

Department of Environment Permit Application Guide

Provisional Permit:

The provisional permits deal with alterations (activities) that pose a potentially low level of environmental risk and can typically be carried out with a standard set of conditions of approval. The process time for a provisional permit can be up to ten (10) days.

Standard Permit:

The second type of permit available is the standard permit, which is intended for projects of a more significant nature and potentially represents a higher risk to the environment. These projects require a more comprehensive review and the establishment of site/project specific conditions of approval. The process time for a standard permit can be up to eight (8) weeks.

What you will need in order to submit an application:

- Project location - You will be able to use a map interface, but a Property Identification Number (PID) or coordinates will help in zooming in on your project location. You can find your PID on your property tax bill.
- Full description of the project
- Drawings/Sketches (fully dimensioned)
- Photos of the project area
- Letter of consent from the property owner (if you are not the legal owner)
- Method of payment (debit or credit card)*
- If you have printed photos, maps, letters, or other documents to support your application and are not able to submit (upload) them electronically, you may mail or deliver them in person to your regional office, quoting your application reference number that you will receive at the end of the application process.

Application Website:

<https://www.elgegl.gnb.ca/WAWAG/en/Home/Site>

Signing in as a guest is the easiest way to process an application.

The screenshot shows two side-by-side boxes. The left box is titled 'Apply as Guest / Faire une demande en tant qu'invité' and contains text stating that no applicant or contact information will be saved and will need to be reentered. Below this text is a blue button labeled 'Guest / Invité'. The right box is titled 'Sign in or Create an Account / Ouvrir une session ou créer un compte' and contains text stating that applicant and contact information will be saved and retrieved upon the next visit. Below this text is a blue button labeled 'Sign in / Ouvrir une session'. Below these two boxes is a 'Note' in English and French, explaining that option two (sign in/create an account) must be used for clients who should be exempt from payment, such as the Province of New Brunswick, an incorporated municipality within the Province, and the Government of Canada.

Applicant information must be filled out each time when signing in as a guest.

The screenshot shows a form titled 'Applicant Information:'. It has two main sections. The first section is for the applicant's details, with a radio button selected for 'Company Name'. Fields include: Company Name, Country (dropdown menu with 'Canada' selected), Mailing Address, Province (dropdown menu with 'New Brunswick' selected), City/Place (dropdown menu with 'Aboujagane' selected), Postal Code, Email Address, Daytime Phone Number (with area code and number fields), and Preferred Language (dropdown menu with 'English' selected). The second section is 'Project Contact Information:' and includes fields for First Name, Last Name, Daytime Phone Number (with area code, number, and extension fields), and Alternate Phone Number (with area code, number, and extension fields). A 'Save' button is located at the bottom left of the form.

Fill in the required contact information. Adding an email address helps if you want to receive a copy of the permit via email. This will also speed up the process of receiving the permit, as the issuance office will email a copy of the approved permit.

Step one:

Click new permit application (working within 30 meters of a watercourse or wetland).

[Edit Applicant Information](#) | [Contact Us](#) | [Français](#) | [Logout](#) |  (0)

Select from the Following Tasks:

Please note that if your computer unexpectedly shuts down during the application process, your application will be automatically saved. You may come back into your application by selecting the last option below.

-  [New Permit Application](#)
-  [Renew or Re-submit a new application for working in or within 30 metres of a watercourse or wetland](#)
-  [Certification Multiple Permit Application](#)
-  [Continue a Saved Application](#)

Disclaimers:

Approval from the Department of Natural Resources, Crown Lands Branch, may be required for any proposed work or activities adjacent to, or within, inland or tidal waters. It is your responsibility to contact the Crown Lands Information Line at 1-888-312-5600, prior to the commencement of the project.

Responsibility for any action arising from any watercourse and wetland alteration shall be borne by the Permittee and no liability shall be incurred by the Minister or the Department of Environment and Local Government. This permit does not exempt or exclude the Permittee from the provisions of any Act of the Legislature of New Brunswick or of Canada to serve as a legal defense to any action commenced by landowners who are adversely affected by the alteration(s).

Step two:

Enter PID number, click on map to pinpoint project location.

Project Location

Click on the map to pinpoint your project location. You can also first zoom to a property by entering the PID below (you can find this on your property tax receipt), but you must still then click on the map to finalize your location selection:

Pid: [Show on Map](#)

OR

provide the project coordinates in decimal degrees (WGS84):

Latitude: [Show on Map](#)

Longitude:

NOTE: If your project cannot be properly represented by a single point on the map, please select a point within the project area. You are required to upload a map(s), which you may do at a later stage in this application process, which show the exact location of the entire alignment/project area.

