



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.4078
 Customer Service: 1.877.682.8772
 propane@tssa.org
 www.tssa.org

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
 Propane Storage and Handling Regulation

This Level 1 RSMP applies to:

- a facility with a total propane storage capacity of 5,000 USWG or less; or
- a facility with a fixed propane storage capacity of exactly 5,000 USWG and no more than 500 USWG of portable propane storage capacity on site.

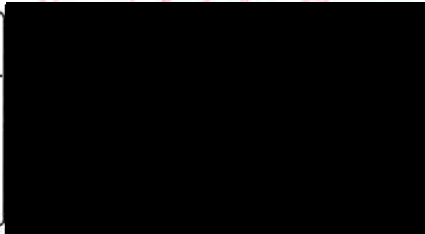
**Failure to fully complete this form may result in rejection.
 Making a false statement may result in a fine or prosecution
 under the *Technical Standards and Safety Act***

Licence Number 0076389113-C

Check applicable type of propane operations.

Cylinder Motor Fill Filling Plant Card/Keylock

Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.



SECTION A: GENERAL INFORMATION

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

A Company Name Jack's Central Auto Service Corporation No. 429631 Ontario Ltd

Operator Name (if different from above) John Crozier

Telephone No. 519-663-5853 Fax No. 519-663-5863 E-mail jas5853@gmail.com

B Street No. 61 Suite 57 Street Name / 911 Number / Address, if applicable Holborn Ave

Town / City or Township / County London Province Ontario Postal Code N6J 2R2

Mailing address if different from above.

C Street No. _____ Street Name / 911 Number / Address, if applicable _____

Town / City or Township / County _____ Province _____ Postal Code _____

Information on Container Refill Centre or Filling Plant

Location of facility.

D Street No. 61 Suite 57 Street Name / 911 Number / Address, if applicable Holborn Ave Nearest Major Intersection Holborn Ave and Euston Rd.

Town / City or Township / County London Province Ontario Postal Code N6J 2R2

Name of Licence Holder Jack's Central Auto Service

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). John Crozier ROT type PPO-3

Municipality (or municipalities if the facility or its hazard distance touches multiple borders) London

Hours of operation.

This document is valid until the next licence renewal date. You are required by law to notify TSSA of any change of information.

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Print name	Signature	Date (dd-mmm-yyyy)
Name of Licence Holder <u>Jack's Central Auto Service</u>		<u>27-10-2017</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training <u>John Crozier</u>		<u>27-10-2017</u>



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SECTION A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established. approx 16-17 years (1994)	Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. na
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Identify the psig rating and serial number for each fixed propane storage tank on site.

	PSIG	Serial Number
Tank 1:	250	371-07
Tank 2:	_____	_____
Tank 3:	_____	_____

Enter capacity of propane in USWG, fixed, portable, and mobile, and provide detailed inventory that includes the number of tank/vessel for each type (fixed, portable, and mobile) and the capacity of each tank/vessel, on a separate document.

Fixed: 1999 uswg Portable: 12 cylinders- 69.6 uswg Mobile: na

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Name of person completing this form (please print) John Crozier	Official Title General Manager / Owner / Director	
Signature 	Telephone No. 519-663-5853	Date (dd-mmm-yyyy) 27-10-2017



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Dowler-Karn Ltd		For Office Use - Party No.	
Street No. 43841	Street Name / 911 Number / Address, if applicable Talbot Line		
Town / City or Township / Country St Thomas		Province Ontario	Postal Code N5P 3S7
Telephone No. 519-631-3810	Fax No. 519-631-4755	Contact Name Andrew Beck	
E-mail abeck@dowlerkarn.com			

Name of Propane Transporter. If same as above, please check box. <input checked="" type="checkbox"/>		For Office Use - Party No.	
Street No.	Street Name / 911 Number / Address, if applicable		
Town / City or Township / Country		Province	Postal Code
Telephone No.	Fax No.	Contact Name	
E-mail			

Off-site Cylinder and/or Mobile Storage	Capacity stored off-site, in USWG	For Office Use - Party No.	
Street No.	Street Name / 911 Number / Address, if applicable		
Town / City or Township / Country		Province	Postal Code
Telephone No.	Fax No.	Contact Name	

Note: Customer storage is not considered off-site storage.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

The licence holder will complete Section B in consultation with the local Fire Services.

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.

Waste oil and coolant at side of building (200 litres) - refer to site drawing

Description of fire and emergency equipment indicated on facility site map.

Fire extinguisher at dispenser and within building

Emergency propane shut / power box shutdown inside front door located on wall (labelled)

List of fire protection controls (e.g., fire detection systems, fire notification systems, alarm systems, automatic shut off devices, fusible links, etc.) and describe their function, use and operation.

