



GO – COSMETIC, LIKE-FOR-LIKE

- Paint, trim, caulk, flooring, hardware, small patches **outside fire-rated walls**
- Smoke alarm battery; swap an alarm for the same kind
- Faucet, valve or fixture repair or swap, clog, leak: **no piping change** Reg 84-187 s.4(3)
- Like-for-like swap of a switch, receptacle or fixture with **no circuit changes**: allowed for a “qualified person” Reg 84-165 s.24

Still tell the owner. The city’s full no-permit list for apartments: card 4.

CALL THE CITY FIRST • 506-658-4455

- Moving or removing **any wall**, or anything structural
- **Stairs, fire escapes, second exits, decks 600 mm+ high**
- New or bigger **windows or doors**, new siding
- Kitchen, bath, basement or other real renovations
- Adding or changing a unit, or changing the use
- Exterior work in a **Heritage Area**, or any building work in a **Flood Risk Area**
- Anything that touches a **fire separation** (see card 9)

Rental-building standards work: **pre-application meeting** first.

LICENSED TRADE ONLY

- ✗ **Electrical changes**: circuits, added outlets, panels, services
- ✗ **Plumbing** piping changes: licensed plumber + contractor
- ✗ **Gas** appliances and piping: licensed gas tech + permit, always
- ✗ **Fire extinguisher** servicing: licensed servicer only
- ✗ **Asbestos** beyond low-risk: see card 6

Sprinklers: certified **Sprinkler System Installer** (compulsory trade in NB). Fire alarms: trained alarm technician; testing to CAN/ULC-S536.



- ✗ **Block an exit**, hall or stair, even with a ladder or tools NFC 2.7.1.6
- ✗ **Wedge a fire door** or remove its closer NFC 2.2.2.4(4)
- ✗ **Leave a hole** in a fire-rated wall, floor or ceiling NFC 2.2.1.2
- ✗ **Store stuff** in exits, service rooms, shafts, above ceilings or in crawl spaces NFC 2.4.1.1
- ✗ **Pull or disable** a smoke or CO alarm. Fix it the same day
NFC 6.7.1.1 • M-14 s.13
- ✗ **Torch, solder or thaw pipes** without a fire watch (card 10) NFC 5.2
- ✗ **Cut, drill or sand** old tile, plaster or joint compound untested (card 6)
- ✗ **Enter a unit** without written notice Tenancies Act s.16
- ✗ **Close a wall** before its inspection BC-3 s.15
- ✗ **Start electrical work** before the permit: special inspection fee, power can be withheld Reg 84-165 s.16

PHONE LIST

Emergency	911
City One-Stop (permits)	506-658-4455
One-Stop direct (2026 forms)	506-658-4067
Fire Prevention (approvals)	506-658-2962
Fire Dept, non-emergency	506-658-2910
Technical Inspection (electrical, gas, plumbing licences)	1-888-659-3222
Tenant & Landlord Relations	1-888-762-8600
WorkSafeNB	1-800-999-9775
Office of the Fire Marshal	506-453-2004

onestop@saintjohn.ca • fireprevention@saintjohn.ca



1

Building from before 1990 (or not sure) and you'll **cut, drill, sand or pull** floor tile, plaster, joint compound or pipe wrap?

STOP

Test for asbestos first.
Card 6

2

Wiring changes, new outlets, a panel, **gas**, or **plumbing** changes?

STOP

Licensed trade. Card 6

3

Torch, grinder, solder, roofing, or **thawing pipes**?

HOT WORK

Fire watch rules. Card 10

4

Goes through a wall, floor or ceiling **between units**, or a corridor or stairwell wall?

FIRESTOP

Seal and photograph.
Card 9

5

Moves or removes a **wall**, touches **structure**, stairs, decks, fire escapes, **window or door openings**, siding, or **adds or changes a unit**?

CALL CITY

One-Stop 506-658-4455. Permit first

6

Outside work in a **Heritage Area**, or any building work in a **Flood Risk Area**?

CALL CITY

Special approval comes first

7

Only paint, trim, caulk, like-for-like finish or hardware, **no hole in a rated wall**?

