



## Inspection Scheduling for Residential Projects and all Demolitions

Please be advised that beginning Monday, **May 2nd, 2016**, the City of Saint John will require permit holders to call in to request inspections for all residential renovation and construction projects and all demolition projects for permits issued on or after May 2nd, 2016. All required inspections for your project will be listed on the issued permit.

### Booking Your Required Inspection

If your permitted construction or demolition project is ready for a required inspection, you must arrange for a City inspector to inspect the work by calling **(506) 658-2911** to speak with staff who will book your inspection. Inspections are booked for either the morning or afternoon between 9:00am and 12:00pm or 1:00pm and 4:00pm. Inspections are scheduled within two business days of the request subject to inspector availability. Please note that inspection requests must be received by at least 3:00pm the day before the requested inspection.

Should you need to cancel a scheduled inspection, you can call and provide all necessary information. Inspections should not be cancelled after 3:00pm the day before the scheduled inspection.

Should you fail to call for a required inspection and the work has been covered, you may be required to uncover it. Additional fees may apply if extra inspections are necessary to examine the work.

**Reminder :** Starting work before the permit has been issued will result in double permit fees being applied to your application.

**Pre-construction meetings with your inspector are strongly encouraged for all projects. Pre-construction meetings help facilitate a smooth construction project.** Use your provided PIN on Click2Gov to check on the status of your permit application and see the results of your inspections.

### Provide the Following Information When Booking Inspections



Your Name and Contact Number



Building Permit Number



Civic Number and Street Address of Worksite



Type of Inspection Required



Requested Date of Inspection

Growth and Community Development Services

<http://www.saintjohn.ca/en/home/cityhall/developmentgrowth>  
Phone: 506-658-2911

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