



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

# Application for an Ontario Licence to Operate as a Conversion Centre-Change of Ownership

*Technical Standards and Safety Act*

Please submit completed application along with pre-payment of fees and mandatory documentation by visiting online: <https://www.tssa.org/onlinepayment/>. No invoice will be issued at this time.

Check (✓) applicable business:

Compressed Natural Gas

Propane

**For Office Use Only**  
Licence Number

Mandatory Documents
Propane Conversion Centre <ul style="list-style-type: none"> <li>Site Plan</li> <li>Municipal Approval</li> <li>Branch Standards No. 9</li> </ul>

**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.**

Name of Person or Company \_\_\_\_\_

E-mail \_\_\_\_\_

**Complete Mailing Address**

Street No.	Street Name, Lot / Concession No.	Suite #
_____	_____	_____
Town/City	Province	Postal Code
_____	_____	_____
Area Code and Telephone No.	Corporation Number	If you are a fuels certificate holder, provide the certificate #.
____-____	_____	_____

**If your business location address is different from your mailing address, please complete this section**

Street No.	Street Name, Lot / Concession No.	Suite #
_____	_____	_____
Town/City	Province	Postal Code
_____	_____	_____
Area Code and Telephone No.		
____-____		

**Information on Facility - Location of premises to be licensed**

Street No.	Street Name, Lot / Concession No.	Suite #
_____	_____	_____
Town/City	Province	Postal Code
_____	_____	_____
Supplier		
_____		

Was this facility previously licensed under the Act?  Yes  No

If 'yes', provide number of previous owner \_\_\_\_\_

**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.**

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

Signature \_\_\_\_\_

Year    Month    Day  



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## FEES

(HST Registration No: 891131369)

Fees apply Change of Ownership

Select	Service	Fee Type	Service Fee	License	HST on Service Fee	Total (Including HST)	Total Fees Due
	Vehicle Conversion Center (includes License, initial inspection, 1 follow-up and travel)	Flat*	\$ 705.50	\$ 336.00	\$ 91.72	\$ 1,133.22	
	Expedited Services**						
	Expedited Inspection Service (invoiced separately at 2 x standard rates)						

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**

\*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 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.



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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