GO

Tell the owner

Why ask? The provincial Building Code Administration Act says no one may “construct” a building without a permit, and “construct” includes **“material alteration or repair.”** Act s.1, s.4 The Act doesn’t define “material,” so if you’re not sure it counts, **phone One-Stop before you start.** Working without a permit can get you a stop-work order, and **the owner pays** to fix it s.14.



NO PERMIT NEEDED IN APARTMENT BUILDINGS

- Repairing or replacing **roofing** • **painting** • **finish flooring** • masonry **repointing** • routine maintenance
- Replacing **less than 25%** of the siding on **one wall**
- **Drywall or plaster** repair under **50% of that wall or ceiling**, unless it's a **fire separation** or rated wall
- Maintaining or replacing **mechanical equipment** • electrical work under its own exception
- Building a **deck or landing less than 600 mm (23.6 in)** above grade

BC-3 Schedule A, column for buildings other than 1–2 unit homes, semis and townhouses.

ALWAYS A PERMIT

- ✗ **Moving or changing partitions** (walls)
- ✗ Any repair or change to a **fire separation** or **structural part** BC-3 s.8(2)
- ✗ Most other work. **Small-home-only** exemptions (deck/stair repairs, insulating, wall finishes, door swaps) don't cover apartments. (Small sheds, retaining walls under 1 m and tents are exempt for all.) Unsure: ask One-Stop

RENTAL BUILDINGS: WHAT THE CITY ASKS FOR

- **Pre-application meeting** first • signed form • fee • latest **Minimum Standards Report**
- **Floor plans**: room sizes and uses, **exits**, **fire separations** • materials list • elevations or photos
- **Site plan** for decks, fire escapes, siding or footprint changes • **foundation plan** or **cross-section** for structural work
- Illegal unit: may need **rezoning or a variance** first • Heritage Area: **all exterior work** needs Heritage approval • Flood Risk Area: any work needs analysis



Fee = \$120 + \$8.90 per \$1,000 of the job estimate BC-3 Sched. C • e.g.
 \$30,000 job = **\$387**

Deposit: estimate under \$90,000	\$0
Deposit: apartment job \$90,000+ (Tier 3)	1%, max \$5,000
Started before the permit	3× the fee (surcharge max \$25,000)

Deposit comes back minus extra fees at completion; lost 1 year after the permit expires if not closed (s.13(2), s.14). Re-inspections: first 2–3 free, then \$75 / \$100 / \$200 • inspection you request with no active permit \$150.

RUNNING THE PERMIT

- **Post the permit** on site for the whole job
- Book **each inspection** with **2 business days’ notice** (city online form) and pass it **before covering work** BC-3 s.15. Skip one: **Order to Uncover Work**
- Stages: Footing • Slab/Radon • Backfill • Framing • Pre-Drywall • Drywall • **Fire Stopping** • Siding • Plumbing • Final
- **No scope added** after issue: new application • **2 years** to finish, +1 on written request
- Ends with a **Certificate of Completion** or Occupancy Permit

PART 3 BUILDINGS (OVER 3 STOREYS OR 600 M²)

- Owner and professional **commitment forms**, except jobs under **\$25,000** with no structural, exit, fire-separation or life-safety work
 - **Fire escapes** and decks over two storeys: **professional engineer**
- Separate permits:** electrical (provincial; One-Stop gives a waiver letter if no building permit is needed) • plumbing (filed by the licensed contractor) • Heritage • Flood Risk • water/sewer • street excavation.



WHO MAY DO WHAT

Work	Rule
Electrical	Licensed electrician for circuits, added outlets, panels, services. Permit if over 10 outlets or 5 kW. No permit only for small additions on an existing ≤ 200 A single-phase service. Minor like-for-like repairs with no circuit changes may be done by a “qualified person” Reg 84-165 s.24
Plumbing	Licensed plumber with a licensed contractor. Exception: fixture, valve or faucet repair or swap, clogs, leaks, with no piping change Reg 84-187 s.4(3)
Gas	No one installs, repairs or services gas appliances or piping without a gas licence; permit first. Reg 84-176 s.8, 16
Extinguishers	Licensed servicer only Reg 82-239

