345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel.: 416.734.3300
Fax: 416.231.1626
Toll Free: 1.877.682.8772

www.tssa.org

Renewal Requirements

Dear Amusement Device Operator,

The Technical Standards and Safety Authority (TSSA) is pleased to provide you with this information package to assist you with the renewal of your Amusement Device Business License (ADL) and Amusement Device Permit(s) for the upcoming operating season.

Renewal Package Checklist

Before completing the renewal package, ensure you have the following prerequisites:

1. **Amusement Device Business License (ADL)**:

   ☐ Renewal Form for Amusement Device Business License (ADL), with pages 1 and 2 completed

   ☐ A valid Certificate of Insurance in the amount not less than $2,000,000 per occurrence

   ☐ Renewal invoice payment for your Amusement Device Business License (ADL)

   ☐ Completed copy of your Operating Schedule using the Amusement Device Operating Schedule

2. **Amusement Device Permit:**

   ☐ Submit a "Renew Amusement Device Permit" application through the Client Portal
   - You can either select a single device or multiple devices for renewal with each submission.

   ☐ A valid Amusement Device Business License (ADL)

   ☐ Pre-payment for all devices required for this season. Note: Device renewal fees will not be invoiced.

   ☐ A completed copy of your Operating Schedule (to the extent known) using the Amusement Device Operating Schedule

Reminder: Please renew your license and permits on time. You will not be permitted to operate unless your license and permits are renewed before their expiry dates. If your authorization expires, TSSA may perform an inspection at your expense to verify that you are no longer operating. If a device, site or business is no longer operating, please submit a Registration and Business Cancellation Form (pdf).

345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel.: 416.734.3300
Fax: 416.231.1626
Toll Free: 1.877.682.8772

www.tssa.org

Important information when completing renewal package

- The Amusement Device Business License renewal invoice will be generated on November 1, 2026. Pay the invoice via the Client Portal before the due date to avoid a late fee. Fees are based on the current fee schedule.
- An application to renew an Amusement Device must be submitted electronically through the Client Portal along with the required pre-payment fees for each device. Device renewal fees will not be invoiced.
- TSSA will issue device permits for Amusement Rides, Go-Karts, Water Slides and Ziplines only upon completion of an inspection. Eligible inflatables can use an attestation as described below; a permit will be issued when the attestation is completed.

Please be advised that missing any requirement from the checklist and submitting a cheque payment will cause a delay in processing your renewal.

If you require any further information or have any questions, please contact a Customer Service Advisor at 1-877-682-8772 (TSSA) or customerservices@tssa.org. We will be pleased to assist you.

Yours in safety,

N Gray.

Natalie Gray
Supervisor, Licensing & Registration
Technical Standards and Safety Authority
www.tssa.org

345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel.: 416.734.3300
Fax: 416.231.1626
Toll Free: 1.877.682.8772

www.tssa.org

INFORMATION ON INSURANCE DOCUMENTATION

Insurance Requirements O. Reg 221/01, s. 5 (3)

Every person who carries on the business of operating amusement devices shall obtain and maintain liability insurance in respect of the business in the amount not less than $2,000,000 per occurrence with a carrier licensed in Ontario and/or Canada. O. Reg 221/01, s. 5 (3).

It is an important component of TSSA's mandate to protect the public interest by ensuring that there is insurance available to protect the Public. A Certificate of Insurance, in *Acord* or *CSIO* form, is required to evidence compliance with O. Reg 221/01, s. 5(3).

Requirement for a Certificate of Insurance

Insurance agents, brokers and managing general agents are recognized by the insurance industry as authorized intermediaries. To acknowledge this relationship, and as a means to simplify its processes, TSSA will once again accept certificates of insurance from these parties.

The certificates of insurance must conform with industry accepted standards, that is, they must be prepared on an *Acord* or *CSIO* form.

To obtain an *Acord* or *CSIO* certificate of insurance, simply contact your insurance agent or broker and ask them to issue and sign a Certificate of Insurance, in *Acord* or *CSIO* form, noting TSSA as the certificate holder and detailing the devices to be insured, the limits required under Regulation 221(5) 3 and confirmation that a 30-daynotice of cancellation and/or material change in coverage clause has been endorsed onto the policy. It is also recommended that the Certificate of Insurance reference your Amusement Devices License Number to help ensure timely processing. A sample Certificate of Insurance is attached for your reference. The Certificate of Insurance must then be submitted to TSSA with the annual license application.

