



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: licensingandregistration@tssa.org
www.tssa.org

Application for Modification or Change of Steel - Propane Container Refill Centre or a Filling Plant

Technical Standards and Safety Act
Propane Storage and Handling Regulation

Please submit completed application and supporting documentation by mail, fax, or e-mail (in pdf format). Making a false statement may result in a fine or prosecution.		For Office Use Only
Check applicable box(es) <input type="checkbox"/> Modification <input type="checkbox"/> Change of Steel	Container Refill Centre <input type="checkbox"/> Cylinder Fill <input type="checkbox"/> Motor Fill	<input type="checkbox"/> Filling Plant
Mail payment along with completed application form and supporting documents. For a list of supporting documents, please see the Fuels Safety Propane Advisory FS-188-11 on our website: www.tssa.org		

Was this facility previously licensed under the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	Licence Number	Total Storage Capacity In U.S. Water Gallons
If 'yes', provide name of previous owner		

A. LICENCE HOLDER INFORMATION			
Person or Company Name:		Corporation Number	
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:	

B. FACILITY LOCATION			
Same as: <input type="checkbox"/> A (Note this must be a delivery or fire route address.)			
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:			

C. TECHNICAL CONTACT			
Same as: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> D (Person or Company we should communicate with 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.:	
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.



Technical Standards and Safety Authority
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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
	MODIFICATION					
	Bulk Plant & Fill Sites (includes engineering, RSMP, initial inspection, 1 follow-up and travel)					
	L1, <5,000 Gallons (up to 6 engineering hours and 7 inspection hours included)	Minimum*	\$ 2,093.50	\$ 272.16	\$ 2,365.66	
	L2, >=5,000 Gallons (up to 10 engineering hours and 7 inspection hours included)	Minimum*	\$ 2,907.50	\$ 377.98	\$ 3,285.48	
	All other facility types (includes engineering, initial inspection, 1 follow-up and travel) - up to 3.75 engineering hrs and 7.25 inspection hrs included	Minimum*	\$ 1,744.50	\$ 226.79	\$ 1,971.29	
	Change of Steel (up to 4 engineering hours and 1 inspection hour included)	Minimum*	\$ 895.00	\$ 116.35	\$ 1,011.35	
	Expedited Services**					
	Expedited Engineering Services (Additional charge to engineering review per site application)	Flat	\$ 581.00	\$ 75.53	\$ 656.53	
	Expedited Inspection Service (invoiced separately at 2 x standard rates)					

Total Fees Due				
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1

If paying by credit card, amount in Box 1 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 at the applicable hourly labour rate in ¼ hour increments. 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 minimum 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 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