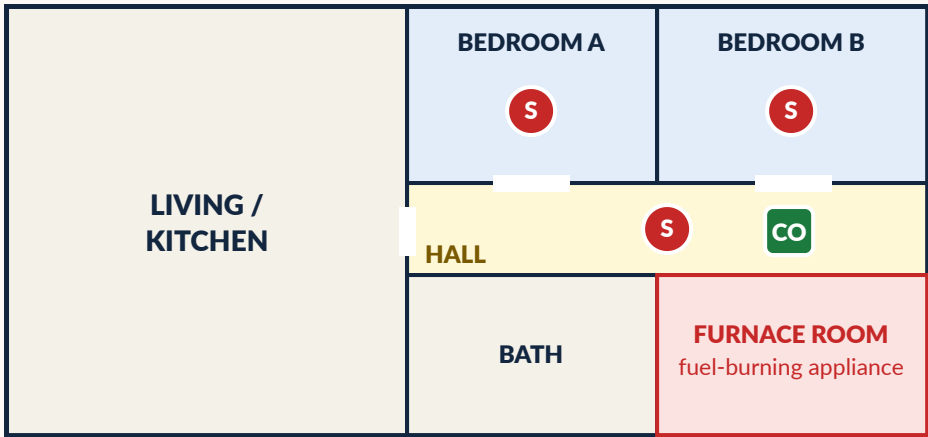
“**Minor**” = repair or replace only, no circuit changes, meets the Electrical Code WorkSafeNB interpretation.

ASBESTOS: ASSUME IT'S THERE

- ✗ **Built before 1990:** assume asbestos. Some products to 1999
- ✗ **Test before you disturb:** sample by a competent person, lab analysis. Samples: up to $9.3 \text{ m}^2 = 1 \cdot$ to $93 \text{ m}^2 = 3 \cdot$ to $465 \text{ m}^2 = 5 \cdot$ over = **7**
- ✗ Counts as asbestos at **1% or more.** Full Canadian ban only in **2018:** when in doubt, assume it is

Risk	WorkSafeNB examples
Low	Wet removal of vinyl or acoustic tile and cement products; lifting ceiling tiles to look. N95, drop sheets, HEPA or damp clean-up
Moderate	Cutting or drilling asbestos products with hand tools; removing drywall with asbestos joint compound; vinyl-asbestos floor removal; under 2.8 m^2 friable. Reusable N, R or P100 respirator, full protective clothing
High	2.8 m^2 (30 sq ft) or more friable; power tools without HEPA collection. WorkSafeNB must be told 10 days before

Stop at old pipe wrap, popcorn ceiling, floor tile, joint compound. Ask for the **written asbestos report.** Call WorkSafeNB 1-800-999-9775.



Smoke alarm



CO alarm

SMOKE ALARMS

- Every unit: **one per storey, in each bedroom**, and in the **hall** outside bedrooms; **on or near the ceiling** NFC 2.1.3.3 · NBC 9.10.19.3
- **Saint John**: one within **5 m (16 ft) of every bedroom** and on every floor; tenants may **not** disconnect or pull batteries M-14 s.13(3)-(4)
- New work: hard-wired, **no switch**, battery backup; 2+ in a unit **interconnected**, so swap in a **compatible** alarm NBC 9.10.19.4-.5
- Test and maintain to **CAN/ULC-S552**; replace by the date on the alarm NFC 6.7.1.1

CO ALARMS

- Needed with a **fuel-burning appliance** in the suite, or a suite sharing a wall/floor with a **furnace room or garage** (that room gets one too): in each bedroom or **within 5 m** of each bedroom door, measured along the hall NBC 9.32.3.9 · 6.9.3.1
- Mount and test per the **maker's instructions** NFC 6.7.1.1(2). Older buildings: the code only requires keeping existing ones working; new work and alterations follow the NBC



EXITS

- Exits and halls **clear**; exit doors tested **monthly** NFC 2.7.1.6 · 2.7.2.1
- Outside exit stairs and walkways: **no snow or ice** 2.7.1.7
- Exit signs lit while occupied; emergency lights working 2.7.3.1
- Exit door that cars or storage can block: **sign or barrier** outside 2.7.1.8

FIRE DOORS

- Closer, latch and hold-open parts **work**; fix defects 2.2.2.4(1)
- Self-closing doors checked **every 24 hours** (unless on approved hold-opens); every fire door operated **monthly** 2.2.2.4(2),(3)
- Replacement door must match the rating (card 9) 2.2.2.1
- Fire and smoke dampers inspected every **12 months** 2.2.2.4(5)