Notification of Changes to Insurance

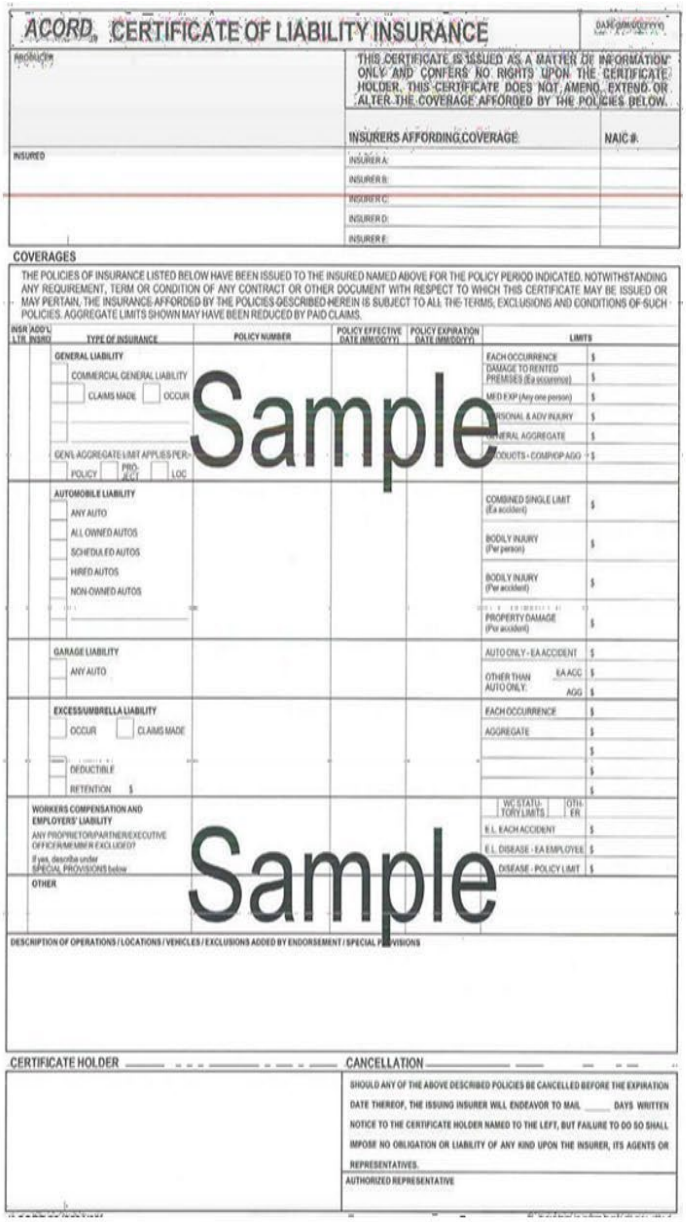
Whenever there is a change to insurance coverage including cancellation or renewal, TSSA must be notified to always keep insurance information current. Please provide a new *Acord* or *CSIO* Certificate of Insurance within 30 days of renewals or changes. Failure to notify TSSA will result in invalidating the license.

Please include a cover letter detailing your licence number, contact name and phone number.

For more information: Visit our website at www.tssa.org or contact a Customer Service Advisor by phone at 1-877-682-8772 (TSSA) or email customerservices@tssa.org

SAMPLE CERTIFICATE OF INSURANCE

The following documents are examples of what your insurance agent or broker will prepare on your behalf.



ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE | NAIC #

INSURED

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY				EACH OCCURRENCE $
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) $
		CLAIMS MADE OCCUR				MED EXP (Any one person) $
						PERSONAL & ADV INJURY $
						GENERAL AGGREGATE $
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC				PRODUCTS - COMP/OP AGG $
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) $
		ANY AUTO				BODILY INJURY (Per person) $
		ALL OWNED AUTOS				BODILY INJURY (Per accident) $
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) $
		HIRED AUTOS				
		NON-OWNED AUTOS				
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT $
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC $
						AGG $
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE $
		OCCUR CLAIMS MADE				AGGREGATE $
		DEDUCTIBLE				$
		RETENTION $				$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT $
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE $
		OTHER				DISEASE - POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Sample

Sample



CSIO CEPA

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

POSTAL CODE

2A. INSURED'S FULL NAME AND MAILING ADDRESS

2B. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS (but only with respect to the operations of the Named Insured)

3. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise) COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY				COMMERCIAL GENERAL LIABILITY - BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
☐ CLAIMS MADE OR ☐ OCCURRENCE				EACH OCCURRENCE		
☐ PRODUCTS AND / OR COMPLETED OPERATIONS				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		
☐ EMPLOYER'S LIABILITY				PERSONAL AND ADVERTISING INJURY LIABILITY		
☐ CROSS LIABILITY				MEDICAL PAYMENTS		
☐ TENANTS LEGAL LIABILITY				TENANTS LEGAL LIABILITY		
☐ NON-OWNED AUTOMOBILES				NON-OWNED AUTOMOBILE		
☐ HIRED AUTOMOBILES						
☐ POLLUTION LIABILITY EXTENSION						
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
☐ DESCRIBED AUTOMOBILES				BODILY INJURY (PER PERSON)		
☐ ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)		
☐ LEASED AUTOMOBILES **				PROPERTY DAMAGE		
☐						
☐						
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						
EXCESS LIABILITY				EACH OCCURRENCE		
☐ UMBRELLA FORM				AGGREGATE		
☐ OTHER THAN UMBRELLA FORM						
(specify)						
OTHER LIABILITY (SPECIFY)						
☐						
☐						
☐						
☐						

4. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail _____ days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

5. BROKER'S FULL NAME AND MAILING ADDRESS

POSTAL CODE

6. ADDITIONAL INSURED NAME AND MAILING ADDRESS

BROKER'S CLIENT ID:

POSTAL CODE

7. CERTIFICATE AUTHORIZATION

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME	POSITION HELD	DATE
COMPANY	EMAIL ADDRESS	CONTACT NUMBER HOME / BUSINESS / CELL / FAX	

CSIO - CERTIFICATE OF INSURANCE - 08086 (Revised 10/08)

© 2008, Centre for Study of Insurance Operations. All rights reserved.

345 Carlingview Dr.
Toronto, Ontario, M9W 6N9
licencingandregistration@tssa.org
Tel: 416.734.3300
Fax No: 416.231.4903
Customer Service: 1.877.682.8772

Renewal Form for Amusement Device Business Licence (ADL)

***Issued* Under Ontario's Technical Standards and Safety Act**

Amusement Devices Regulations

Section A: *Please note that it is mandatory to complete all parts of the section listed below*

Current Amusement Device Licence No:		
Company (Owner/Operator):		
Corporation No: /Business Identification No:		Name of Contact:
Bus. Telephone No:		Email Address:
Please provide complete Mailing address in the fields provided below		
Street No:	Street Name:	Unit/Suite:
City/Town:	Province:	Postal/Zip Code:
Bus. Telephone No:		Fax No:
If your business location address is different from your mailing address, please complete this section		
Street No:	Street Name:	Unit/Suite:
City/Town:	Province:	Postal/Zip Code:
Bus. Telephone No:		Fax No:

Section B: *Please note that it is mandatory to complete all parts of the section listed below:*

Classes of Amusement Devices to be operated, erected and maintained and company's activities

The mechanic(s) listed below can maintain or erect (as specified) each amusement device operated by the licencee and has/have knowledge of the **Technical Standards and Safety Act**, Amusement Devices Regulations, and Codes applicable to the work they perform

Classes of Amusement Devices	Mechanic Name	Mechanic Certificate Number	Check all that apply		Mechanic Signature
			Staff (employee of licence holder)	Contracted Mechanic	
Amusement Rides					
Go- Karts					
Water Slides					
Bungee Jumping					
Inflatable					
Zip Line					
Others (example; stimulator, free fall descending)					

Section C: **Declaration of Mechanic for Amusement Devices** *(Please note that it is mandatory to complete all parts of the section listed below)*

The Applicant/Licensee Mechanic hereby states that "The Mechanic (by signing Section B), confirms that he/she is either directly employed with the licensee or is under contract with the licensee to erect and maintain the amusement devices operated by the Applicant/Licensee, pursuant to O.Reg.221/101, section 5(2)(b).

The agreement is valid for the renewal season." Applicant's Name:_____

Applicant's Signature: _____

Operating Schedule:

As per O.Reg. 249/00 s.6(4), owners are required to submit an Amusement Device Operating Schedule (to the extent known) by email to licencingandregistration@tssa.org or to be made available to the inspector upon request.

I am authorized to execute this form on behalf of the above noted company and understand my obligation as it relates to O.Reg. 221/01 s.5 (3).

