

Quick Reference Chart

Permits, Fees and Timelines for various divisions of Saint John

Please be advised that fees and timeline can change.

Divisions and Agencies

City Division/Agency	Contact Info	Details	Fee for Permit or Service	Timelines
Mayor's Office	658-2862	Flag Raising	N/A	Minimum 3 wks notice, each case is different
	658-2862	Letter of Municipal Significance	N/A	Minimum 3 wks notice, each case is different
	GNB Gaming	Lottery Licence	N/A	Minimum 3 wks notice, each case is different
Building Inspections	City 658-2911	Temporary Sign	N/A	Minimum 3 wks notice, each case is different
	City 658-2911	Permit to Erect Tent/Structure exceeding 646sq	N/A	Minimum 3 wks notice, each case is different
Paramedic Services	1-800-5639998	Provision of Medical/Fist Aid Services	Recommended for volunteer brigades	ASAP and will need to be assessed with no guarantees
Facilities	658-2909	List of Facilities	N/A	N/A
Parks Department	658-2931	Public Squares	Park	30 days
Parks Department	658-2931	King Square	Park	30 days
Municipal Licensing & Standards		Noise Exemption Permit and Monitoring – Police enforce the Bylaw	N/A	N/A
	658-2911	Permit for Food or Merchandise Vendors	N/A	N/A
Office of Emergency Management	Mike Carr 658-2910	Consultation on Emergency Planning	N/A	N/A
Parkland, Beaches,	658-2931	Use of parkland/	Fees for Ball	30 Days

Ball Fields – UNB Stadium	Facilities-658-2909	facilities	Fields and Arenas	Facilities N/A
	UNB		Yes	30 Days
Solid Waste Management	658-4455	Collection and removal of garbage and waste	If in violation of permit conditions	N/A
	658-4455	Consultation on waste management plan	No	N/A, depends on event
		Festivals and Events Calendar	No	2-3 days
Film and Television Office			No	As required
	http://www.nbfilmcoop.com	Film Permit	Yes	As required
	(506) 455-1632		Yes	As required
Fire Services	Mark Wilson 658-2910	Staff for Signature or Major Events	As required	As required
	Mark Wilson 658-2910	Consultation on emergency planning/approval of fire route/road closures	No	N/A
Police Service	Dan Weber - 648-3333	Parade Notification	No	N/A
	Dan Weber - 648-3333	Provision of Paid Duty Officers	Yes	N/A
	Daniel.Weber@saintjohn.ca	Community Response Unit	No	N/A
Public Health	PNB 658-3022	Approval to operate temporary food establishment	N/A	N/A
	PNB 658-3022	inspection of special event food handling	N/A	N/A
Transportation Fire Police	658-4455	Temporary Street Closing Permit	Yes	8 weeks
	658-2963	Sidewalk Sale Permit	Yes	8 weeks
	648-3333	Street Occupation Permit	Yes	8 weeks

Other Non-City Services

Organization	Details	Fee for Permit or Service	Timelines
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Alcohol and Gaming Commission	Special Occasions Permit 1-888-762-8600	N/A	N/A
Electrical Safety Authority	Permit for Inspection of temporary electrical equipment and generators – Saint John Energy	Yes	Minimum 48 hours prior to activation of an event site