



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**

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.

Name

Certificate Number

Add an additional sheet if insufficient space.

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



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

**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><br>Changes to RSMP from prior year's submission  |           |             |                    |                       |                |
|        | <b>Bulk Plant &amp; Fill Sites - L1, &lt;5,000 Gallons</b><br>(includes review)  | Flat*     | \$ 232.00   | \$ 30.16           | \$ 262.16             |                |
|        | <b>Bulk Plant &amp; Fill Sites - L2, &gt;=5,000 Gallons</b><br>(includes review, initial inspection, 1 follow-up and travel) (up to 7.5 engineering hrs and 6.5 inspection hrs included) | Minimum** | \$ 2,325.50 | \$ 302.32          | \$ 2,627.82           |                |
|        | <b>Expedited Services***</b>   |           |             |                    |                       |                |
|        | <b>Expedited Engineering Services</b><br>(Additional charge to engineering review per site application)  | Flat      | \$ 581.00   | \$ 75.53           | \$ 656.53             |                |

|                       |          |  |  |  |
|-----------------------|----------|--|--|--|
| <b>Total Fees Due</b> |          |  |  |  |
|                       | <b>1</b> |  |  |  |

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.



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

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

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