Legend/Légende

- DELG Tidal Watercourse
 - Tidal
 - Ocean
- Watercourses
- Waterbodies
- Provincially Significant Wetlands
- Regulated Wetlands

NBS easting: 2546139.72
NBS northing: 7416856.08

[Switch Basemap](#)

Results

A permit may be required based on the following feature(s). Please click the 'Next' button to continue.

Watercourses ([show](#))

Step three:

Answer the general questions listed. The answers to your questions will dictate what alterations you are permitted.

General Questions: (refer to the location map above if required)

- Is any portion of the project taking place within a protected area as specified in the Watershed Protected Area Designation Order or the Wellfield Protected Area Designation Order?
- When measured in the field, is any portion of the proposed project taking place within 30 metres of the shoulder of the bank of a watercourse or the edge of a wetland that is not depicted on the mapping?
 - Is this watercourse greater than 0.5 metres (bankfull width) with a rock or soil bed?
- Is any portion of the project taking place in or within 30 metres of a tidal watercourse (as indicated on the mapping)?

Wetlands requiring a Watercourse and Wetland Alteration Permit are depicted on the mapping. Hence, please answer the following questions in regards to the wetland as it is depicted on the mapping.

- Is any portion of the project taking place in a Provincially Significant Wetland?
- Is any portion of the project taking place within 30 metres of the edge of a Provincially Significant Wetland?
- Is any portion of the project taking place in a wetland depicted on the mapping?

Note: The list of eligible alterations is reduced significantly when selecting “Yes” for working in a Provincially Significant wetland, working within 30m of a Provincially Significant wetland, and/or in a wetland depicted on the mapping.

Step four:

Select alterations to be carried out at the site location. Each alteration selected costs \$10/application. Timber harvesting and Temporary Bridges are the most common alterations for forestry operations.

Select Alterations

Select the alterations to be carried out at the site location previously specified on the map (use the above link to view the current location). You will be able to add more sites, if required, at a later step of this application process.

- Beaver dam management and removal
- Biotechnical bank stabilization
- Boardwalks, stair systems and free-standing decks
- By-pass ponds
- Clearing of view ways
- Cutting non-merchantable woody vegetation
- Data Collection Devices
- Discharge pipes and ditches
- DTI Culvert - only applicable to NB Department of Transportation and Infrastructure
- Dugout ponds
- Existing boat launching ramps, recognized fords, and ferry landings
- Geotechnical investigations
- Pipeline and cable crossings
- Removal of man-made obstructions and alterations
- Retaining walls
- Rip-rap - armor stone
- Soil disturbance
- Survey site line clearing
- Temporary bridges
- Timber harvesting
- Water intake structures

[* If you don't see your activity listed, please click here.](#)

Temporary Bridge

The installation of temporary bridges that are pre-fabricated or constructed on site and provide access across a watercourse for a limited portion of the year. The components of the temporary bridge structure spanning the watercourse cannot remain in place between March 20th and May 31st.

Timber Harvesting

Partial timber harvesting of up to 30% of the merchantable trees within 30 meters of the shoulder of the bank of a watercourse or the edge of a wetland.

Step five:

Answer the alteration questions.

Answering “No” to the below questions continues this application as a Provisional Permit (up to 10 days to process).

Answering “Yes” to one of the below questions changes the application into a Standard Permit (up to 8 weeks to process)

[View your Location:](#) 

Alteration Questions:

Timber harvesting

- Do you intend to track self-propelled equipment within 15 metres of the shoulder of the bank of a watercourse or the edge of a wetland? 
- Do you intend to harvest more than 30 percent of live merchantable trees within 30 metres of the shoulder of the bank of a watercourse or the edge of a wetland? 

Step six:

Upload supporting documentation.

Supporting Documentation

Please upload any supporting documents regarding the proposed project and existing site conditions / information. Information to upload should include (where applicable and available):

- Full description of the project
- Drawings/Sketches (fully dimensioned)
- Photos of the project area
- Letter of consent from the property owner (if you are not the legal owner of the property on which the project is to take place)

Maximum size of 8 MB per attachment

File Name	Created Date	Action
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No file selected.

A letter of consent from the property owner and an attached document providing a full description of the project are two mandatory pieces of information for a temporary stream crossing and timber harvesting permit. **If a multi-year permit is desired, specify in the project description.**

Step seven:

Confirm application and submit payment (\$10.00/ activity).

A representative from Department of Environment will respond with any questions if additional information is required.

The permit is emailed to the applicant if an email address is provided, and mailed to the applicant as well.

Paying online will help speed up the process.