



Technical Standards and Safety Authority  
345 Carlingview Drive  
Toronto, Ontario M9W 6N9  
Tel: 416.734.3300  
Fax: 416.734.3202  
Customer Service: 1.877.682.8772  
Email: [licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)  
[www.tssa.org](http://www.tssa.org)

# Application for Modification to a Retail Outlet or a Bulk Storage Plant

*Technical Standards and Safety Act*  
Liquid Fuels Regulation

<p>Please submit completed application and supporting documentation by mail, fax, or e-mail (in pdf format).</p> <p>Check applicable box(es)</p> <table style="width: 100%;"><tr><td style="width: 50%;"><b>Gasoline Station</b> <input type="checkbox"/> Card/Keylock <input type="checkbox"/> Full-Serve <input type="checkbox"/> Self-Serve <input type="checkbox"/> Split-Serve <input type="checkbox"/> Off-Road Recreational Vehicle <input type="checkbox"/> Remotely Monitored Retail Site</td><td style="width: 50%;"><input type="checkbox"/> <b>Marina</b>  <b>Bulk Storage Plants</b> <input type="checkbox"/> Less than 350,000 L <input type="checkbox"/> Between 350,000 L and 2,300,000 L <input type="checkbox"/> Greater than 2,300,000 L</td></tr></table> <p>* Please attach details of modification.</p> <p>Mail payment along with this completed application and 3 copies of the plans.</p>	<b>Gasoline Station</b> <input type="checkbox"/> Card/Keylock <input type="checkbox"/> Full-Serve <input type="checkbox"/> Self-Serve <input type="checkbox"/> Split-Serve <input type="checkbox"/> Off-Road Recreational Vehicle <input type="checkbox"/> Remotely Monitored Retail Site	<input type="checkbox"/> <b>Marina</b>  <b>Bulk Storage Plants</b> <input type="checkbox"/> Less than 350,000 L <input type="checkbox"/> Between 350,000 L and 2,300,000 L <input type="checkbox"/> Greater than 2,300,000 L	<p>For Office Use Only</p>
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Storage Tank Information	Underground		Aboveground	
	Qty	Total Capacity	Qty	Total Capacity
Gasoline				
Diesel Fuel				
Other. Specify:				
Was this facility previously licensed under the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No				Total Storage Capacity In Litres
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.:	
E-mail:			
Print Name of Contact Person:			

## C. TECHNICAL CONTACT

Same as: ☐ A ☐ B ☐ D  
(Person or Company we should communicate with regarding engineering AND/OR 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.:	
E-mail:			
Print Name of Contact Person:			

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



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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	Service Fee	HST on Service Fee	Total (Including HST)	Total Fees Due
	<b>Modification</b>					
	<b>Gas Station or Marina</b> (includes engineering, initial & 1 follow-up inspection and travel)	Flat*	\$ 1,878.50	\$ 244.21	\$ 2,122.71	
	<b>Bulk Plant</b> (includes engineering, initial & 1 follow-up inspection and travel) - <u>up to 2 engineering hours and 8 inspection hours included</u>	Minimum**	\$ 1,878.50	\$ 244.21	\$ 2,122.71	
	<b>Expedited Services**</b>					
	<b>Expedited Engineering Services</b> (Additional charge to engineering review per site application)	Flat	\$ 581.00	\$ 75.53	\$ 656.53	
	<b>Expedited Inspection Service</b> (invoiced separately at 2 x standard rates)					

Total Fees Due

1

If paying by credit card, amount in Box 1 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**

\*Flat fees relating to engineering services or initial inspection may be subject to additional billing if engineering submissions are inadequate or require excessive engineering review/initial inspection time. Additional billing, if any, 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 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 places 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

<b>TSSA use only</b> 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 [www.tssa.org](http://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