FIRE SEPARATIONS

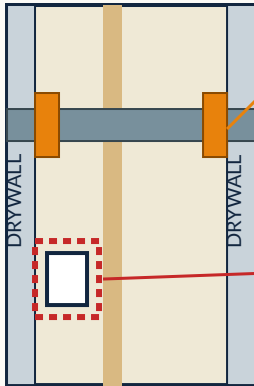
- Damaged fire separation or fire-protection material: **repair so the rating is kept** 2.2.1.2
- Saint John: separations between units, halls, exits and floors; furnace and storage rooms and garages separated M-14 s.13(1)–(2)

HOUSEKEEPING

- No combustibles in **exits, service rooms, shafts**, or stored above ceilings or in crawl spaces NFC 2.4.1.1
- Oily rags: **metal can with self-closing lid** 2.4.1.3 · dryer lint trap cleaned **after each use** 2.4.1.4



WALL BETWEEN UNITS



① **Firestop**
tested to CAN/ULC-S115,
rated as high as the wall

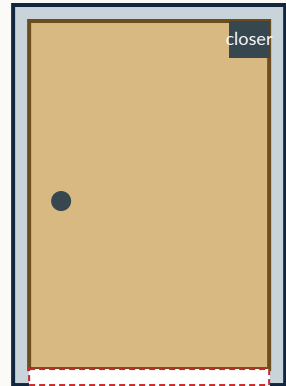
② **Outlet box**
plastic box: FT-rated pad
small steel box, gap ≤ 3 mm: OK

**Wall rating: 45 min (small buildings)
or 1 h (larger buildings)**

Door in a 45 min wall = 20 min door

Door in a 1 h wall = 45 min door

FIRE DOOR



③ **under** ④ **sides, top**

- **Solid-core wood door used as a 20 min door:** 45 mm thick, to CAN/ULC-S113, frame at least 38 mm. ③ **Gap under:** 6 mm max (under $\frac{1}{4}$ in) • ④ **sides and top:** 3 mm max (under $\frac{1}{8}$ in) NBC 9.10.13.2–.3
- **Labelled steel or rated door:** follow its label and NFPA 80; replacements must match the rating NBC 3.1.8.5 · NFC 2.2.2.1
- **Every fire door:** closer works, latches, **no wedges** NFC 2.2.2.4
- **Steel frame:** must meet CAN/ULC-S105 9.10.13.6 • **Outlet box exemption:** steel box up to 0.016 m^2 , gap 3 mm or less 9.10.9.8 · 3.1.9.3
- **Before you close a wall:** photo of the firestop, then book the “Fire Stopping” inspection
- **Tip:** look for the label on the door edge. No label and a rated wall? Ask before you replace it.



HOT WORK

Cutting, welding, soldering, brazing, grinding, adhesive bonding, **roofing**, thermal spraying, **thawing pipes** NFC 5.2.1.1

- Trained people only 5.2.1.2 • never on containers or pipes holding flammables 5.2.3.4
- Clear the area, or protect everything within **15 m (50 ft)** 5.2.3.1(2)
- **Fire watch** during the work and **60 minutes** after; final check at **4 hours**
- Cover gaps so **sparks can't reach** the next room 5.2.3.1(3)

EXTINGUISHERS

- Required in all buildings, **not inside** units NFC 2.1.5.1 • placed per NFPA 10, kept **reachable**
- Serviced only by a **licensed servicer** (or a supervised trainee)
Reg 82-239 s.3

FIRE ALARM AND SPRINKLERS

- Alarm works at all times, tested to **CAN/ULC-S536**; never block a panel or device NFC 6.3.1.1-.2
- **Shutting any fire protection down?** Notify per the building's procedure and put other protection in place first 6.1.1.3-.4
- Test and inspection records stay at the building **at least 2 years**
NFC Div C 2.2.1.2

