



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 416.734.3300
Fax: 416.234.9169
Customer Service: 1.877.682.8772
Email: customermanagement@tssa.org
www.tssa.org

Application for an Ontario Licence to Operate a Propane Cylinder Handling Facility - Change of Licence Holder

Technical Standards and Safety Act
Propane Storage and Handling Regulation

Please submit cplica

For Office Use Only

Check applicable box(es)

Change of Licence Holder

☐ **Cylinder Handling Facility**

MUST SUBMIT:

1. A valid municipal approval letter issued by the local municipal planning department.
 2. An invitation letter to the fire department inviting its representatives to the site.
- Failure to submit the municipal approval letter and invitation letter will result in a delay in processing the application.

Was this facility previously licensed under the Act? ☐ Yes ☐ No

If 'yes', provide name of previous owner

Licence Number

A. LICENCE HOLDER INFORMATION

Person or Company Name:

Corporation Number/Business Identification Number:

Street Name / 911 Number/Address, if applicable:

Unit/Suite:

PO Box:

City/Town:

Province:

Postal Code:

Telephone No.:

Fax No.:

Cell No.:

Email:

Print Name of Contact Person:

Signature of Contact Person:

B. FACILITY LOCATION

Same as: ☐ A

(Note this must be a delivery or fire route address.)

Person or Company Name:

Street Name / 911 Number/Address, if applicable:

Unit/Suite:

City/Town:

Province:

Postal Code:

Telephone No.:

Fax No.:

Cell No.:

Email:

Print Name of Contact Person:

C. TECHNICAL CONTACT

Same as: ☐ A ☐ B ☐ D

Person or Company TSSA should contact regarding engineering and inspection approval on behalf of the owner.

Person or Company Name:

Street Name / 911 Number/Address, if applicable:

Unit/Suite:

PO Box:

City/Town:

Province:

Postal Code:

Telephone No.:

Fax No.:

Cell No.:

Email:

Print Name of Contact Person:

**Note: It is illegal to use an appliance, equipment, or work for its intended purpose unless it is approved.
This approval may be revoked or suspended if the relevant review and inspection fees are not paid in full.**

Facility Address:

D. INVOICEE

Same as: ☐ A

Person or Company responsible for fees invoiced for approval including engineering and inspection fees.

Person or Company Name:

Street Name / 911 Number/Address, if applicable:

Unit/Suite:

PO Box:

City/Town:

Province:

Postal Code:

Telephone No.:

Fax No.:

Cell No.:

E-mail:

Print Name of Contact Person:

Signature of Contact Person:

Date of Application (dd-mm-yyyy): _____

FEES

(HST Registration No: 891131369)

Select	Service	Fee Type	Inspection	License	HST on Inspection	Total (Including HST)	Total Fees Due
	Cylinder Handling (includes License, inspection and travel) - up to 1 inspection hour included	Minimum*	\$ 321.50	\$ 237.50	\$ 41.80	\$ 600.80	
	Expedited Inspection Service (invoiced separately at 2 x standard rates)						

Total Fees Due					
	1	2			

If paying by credit card, amounts in Boxes 1 and 2 to be entered in TSSA Service Prepayment Portal

**All required fees must be prepaid for application to be processed. Fees are non-refundable.
For payment options, see Payment Instructions**

*All minimum fees include specified hours. Excess time above the specified included hours will be billed in 1/4 hour increments at the applicable hourly labour rate based on TSSA's posted fee schedule. All labour rates are per inspector or engineer.

All additional follow-up inspections are billed in accordance with the TSSA fee schedule.

****Expedited Services**

Expedited service fees are non-refundable-

Expedited services place your application in an expedited service line.

Expedited inspection services (inspection & travel time included in the flat fee, plus any excess hours) will be billed at 2 x the standard inspection rate.

Legal Disclaimer - The owner agrees to hold harmless the Technical Standards and Safety Authority, its employees, agents, successors and assigns from any and all damages, actions, suits, claims or loss arising from the use, approval or refusal to approve of the appliance, equipment or work to which this approval applies. In the event of claims made against TSSA arising from the use of the appliance, equipment or work the owner accepts, on demand to defend such actions on behalf of TSSA and to assume any costs legal or otherwise for the defence or settlement of such claims. Failure to comply with any of the terms and conditions of the approval voids the approval.



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PAYMENT INSTRUCTIONS

TSSA use only WO # _____	L # _____ CH # _____
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If paying by cheque, bank draft, money order, this form must accompany all applications submitted to TSSA. A separate payment form is required for each application. Please refer to our fee schedule posted on our website at www.tssa.org. HST Registration No.: 891131369.

Payment Options:

Credit Card - Click link below

[TSSA Service Prepayment Portal](https://forms.tssa.org/Payments/Service-Prepayment-Portal)

<https://forms.tssa.org/Payments/Service-Prepayment-Portal>

Cheque, Bank Draft or Money Order (payable to Technical Standards and Safety Authority)

Name of Applicant/Organization:

Telephone No.:

Email Address:

Cheque/Bank Draft/Money Order #: _____

Mail payment along with a copy of your application to:

Attention: Accounts Receivable
Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9

If a copy of the application is not submitted with your payment, this will delay the processing of the application.

Dishonored Payments: A \$35 administration fee will apply for each returned item-