to pay for these missed fixtures. These fixtures can be added to the existing permit and paid for via the electronic fund transfer described above or in person. Contractor will need to indicate on the new permit application that the additional fixtures are being added to a permit and provide the original permit number.