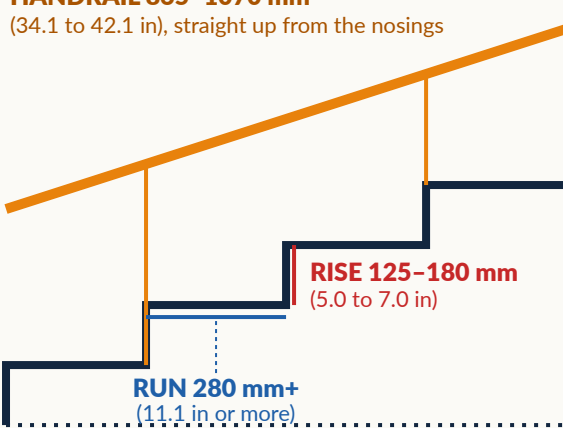
FIRE SAFETY PLAN

- Required where the NBC requires a fire alarm; reviewed every **12 months** NFC 2.8.1.1 • 2.8.2.1. Alarm panel in the building? Ask the owner for the plan



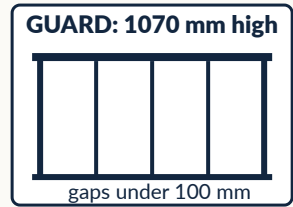
HANDRAIL 865–1070 mm

(34.1 to 42.1 in), straight up from the nosings



HEADROOM
2050 mm+
(6 ft 9 in)

WIDTH 900 mm+
(36 in). Taller Part 3
exits: 1100 mm (44 in)



- Guard needed when the drop is over **600 mm (23.6 in)**
- Inside a single unit: guard **900 mm**, rise up to **200** (7.8 in), run **255–355** (10.1–13.9 in)
- Risers within **5 mm** of the next one, **10 mm** tallest to shortest

Common stair part	Metric	Inches	Code
Rise	125–180 mm	5.0–7.0	9.8.4.1
Run	280 mm min	11.1	9.8.4.2
Width	900 mm min*	35.5 (use 36)	9.8.2.1
Headroom	2050 mm min	80.8 (use 81)	9.8.2.2
Handrails	865–1070 mm	34.1–42.1	9.8.7.4
Guard	1070 mm min	42.2 (build 43)	9.8.8.3

* **Part 3 buildings:** an exit stair serving **more than 2 storeys above** (or more than 1 below) the exit level needs **1100 mm (43.4 in)**. NBC 3.4.3.2

Saint John, existing stairs: handrails 800–965 mm (M-14 s.21). New handrails at **865–965 mm (34.1–37.9 in)** meet both.

Handrail sides: common straight stair under 1100 mm wide = 1 side; 1100 mm or wider, or curved = both sides. NBC 9.8.7.1



Which part? Up to **3 storeys and 600 m²**: Part 9. Bigger or taller: Part 3.

NBC Div A 1.3.3 Unsure: use the stricter number.

GUARDS

- Needed where the drop is over **600 mm (23.6 in)**, incl. a door with that drop outside 9.8.8.1
- **1070 mm** generally, **900 mm** inside a unit; exterior stair over 10 m up: **1500 mm (59.1 in)**; gaps stop a **100 mm** ball (build at 3½ in) 9.8.8.3 • 9.8.8.5 • 3.4.6.6

WINDOWS

- **Bedroom escape window** (unless sprinklered): opens **without tools**, clear opening **0.35 m² (543 sq in)**, no side under **380 mm (15 in)**, 760 mm clear in a window well. 24 × 24 in clear ✓ 9.9.10.1 • M-14 s.13(6)
- **Child-fall rule**: openable windows in homes, apartments too, need a guard or a limiter to **100 mm max** that takes a **tool to release** 9.8.8.1(4). Not needed if the drop outside is under **1800 mm (5 ft 10 in)**, or the sill is high: over **900 mm** (Part 9) or opening over **1070 mm** (Part 3) 9.8.8.1(5) • 3.3.4.8
- Glass lower than 1070 mm over stairs or landings (900 in a unit), or lower than 1 m in halls above the 2nd storey: guard or fixed guard-strength glass 9.8.8.1(6)–(8)

CONFIRM Bedroom escape window that also needs a limiter: the city says no tools, the NBC limiter needs one. Ask One-Stop. Crank windows can't be limited to 100 mm.

