



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.



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