Date (dd-mmm-yyyy)	Applicant's Official Title	Applicant's Name	Signature

345 Carlingview Dr.
Toronto, Ontario, M9W 6N9
licencingandregistration@tssa.org
Tel: 416.734.3300
Fax No: 416.231.4903
Customer Service: 1.877.682.8772
www.tssa.org`

Renewal Form for Amusement Device Business Licence (ADL)

***Issued* Under Ontario's Technical Standards and Safety Act**

Amusement Devices Regulation

Section D: *Please note that it is mandatory to complete all parts of the section listed below*

Declaration of Applicant	**Applicant's Signature**
The applicant, authorized by the Company, confirms that (a) The officials designated have full knowledge of the Technical Standards and Safety Act, Amusement Devices Regulations and the Code Adoption Document. (b) Relative to O. Reg. 221/01 s.5 (3) which states, every person who carries on the business of operating amusement devices shall obtain and maintain liability insurance in respect of the business in the amount not less than $2,000,000 per occurrence with a carrier licensed in Ontario and/or Canada A public liability policy has been procured in respect of the business. The limit of liability on the policy is a minimum of $2M per occurrence. The public liability policy was purchased from an insurance company that is licensed under the Insurance Act and is therefore subject to OSFI regulations. The policy has been endorsed with a 30-day notice of cancellations clause. An original Certificate of Insurance is attached and forms part of this application.	
If a licence is granted the licensee shall: (a) Ensure that no erection or maintenance is performed unless the work is performed by a Mechanic in Training under the supervision of a mechanic and that no mechanic is assigned work beyond the scope of his/her experience and training as stated in the Regulations. (b) Ensure that the erection, operation and maintenance of each amusement device operated by the licensee is carried out in accordance with the Technical Standards and Safety Act, Amusement Devices Regulations, and the Code Adoption Document	

345 Carlingview Dr.
Toronto, Ontario, M9W 6N9
licencingandregistration@tssa.org
Tel: 416.734.3300can
Fax No: 416.231.4903
Customer Service: 1.877.682.8772
www.tssa.org

Renewal Form for Amusement Device Business Licence (ADL)

Note: *This section is applicable for owners with existing inflatables and does not apply to new devices*

Inflatable Inspection Attestation for 2026

TSSA has implemented a new attestation process for inflatable devices. This process allows owners/operators to complete an attestation form using the mobile app linked below.

Submit a device renewal application with mandatory prepayment via the TSSA Client Portal for each inflatable.

Once the renewal application is submitted, you will be eligible to use the app to complete your inflatable attestation form in lieu of an inspection.

The app will guide you to the inflatable attestation form. Complete the attestation information for each inflatable device you wish to renew; each form can include up to 10 devices. The form requires a current picture of each inflatable, taken when completing the attestation.

Your username is your company email address. If you are using True Context for the first time, select "Forgot password". If you encounter any issues, please email ssilva@tssa.org.

The True Context application can be downloaded from your mobile device's application store for free:
On your device, open one of the links below.







Need to reset or recover your password? Please use the link below to securely access your account recovery options:
Reset or Recover Your Password

After submitting your form(s), email a current Amusement Device Operating Schedule to adoperatingschedules@tssa.org. The updated schedule will be used to schedule an operational inspection. Once TSSA receives your form(s) and updated schedule, our inspection team will review all documentation. If approved, your permit(s) will be sent to you electronically by email.

345 Carlingview Dr.
Toronto, Ontario, M9W 6N9
licencingandregistration@tssa.org
Tel: 416.734.3300
Fax No: 416.231.4903
Customer Service: 1.877.682.8772 www.tssa.org

Renewal Form for Amusement Device Business Licence (ADL)

NEXT STEPS:

STEP 1: Submit your Renewal Form for Amusement Device Business License (ADL) along with your valid Certificate of Insurance

By Email:
licencingandregistration@tssa.org

By Mail:
Attention: Licensing & Registration Department 345 Carlingview Drive, Toronto, ON M9W 6N9

STEP 2: Pay the renewal invoice for your Amusement Device Business License (ADL). Follow the payment process noted on your invoice.

Once Steps 1 and 2 are completed, your Amusement Device Business License (ADL) will be issued.

STEP 3: Submit your device renewal application with mandatory prepayment via the TSSA Client Portal.

STEP 4: Send your updated Amusement Device Operating Schedule to licencingandregistration@tssa.org

STEP 5: Schedule inspections for Amusement Rides, Go-Karts, Water Slides and Ziplines. For eligible inflatables, complete and submit the attestation via the True Context app.