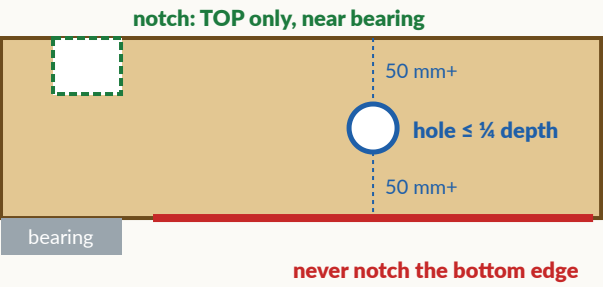
STAIR CALCULATOR (COMMON STAIRS)

Risers = floor-to-floor mm ÷ 180, **round UP** • each riser = total ÷ risers
 (125–180) • **treads** = risers – 1, each 280+ • e.g. 2,600 mm → **15 risers of 173 mm**, 14 treads = 3,920 mm run. Inches: ÷ 7, round up

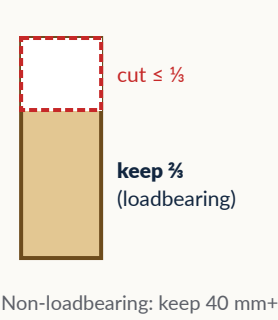
Also: public hall **1100 mm (44 in)** wide • exit headroom **2.1 m (83 in)** 9.9.3.3–.4 • mm ÷ 25.4 = in • m² × 10.76 = sq ft



FLOOR / CEILING JOIST (side view)



WALL STUD (top view)



Member	Rule	Code
Joist, rafter: hole	$\leq \frac{1}{4}$ of depth, ≥ 50 mm from top and bottom	9.23.5.1
Joist, rafter: notch	top only, within $\frac{1}{2}$ depth of the bearing, $\leq \frac{1}{4}$ depth	9.23.5.2
Stud , loadbearing	keep at least $\frac{3}{4}$ of depth	9.23.5.3
Stud , non-loadbearing	keep at least 40 mm	9.23.5.3
Top plate	keep at least 50 mm of width	9.23.5.4
Roof truss	never, unless the truss design allows	9.23.5.5

Bigger cut? Only if the joist is made **deeper by the size of the hole or notch**, or the stud or plate is **suitably reinforced**. Unsure: ask the inspector. **Tip:** treat I-joists like trusses and follow the maker’s hole chart.

These limits are for wood-frame buildings under Part 9 (up to 3 storeys and 600 m²). Concrete, steel or engineered framing: ask first.

Opening a wall or ceiling? Fire blocks separate hollow spaces in walls, floors and ceilings. If you cut one out, put it back NBC 9.10.16.1.



Joist (actual mm)	Hole max	Notch max (top, near bearing)
2×8 (38 × 184)	46 mm • 1¾ in	61 mm • 2¾ in
2×10 (38 × 235)	58 mm • 2¼ in	78 mm • 3 in
2×12 (38 × 286)	71 mm • 2¾ in	95 mm • 3¾ in

Stud	Loadbearing: max cut	Non-loadbearing: max cut
2×4 (38 × 89)	29 mm • 1½ in	49 mm • 1½ in
2×6 (38 × 140)	46 mm • 1¾ in	100 mm • 3¾ in

Holes stay 50 mm (2 in) from both joist edges. Inch sizes stay inside the limit.

LADDERS

- **Inspect before use;** broken rungs or split rails: out of service
s.122 • 125(1)
- **Face it, two hands,** stay between the rails • step ladder legs braced
- **Secure it;** rails **1 m (40 in)** above the landing s.125(2)
- Never in front of a door unless it's **blocked open, locked or guarded** s.125(3)

3 M (9 FT 10 IN) OR HIGHER

Fall protection required s.49. On a ladder you may skip it **only if:** light, short task • body between the rails • one hand free • not near an edge or opening s.124(3)

Ladder and fall rules bind employers and workers at a workplace.



WHO DOES THE WORK

Plumbing changes: **licensed plumber** with a licensed contractor, who applies for the plumbing permit (Saint John: through One-Stop). **No licence needed** to repair or replace a **fixture, valve or faucet**, clear a **clog** or fix a **leak**, if the **pipng doesn't change** Reg 84-187 s.4(3).

