



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

Elevating Devices Request for Services Major Alterations, Minor A & B and Other Services Prepayment Form

Enter # of Devices	Service	Fee Type	Service Fee	HST on Service Fee	Total (Including HST)	Quantity	Total Fees Due
	MAJOR ALTERATIONS (Includes engineering, initial inspection, travel & 1 subsequent inspection)						
	Elevators 3 floors or less	Flat*	\$ 1,526.00	\$ 198.38	\$ 1,724.38	x	=
	Elevators 4+ floors	Flat*	\$ 2,016.50	\$ 262.15	\$ 2,278.65	x	=
	Escalators	Flat*	\$ 2,071.00	\$ 269.23	\$ 2,340.23	x	=
	Moving walk	Flat*	\$ 1,635.00	\$ 212.55	\$ 1,847.55	x	=
	Platform lifts and stair lifts for barrier-free	Flat*	\$ 763.00	\$ 99.19	\$ 862.19	x	=
	Other devices	Flat*	\$ 1,308.00	\$ 170.04	\$ 1,478.04	x	=
	Expedited Engineering Services ** (Major)	Flat	\$ 545.00	\$ 70.85	\$ 615.85	(Invoiced Separately)	
	OTHER SERVICES						
	Minor A (includes engineering, alteration inspection, travel & 1 follow-up inspection)	Flat*	\$ 627.00	\$ 81.51	\$ 708.51	x	=
	Minor B (includes engineering, alteration inspection, travel & 1 follow-up inspection)	Flat*	\$ 321.50	\$ 41.80	\$ 363.30	x	=
	Notifications	Flat*	\$ 109.00	\$ 14.17	\$ 123.17	x	=
	Revisions to a registered design submission	Flat*	\$ 163.50	\$ 21.26	\$ 184.76	x	=
	Filing of a standard design (safety assessment or compliance verification fees are extra - see other engineering)	Flat*	\$ 584.50	\$ 75.99	\$ 660.49	x	=
	Filing of a revision to a standard design (safety assessment or compliance verification fees are extra - see other engineering)	Flat*	\$ 292.00	\$ 37.96	\$ 329.96	x	=
	Other engineering (e.g. safety assessment, compliance verification, preliminary review, standard design review)- includes up to 1 hr engineering review. Additional engineering review time billed at hourly engineering labour rate.	Minimum	\$ 159.00	\$ 20.67	\$ 179.67	x	=
	Installation number issued prior to registration/relocation	Flat*	\$ 78.00	\$ 10.14	\$ 88.14	x	=
	Variance per location	Flat*	\$ 545.00	\$ 70.85	\$ 615.85	x	=
	Expedited Engineering Services ** (Other Services)	Flat	\$ 272.50	\$ 35.43	\$ 307.93	(Invoiced Separately)	

Total Fees Due					
	1				

If paying by credit card, value 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

Submitter's Unique reference Number for this Service request

Installation Number

Notes: (indicate any special notes, if multiple devices indicate which devices require expedited service)

*Flat fees relating to engineering services or initial inspection may be subject to additional billing if excessive engineering review/initial inspection time is required. 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 (Invoiced Separately)

Per Application

Subject to availability. Inquiries can be sent to eddesignsubmittal@tssa.org to confirm if rush requests can be accommodated.

Expedited service fees are non-refundable

Expedited services places your application in an expedited service line.

FORM #: ED-002-v5



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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:

Attach a copy of Cheque/Bank Draft/Money Order with submission and send your submission package to eddesignsubmittal@tssa.org

Cheque/Bank Draft/Money Order #: _____

Mail payment along with a copy of this prepayment form 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