



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  
 licensingandregistration@tssa.org  
 www.tssa.org

**Application for a Review of a Risk and Safety Management  
 Plan (RSMP) for an Existing Propane Facility**  
*Technical Standards and Safety Act*  
 Propane Storage and Handling Regulation

**Failure to fully complete this form may result in rejection.  
 Making a false statement may result in a fine or prosecution.**

**For Office Use Only**

Licence Number

**The Undersigned applies to TSSA for a review for an RSMP under Ontario's *Technical Standards and Safety Act*,  
 Propane Storage and Handling Regulation.**

Firm Name \_\_\_\_\_ Ontario Corporation No., if applicable \_\_\_\_\_

**A** E-mail Address \_\_\_\_\_

Area Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Contact Person \_\_\_\_\_

**B** Street No. \_\_\_\_\_ Street Name, P.O. Box No., etc. \_\_\_\_\_

Mailing Address Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Information on Container Refill Centre or Filling Plant**

Location of premises to be licensed

Street No. \_\_\_\_\_ Street Name, Lot / Concession No. \_\_\_\_\_

**C** Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Supplier \_\_\_\_\_

**D** Street No. \_\_\_\_\_ Street Name, Lot / Concession No. \_\_\_\_\_

Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Licence Number \_\_\_\_\_ Total Storage Capacity \_\_\_\_\_  
 In U.S. Water Gallons

Persons employed that hold a required certificate or Record of Training. Add an additional sheet if insufficient space.

Name _____	Certificate Number _____
_____	Certificate Number _____

**Application is valid for 12 months from date received by TSSA. You are required by law to notify TSSA of any change of information.**

**I certify that the above information is true.** Date (mm-dd-yyyy) \_\_\_\_\_

Print name of Owner/Operator \_\_\_\_\_

Position \_\_\_\_\_ Signature \_\_\_\_\_



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**Note:**  
 The following fees are applicable only if there are changes to the most recent RSMP submission.  
 If this RSMP is for a new facility/License Holder Change, RSMP fees are charged as part of the initial application fee and the fees below do not apply. If there are no changes to the RSMP, no RSMP fees are due.

**FEES**  
**(HST Registration No: 891131369)**

Select	Service	Fee Type	Service Fee	HST on Service Fee	Total (Including HST)	Total Fees Due
	<b>Risk Safety Management Plan (RSMP) -</b> Changes to RSMP from prior year's submission					
	<b>Bulk Plant &amp; Fill Sites - L1, &lt;5,000 Gallons</b> (includes review)	Flat*	\$ 223.50	\$ 29.06	\$ 252.56	
	<b>Bulk Plant &amp; Fill Sites - L2, &gt;=5,000 Gallons</b> (includes review, initial inspection, 1 follow-up and travel) (up to 7.5 engineering hrs and 6.5 inspection hrs)	Minimum**	\$ 2,240.50	\$ 291.27	\$ 2,531.77	
	<b>Expedited Services***</b>					
	<b>Expedited Engineering Services</b> (Additional charge to engineering review per site application)	Flat	\$ 560.00	\$ 72.80	\$ 632.80	

<b>Total Fees Due</b>	<b>1</b>
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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**

\*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.

\*\*\***Expedited Services**  
 Expedited service fees are non-refundable  
 Expedited services places your application in an expedited service line.



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## PAYMENT INSTRUCTIONS

<b>TSSA use only</b>	L #	CH #
WO # _____		

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