HOT WATER AT A TUB OR SHOWER

Minimum 44 °C (112 °F) at any tap Reg 84-86 s.23(2) • **Maximum 49 °C (120 °F)** out of a shower head or into a tub NPC 2.2.10.7(4). Seniors' residence or healthcare: **43 °C (109 °F) max** (5)

Tub and shower water goes through an **anti-scald (automatic compensating) valve**; a tub alone may use a temperature-limiting device NPC 2.2.10.7(1)-(3).

WATER HEATER CHECK (TANK TYPE)

- **T&P relief valve**, sensor in the top 150 mm (5.9 in) of the tank
NPC 2.6.1.7
- Discharge pipe: **same size** as the valve outlet, **rigid**, rated for **99 °C**, slopes **down**, **no threads** at the end, ends **within 300 mm (11¾ in)** above a floor drain or safe spot
- **No shut-off valve** between tank and relief valve, or on its discharge pipe
- **Drain pan** where water can drain by gravity at tank level (NB), or over a wood floor or in a ceiling: 2 in (50 mm) bigger than the tank, 1 in (25 mm) sides, drain under the relief pipe, two sizes bigger
Reg 84-187 s.3(5) • NPC 2.6.1.7(9)-(10)
- **Anti-siphon**: dip tube with a hole, or a vacuum relief valve above the tank (NB rule) s.3(5)(a)

DRAINS

Slope, pipes 3 in and smaller	1 in 50 min • ¼ in per ft	2.4.8.1
Toilet drain	3 in min	2.4.9.2
Fixture outlet pipe (fixture to trap)	1200 mm max • 47 in	2.4.8.2
Drain never gets smaller downstream	no reduction	2.4.9.1
Floor drain trap kept full	trap primer or similar	2.4.5.5
Outdoor or garage tap	backflow protection	2.6.2.7



You (qualified person)	Licensed electrician
Like-for-like swap of a switch, receptacle or fixture, no circuit changes , if you know the equipment and its hazards and the result meets the Code Reg 84-165 s.1, 24	New circuits, added outlets, panels, services. No permit only for small add-ons (≤10 outlets or 5 kW) on an existing ≤200 A single-phase service

NB uses the Canadian Electrical Code 2024 (CSA C22.1-24) through Reg 84-165. It's a paid standard, not reproduced here.

LOCK OUT BEFORE YOU TOUCH IT

- Shut it off at the **lockable** disconnect or breaker
- Put on **your own lock**, plus a **non-conductive** tag: **do not operate**, your **printed name and signature**, **date and time**
- **Test** that it's dead before you start
- Only **the person who put the lock on** takes it off (or a designated competent worker if they can't be reached or in an emergency)

OHS General Regulation 91-191 s.239 (employers and workers)

CODE RULES YOU'LL RUN INTO

- Wiring and appliances kept in good working order, with **no fire or shock hazard** Reg 84-86 s.26(1)
- Circuit already at or near full use: **don't add a load** that pushes it past capacity s.26(3)
- Hard-wired smoke and CO alarms: **no switch** between breaker and alarm NBC 9.10.19.4 • 9.32.3.9
- Abandoned cables in a ceiling **plenum**: removed, with some exceptions NFC 2.4.1.1(5)

REPORT TO THE ELECTRICIAN (GOOD PRACTICE)

Warm or scorched outlets or plates • burning smell • flickering lights • breakers that keep tripping • loose or broken covers • missing knockouts in panels.

CONFIRM Where GFCI, arc-fault (AFCI) or tamper-resistant receptacles are required, even on a like-for-like swap: ask the electrician. Don't guess.



ENTERING A UNIT (WRITTEN NOTICE)

Routine maintenance or repairs	7 days
Tenant asked in writing	none, within 2 working days
Not done in those 2 days	24 hours
Inspect, or show to buyers	24 hours
Show to new tenants	last month if lease allows, or ask
Ordered repair	24 h + copy of the order
Emergency	none

Entry **8 a.m.–8 p.m.**, not Sundays or holidays s.16 • no deliberate cut-off of heat, water or power except emergencies or needed repairs s.3.1

MINIMUM STANDARDS

Heat (1.5 m up; system must hold it at –30 °C outside)	21 °C (70 °F) • 18 °C (65 °F) at night	s.25
Hot water at any tap	44 °C (112 °F) min	s.23(2)
Space per resident	9.3 m² (sq ft ÷ 101)	s.31
Bedroom: one / shared	5.6 / 3.5 m² each	s.31
Ceiling over half the room	2.2 m	s.31

People allowed = habitable area ÷ 9.3, round down: 46 m² → 4. Bedroom 9 m² ÷ 3.5 → 2 sharing.

