



INFORMATION SHEET

As announced on February 2, 2016 in the 2016-17 Provincial Government budget speech, Technical Inspection Services (TIS) will be restructuring and their licensing and permitting function will transition to Service New Brunswick on Monday, June 6, 2016.

TIS is committed to minimizing disruptions and ensuring service continuity during this transition period. In order to help facilitate that, it will be required that all permits submitted on **Thursday June 2 and Friday June 3** be complete from start to finish. **Permits will not be left in a pending state with further documentation to follow.** The Regional TIS offices will only be accepting completed permits that can be fully processed, paid for and issued. Please ensure any permits include all appropriate waivers, Building Permits, plans and other supporting documentation. Following these steps will help ensure a smooth transition.

Effective June 6, SNB will provide the administrative licensing and permitting functions for:

- Electrical;
- Plumbing;
- Boiler;
- Pressure vessel
- gas;
- fire; and
- elevator

As well, fee collection for contractors, trade workers, engineers, businesses and individual members of the public will be processed at SNB.

TIS services will be provided by Service New Brunswick in the same eight regions where the services are presently being offered: Bathurst, Campbellton, Edmundston, Fredericton, Miramichi, Moncton, Saint John and Woodstock.

Contractors will be able to submit applications for processing at SNB in person at one of the locations listed above, by fax or by email. Mailed applications will continue to be processed by Technical Inspections Services.

Payment Methods

If you choose to have your licence or permit returned by fax, email or mail after faxing to SNB, payment must be made using Electronic Funds Transfer (EFT), also known as automatic debit. It allows for withdrawal payment from the contractor's bank account after signing up to use this payment method. To sign up for EFT, complete the application available at www.snb.ca. **By using email or fax to submit an application and using EFT as a payment method, contractors will not have to visit an SNB location to receive their completed licence or permit.**

As of May 31, 2016, pre-printed Electrical stickers will not be provided with completed permits. This does not remove the requirement of the contractor to affix a sticker for service connection. Caution must be taken to ensure permanent markers are used and stickers are legible for power authorities to connect service. TIS will be providing contractors with stickers and further direction will be provided by the Chief Electrical Inspector. For additional information, please call 1-888-659-3222.

Application forms have been updated and are available online www.snb.ca. Applications must be submitted on the new updated application forms, effective June 2, 2016. Applications received using outdated forms or applications with incomplete information will not be processed.

Please refer to the sample completed applications and information bulletins on changes to your specific trade at http://www2.gnb.ca/content/gnb/en/departments/public_safety/safety_protection/content/technical_inspection_services.html

To receive an information package by mail, please contact 1-888-659-3222.

Summary of Service and Payment Options

Submission Options	Return Options	Payment Options
Fax or email to SNB	By fax By email By Mail By pick up at 8-SNB locations	Electronic Funds Transfer (EFT) Electronic Funds Transfer (EFT) Electronic Funds Transfer (EFT) EFT, Cash, Cheque, Debit and Credit Cards
In person at 8-SNB locations	By pick up at 8-SNB locations	EFT, Cash, Cheque, Debit, and Credit Cards
By Mail to TIS	By Mail	Cheque

Service Option Contact Information

Fax to SNB	506-462-2013	
Email to SNB	TIS@SNB.ca	
In Person at SNB	Bathurst Executive Tower 161 Main Street	Campbellton City Centre Mall 157 Water Street
	Edmundston 121 de l'Église Street	Fredericton 432 Queen Street
	Miramichi 360 Pleasant Street	Moncton Assumption Place 770 Main Street
	Saint John 15 Kings Square North	Woodstock 200 King Street
Mailing to TIS	Justice and Public Safety Technical Inspection Services 460 Two Nations Crossing PO Box 6000 Fredericton NB E3B 5H1	