Alarm System - emergency services preset

Video Surveillance

Fusible links on tank as described under b-149 of Ontario gas code - heat sensitive closure valve is activated with the main valve spring closes because the link breaks under heat. restricting the flow of gas / liquids

Maintenance and testing schedule for fire protection controls and devices.

Annual inspection of tank and system as per requirements under sec b-149 of Ont gas code. copy left on site

Annual inspections of fire extinguishers by external companu

Daily visual inspection by operator opening facility / dispenser prior to use (new 2011)

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact

Name John Crozier	For Office Use - Party No.
Official Title Manage / Owner / Director	
Telephone No. 519-663-5853	Fax No. 519-663-5863
E-mail jcas5853@gmail.com	
Role and responsibilities in emergency Execute Emergency Response Plan, implement its components alert authorities, confirm evacuation of people on site	

5. Facility 24-Hour Contact Person

Name John Crozier	For Office Use - Party No.
Official Title Manage / Owner / Director	
Cell No. 519-663-5853	Fax No. 519-663-5863
E-mail jcas5853@gmail.com	
Role and responsibilities in emergency Execute Emergency Response Plan, implement its components alert authorities, confirm evacuation of people on site	

2. Facility Contact Personnel - Alternate Contact

Name Brenda Crozier	For Office Use - Party No.
Official Title co owner	
Telephone No. 519-663-5853	Fax No. 519-663-5863
E-mail cas5853@gmail.com	
Role and responsibilities in emergency Execute Emergency Response Plan, implement its components alert authorities, confirm evacuation of people on site	

6. Name of Facility Manager

Name John Crozier	For Office Use - Party No.
Official Title Manage / Owner / Director	
Telephone No. 519-663-5853	Fax No. 519-663-5863
E-mail jcas5853@gmail.com	
Role and responsibilities in emergency Execute Emergency Response Plan, implement its components alert authorities, confirm evacuation of people on site	

3. Local Fire Services - Key Contact

Name John Kobarda	For Office Use - Party No.
Official Title Fire Chief	E-mail jkobarda@london.ca
Telephone No. 519-661-2500 x 5620	Fax No. 519-661-6507
Role and responsibilities in emergency Lead and Coordinate emergency services, resources and response in the event of an emergency	
Fire Services Address	

7. Propane Supplier Key Contact Person

Name Andrew Beck	For Office Use - Party No.
Official Title Health, Safety and Compliance	E-mail abeck@dowlerkarn.com
Telephone No. 519-631-3810	Fax No. 519-631-4755
Role and responsibilities in emergency Address any concerns. Alerts support services if necessary and implement supplier erp. Provide technical and service support as required	
Propane Supplier Address 43841 Talbot Line St Thomas Ont N5P 3S7	

4. Local Fire Services - Alternate Contact

Name Brian George	For Office Use - Party No.
Official Title Deputy Fire Chief	E-mail bgeorge@london.ca
Telephone No. 519-661-2500 x 4785	Fax No. 519-661-6507
Role and responsibilities in emergency Lead and Coordinate emergency services, resources and response in the event of an emergency	
Fire Services Address 550 Commissioners Rd W, London, ON N6K 1B7	

8. Municipal Contact

Name Cathy Saunders	For Office Use - Party No.
Official Title City Clerk	
Telephone No. 519-661-2500 x 5396	Fax No. 519-661-4892
E-mail csaunders@london.ca	
Municipality Name and Address London 300 Dufferin Avenue London Ontario PO BOX 5035 N6A 4L9	

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.

The facility meets all pertinent regulations per its most recent TSSA inspection

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

3. Record of Emergency Training Provided - For most recent 12-month period.

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Training Date (dd-mmm-yyyy) Oct 2017	Print Name of Training Provider: inhouse
	Print Name of Instructor: John Crozier
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Training Date (dd-mmm-yyyy) Oct 2017	Print Name of Training Provider: inhouse
	Print Name of Instructor: John Crozier
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Training Date (dd-mmm-yyyy) as req. per ROT Expiry	Print Name of Training Provider: Dowler-Karn
	Print Name of Instructor: Brandon Walsh - Certified Instructor
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

4. Emergency Training Plan for Coming Year

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Target Date (dd-mmm-yyyy) Oct 2018	Print Name of Training Provider: inhouse
	Print Name of Instructor: John Crozier
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Target Date (dd-mmm-yyyy) Oct 2018	Print Name of Training Provider: inhouse
	Print Name of Instructor: John Crozier
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Target Date (dd-mmm-yyyy) as req. per ROT Expiry	Print Name of Training Provider: Dowler-Karn
	Print Name of Instructor: Brandon Walsh - Certified Instructor
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	Print Name of Instructor:
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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).
 Emergency response coordinator is point person for executing ERP. In the event of a confirmed emergency, verbal warnings and evacuation will occur onsite for all customers and employees to assemble at the designated evacuation site per the ERP. All other communications will be through the emergency response personnel once on-site. In case the absence of the EC, the back up or a designate will assume the role

Describe what action is to be taken and by whom when a warning is issued (including details of a meeting place in a safe identified area and activating the evacuation plan, if necessary).

