



REGIONAL TECHNICAL INSPECTION SERVICES SERVICE OPTIONS FOR CONTRACTORS

In Person

You may submit your applications to Bathurst, Campbellton, Moncton, Edmundston, Fredericton, Miramichi, Saint John and Woodstock Service New Brunswick offices. To obtain an office address or hours of operations, please visit [SNB](#) or call 1-888-762-8600.

Upon entry to the Service New Brunswick office, you will receive a number to indicate your place in the customer wait queue. Services are not provided on a first come first served basis as services vary in length and complexity. Services are prioritized in the queuing system to ensure all customers receive the same standard of wait time.

Submission Options	Return Options	Payment Options
In person	In person, at time of processing	Electronic Funds Transfer (EFT), Cash, Cheque, Debit, and Credit Cards

Email or Fax

The following documents **MUST** be included when emailing or faxing an application for processing;

- Completed [Application Checklist](#)
- Completed Application using new updated forms – [Frequently Requested Forms](#)
- Supporting Documents if required (i.e. for electrical – building permit or waiver)

By choosing to fax or email your application, the standard turnaround time of 48 hours will apply. Exception applied to applications submitted on Weekends and Holidays. See table on next page.

Incomplete applications will not be processed and the contractor will be notified to re-submit.



Submission Options	Return Options	Payment Options
Fax (506-462-2013)	By fax, email, or mail	Electronic Funds Transfer (EFT)
Email (TIS@SNB.ca)	By pick up at eight SNB locations	EFT, Cash, Cheque, Debit and Credit Cards

Turnaround time schedule for completed applications and supporting documents; faxed or emailed to SNB		
Fax Submitted	Permit/License will be available	When picking up at SNB
Monday by 12-noon	Tuesday by 4pm	Upon entry to the Service New Brunswick office, you will receive a number to indicate your place in the customer wait queue. When your number is called, have your License number ready for the customer service representative to retrieve your completed application and take your payment if you have not already done so by using Electronic Funds Transfer (EFT).
Monday after 12-noon	Wednesday by 12-noon	
Tuesday by 12-noon	Wednesday by 4pm	
Tuesday after 12-noon	Thursday by 12-noon	
Wednesday by 12-noon	Thursday by 4pm	
Wednesday after 12-noon	Friday by 12-noon	
Thursday by 12-noon	Friday by 4pm	
Thursday after 12-noon	Monday by 12-noon	
Friday by 12-noon	Monday by 4pm	
Friday after 12-noon	Tuesday by 12-noon	
Saturday & Sunday	Tuesday by 4pm	
Holidays: Applications submitted on holidays will automatically receive a submitted date of before 12-noon the business day following the holiday.		

Mail

Justice and Public Safety
 Technical Inspection Services
 460 Two Nations Crossing
 PO Box 6000
 Fredericton NB E3B 5H1

Submission Options	Return Options	Payment Options
By Mail	By Mail	Cheque

Application must be completed in full and on the newly revised applications forms or they cannot be processed. All supporting documentation if required must also accompany the completed application form regardless of which service option is used to submit. (i.e. for electrical – building permit or waiver).

To avoid any potential delays, please refer to http://www2.gnb.ca/content/gnb/en/departments/jps/public_safety/content/safety_protection/content/technical_inspection_services.html on changes to your specific trade. For questions or assistance, please call 1-888-659-3222.