



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 1-833-937-8772
Email: inspectionscheduling@tssa.org
www.tssa.org

APPLICATION FOR A BPV INSTALLATION INSPECTION REQUEST FORM
Technical Standards and Safety Act
Boilers and Pressure Vessels

R-0923-V10

Please complete this Request Form and Payment Authorization Form ---Fields indicated with ' * ' are MANDATORY

Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

* Is request for an Agricultural Site?	YES	NO	* Preferred Inspection Date(s) & Time	1) _____					
* Does site Require Bio Security?	YES	NO		2) _____					
				3) _____					
*WHO IS COMPLETING THE APPLICATION?			CONTRACTOR	OWNER	DATE CONFIRMED WITH INSPECTOR	YES	NO		
* BILLING CUSTOMER NAME & ADDRESS <i>Legal Name and Civic Address - Not a PO BOX (Who is being billed for the Inspection)</i> <i>Please provide your TSSA Account Number if known</i>				LEGAL NAME & ADDRESS:					
				TSSA ACCOUNT:					
* DEVICE OWNER NAME & ADDRESS <i>(Who receives the Certificate of Inspection)</i>				Must be a Civic Address - Not a PO BOX				SAME AS BILLING	
* INSPECTION SITE NAME & ADDRESS <i>(Where is the inspection taking place)</i>				Must be a Civic Address - Not a PO BOX				SAME AS BILLING	
* INSPECTION SITE CONTACT <i>(Who will meet the Inspector)</i> <i>(NAME, PHONE, EMAIL)</i>				Please provide the Inspector's Site Contact				NAME: PHONE: E-MAIL:	
NAME OF DESIGNATED TSSA INSPECTOR				Local Inspector inspecting at Site location				UNKNOWN	
* IS SPECIAL SAFETY TRAINING REQUIRED TO ACCESS THE SITE				If "Yes", Please provide duration of training				HOURS	NO
* IS THERE SPECIAL HEALTH & SAFETY PROTOCOLS REQUIRED TO ENTER THE FACILITY ?				If "Yes", Please advise					
*Is the facility a Hospital, Long Term Care Facility, Retirement Home or Post-Secondary School?							Yes	No	
VALIDATION CHECKS			REQUIRED INFORMATION						
* FEDERAL SITE / RESERVE LAND YES NO <i>If site is Federal Site, has a legal contract been established with TSSA? If no contract has been established, please contact legal@tssa.org, and resubmit inspection request form once established.</i> <i>If site is on Reserve Land, please provide written consent from First Nation Chief for permitting a visit from TSSA</i> IS THIS DEVICE MOVING? YES NO <i>If yes, please provide the TSSA UID# for each device</i>			DEVICE TYPE		BOILER		PRESSURE VESSEL		
			Please provide the CRN & Serial Number for each Boiler/Pressure Vessel Installed (e.g. A1234.5, A1234.15, A1234.1C) * PICTURE OF NAME PLATE ATTACHED *FIRST DATA REPORT <i>(Complete to the best of your knowledge)</i> For missing First Inspection COI requested by your Insurer, please enter TSSA UID# for each device		CRN		CRN		
					SN		SN		
					CRN		CRN		
					SN		SN		
					CRN		CRN		
					SN		SN		
					CRN		CRN		
					SN		SN		
					CRN		CRN		
SN		SN							

INSPECTION FEES
(HST Registration No: 891131369)

Select	Enter # of Devices	Service	Fee Type	Fee	HST	Total (Including HST)	Quantity	Total Fees Due
		First/Installation Inspection (per Device – includes Inspection, 1 Follow-up and Travel)	Flat*	\$ 389.00	\$ 50.57	\$ 439.57	x	=
		Expedited Inspection Service** (per Device) Select this in addition to the above if you would like an expedited inspection. You will receive an additional Invoice at 2x Standard Fee.						
Total Fees Due								

1

If paying by credit card, amount in Box 1 to be entered in TSSA Service Prepayment Portal

ALL REQUIRED FEES MUST BE PREPAID BY CREDIT CARD, CHEQUE, BANK DRAFT OR MONEY ORDER.
PURCHASE ORDERS ARE NOT ACCEPTED.
ALL FEES ARE NON-REFUNDABLE.
FOR PAYMENT OPTIONS, SEE INCLUDED PAYMENT INSTRUCTION FORM

* FLAT FEE - Includes device inspection, 1 follow-up and travel. All additional follow-up inspections are billed in accordance with the TSSA Fee Schedule
** EXPEDITED SERVICES – Expedited Inspection Service is available and will be charged whenever customer requested work takes the Inspector away from previously scheduled work. Expedited Inspection Service is billed at double the standard fee.



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

PAYMENT INSTRUCTIONS

TSSA use only WO # _____	L # _____ CH # _____
------------------------------------	-------------------------

If paying by cheque, bank draft, money order or wire transfer, 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>

If paying by Cheque, Bank Draft, Money Order or Wire transfer complete the following and select payment method:

Name of Applicant/Organization:

Telephone No:

Email Address:

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

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

Wire Transfer

Pay to Bank: TD Canada Trust

Beneficiary: Technical Standards and Safety Authority

Swift: TDOMCATTTOR

Account: 05200306317

Please add \$CDN 15.00 to your remittance for bank handling charges for wire transfers. Send a copy of your wire remittance by e-mail to areceivable@tssa.org along with a copy of your application.

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