



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 - New

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 Hydrogen
☐ Propane

For Office Use Only

Licence Number

Mandatory Documents

Propane Conversion Centre

- Site Plan
- Municipal Approval
- Branch Standards No. 9

Natural Gas and Hydrogen

- Site Plan
- Municipal Approval
- Fire Department Approval

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 #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Area Code and Telephone No.	Corporation Number	If you are a fuels certificate holder, provide the certificate #.
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Street No.	Street Name, Lot / Concession No.	Suite #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Area Code and Telephone No.		
<input type="text"/>	<input type="text"/>	

Information on Facility - Location of premises to be licensed

Street No.	Street Name, Lot / Concession No.	Suite #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier		
<input type="text"/>	<input type="text"/>	

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>



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FEES

(HST Registration No: 891131369)

Select	Service	Fee Type	Service Fee	License Fee	HST on Service Fee	Total (Including HST)	Total Fees Due
	Vehicle Conversion Center (includes License, engineering, initial inspection, 1 follow-up and travel)	Flat*	\$ 1,512.50	\$ 348.50	\$ 196.63	\$ 2,057.63	
	Expedited Services**						
	Expedited Engineering Services (Additional charge to engineering review per site application)	Flat	\$ 581.00	\$ -	\$ 75.53	\$ 656.53	
	Expedited Inspection Service (invoiced separately at 2 x standard rates)						

Total 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

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:

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