Also: no rodents or insects • vents screened • weekly garbage • handrail on every open side of stairs, balconies and landings. Saint John adopts this code by reference and adds card 18.



Saint John adopts the provincial maintenance code (Reg 84-86, card 17) **by reference** M-14 s.4(1), then adds these:

FIRE SAFETY

- Smoke alarm **within 5 m (16 ft) of every bedroom**, and **at least one on every floor**; owner keeps them working s.13(3)
- Tenants may **not disconnect** alarms or **remove batteries** s.13(4)
- Fire separations between units, halls, exits and floors; furnace rooms, storage rooms and garages separated s.13(1)–(2)
- Bedroom escape window (unless sprinklered): **0.35 m²**, no side under **380 mm**, opens without tools s.13(6)

EXITS

- **Two separate exits** from every floor. A unit door must reach two exits in **opposite directions**, unless the unit has its own second way out s.14(2)
- Unit with its own door to grade: **one exit** is fine s.14(3) · More than **one flight of stairs** to an exit: the unit needs a **second exit** s.14(4)

BUILDING

Guards: floor openings / everywhere else	900 / 1070 mm	s.15(2)
Guard gaps	100 mm max	s.15(2)
Handrails: height · sides	800–965 mm · 1 side, both if 1100 mm+ wide	s.21
Deck, porch, exterior stair, fire escape footings	1.2 m (4 ft) deep, bedrock, or engineered	s.20(1)
Floor slope	10 mm in 2 m max	s.15(1)
Unit with cooking, one person	11.2 m² min	s.9(1)

Also: basements kept dry · **water-damaged parts repaired or replaced** · rotted doors, frames and broken glass fixed · opening windows and exterior doors lockable s.16–18



WHO CAN ORDER WHAT

- **Fire officials** inspect any building, order repairs, hazards removed, **safeguards installed**, drills run, or a dangerous installation's power cut. Tenants must give the owner access for ordered work Fire Prevention Act s.11–12
- **Building inspectors** can **stop work** or order changes; the **owner pays** Building Code Admin. Act s.14

FINES

Offence	Fine
Tampering with fire equipment, blocking exits, ignoring a fire order	\$240–\$10,200
Obstructing a fire official	\$240–\$5,200
Building without a permit; breaking fire regulations	\$140–\$640
Ignoring a city Fire Prevention Officer's order	\$1,000–\$5,200
Ignoring a city property standards order	\$1,000 min, more each extra day

Provincial ranges: POPA s.56 with Fire Prevention Act Sched. A and BCAA s.16. City: M-34 s.6, M-14 s.28. Ignore a court's order to comply after a fire conviction and the fine multiplies per day. Paying never ends the duty to fix. City orders can be appealed within 14 days (M-14 s.27).

WHO IS RESPONSIBLE

- **Owner** (or agent) carries out the Fire Code NFC Div C 2.2.1.1
- Landlord keeps units **in repair**, meets health, safety, housing and building standards, keeps common areas clean and safe Tenancies Act s.3



BEFORE

- Permit needed? Card 3
- Wall, floor or ceiling **fire-rated**?
- Pre-1990 or unsure? **Asbestos**, card 6
- **Hot work**? Card 10
- Fire system to shut down? Tell the owner first
- Written notice to the tenant
- **Before photos**

AFTER

- Exits **clear**
- Fire doors **close and latch**
- Penetrations **firestopped**, photographed
- Alarms **back on**, tested
- Debris and rags **out**
- Inspection booked or passed
- **After photos**, invoice kept

THE CLOCK

Self-closing fire doors checked	every 24 h
Exit doors and fire doors operated	monthly
Dampers • fire safety plan review	every 12 months
Hot work: fire watch • final check	60 min • 4 h
Fire-system records kept	2 years min
Inspection notice • booking reply	2 business days
Permit: finish in	2 years (+1)
Entry notice: routine • inspect	7 days • 24 h
High-risk asbestos: tell WorkSafeNB	10 days before
Appeal a city property order	14 days