In the event a warning has been issued an evacuation will be undertaken and the emergency coordinator will activate emergency shut off and or main hydro shutoff if feasible and immediately contact 911 with pertinent information specific to the location and details of the emergency.

All is noted in the ERP

Communication with Emergency Response Authorities

Describe when and how the licence holder will give early warning to emergency response authorities (including a process to ensure that a call is placed to 911).

In the event of a suspected leak, spill, fire or explosion the emergency coordinator or back up is to call 911 once employees and customers have been ushered to the safe evacuation point. All steps and details are listed in the ERP

Describe provisions for fire department entry when there are no operations or staffing at the propane site.

All equipment relevant to propane is accessible outside the building, except the emergency shut off. Glass will have to be broken in front door as the switch is inside the building (see site plan) Should access be required and no personnel are on site, then emergency service will have to determine the best course of action to obtain entry. The switch is on the front wall of the lobby. It is well marked

Describe how the licence holder will ensure continual flow of updated information to authorities.

Via phone or cell phone until such time as they arrive. Upon arrival the EC will liaise with the emergency services personnel to provide updates. At that stage control will be given to the fire services to manage the emergency. In a proactive manner, Jacks Central Auto Services will provide site and contact information along with a copy of the RP to the fire services when the RSMP is reviewed

How long will it take the facility liaison person to respond to the site.

10 Minutes

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

6. Building and Site Security and Procedures

	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are there procedures that capture and record the daily inspection of hoses and inspection requirements for filling systems and mechanical devices used in the transfer of propane?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are weighing systems validated for accuracy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is the schedule of maintenance and testing activities retained on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Water Supply

The propane licence holder should work with the local fire department to determine water supply capabilities that are available based on the propane facility's location.

	Yes	No
1. Is a pressurized water system available at the propane facility site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)		<u>87.9 m</u>
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)		<u>na</u>

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?

Yes

No

If not, please explain (e.g., no fire services).

to be forwarded sept 20, 2011 - was delivered to Brent Smith, Fire prevention - Sept 20th 2011

Fire services comments, if any:

Awaiting reponse - have discussed with fire services that it is coming. Previous visits have occurred

To be completed by the Licence Holder

In response to the above comments, the following action(s) is required:

The licence holder will respond to the Local Fire Services comments by: _____

(dd-mmm-yyyy)

LOCAL FIRE SERVICES

The undersigned has reviewed Section B of the Risk and Safety Management Plan Fire Services.

Print name	Signature	Date (dd-mmm-yyyy)
Local Fire Services Name Brent Smith		

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Name of person completing this form (please print) John Crozier	Official Title General Manager / Owner / Director
Signature 	Telephone No. 519-663-5853
	Date (dd-mmm-yyyy) 29-10-2017



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SECTION C: SUBMISSIONS

Applicant must include a Facility Site Plan and Map of Surrounding Area

Facility Site Plan.

The licence holder will submit a copy of the original facility site plan updated with the following information:

1. The storage location of fixed, portable, and mobile vessels.
2. The maximum volume, types and storage location of hazardous materials.
3. Location of permanent structures on site.
4. Access and egress points and location of barriers.
5. Location of fire and emergency equipment (e.g., sprinkler systems, extinguishers, suppression systems) on site and location of fire hydrant or water supply where available.
6. Location of emergency shut off/shut down switches/valves.

Map of Surrounding Area.

The licence holder will submit a scaled aerial map of the surrounding area showing the following information:

7. The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property lines.
8. GPS co-ordinates of the single largest vessel.
9. Visual indication of the single largest fixed vessel and a circle made using the distance in Table 1 as the radius from the single largest fixed vessel.
10. Clear indication of the municipality or municipalities present within the circle.
11. Visual indication of property line information.
12. The location and name of roads within or abutting the site.
13. Key note to the drawing indicating the facility's municipal address, municipal lot number(s) and concession lines as applicable, and the date the map was prepared.
14. Address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board). (Refer to page 5.)
15. Complete "Required Mapping Information from Updated Site Plan" in table below .

Required Mapping Information from Updated Site Plan

Date map prepared (dd-mmm-yyyy) September 14, 2011	Capacity of single largest propane storage vessel (USWG) 1999 uswg
Tank setback coordinates. Indicate placement on the map.	
Front: <u>17.23m (entrance side)</u>	Right side property line: <u>12.2m</u>
Rear: <u>24.4M</u>	Left side property line: <u>61.9m</u>
GPS coordinates of single largest vessel: <u>42deg57'42.05"N, 81deg15'44.38"W</u>	

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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

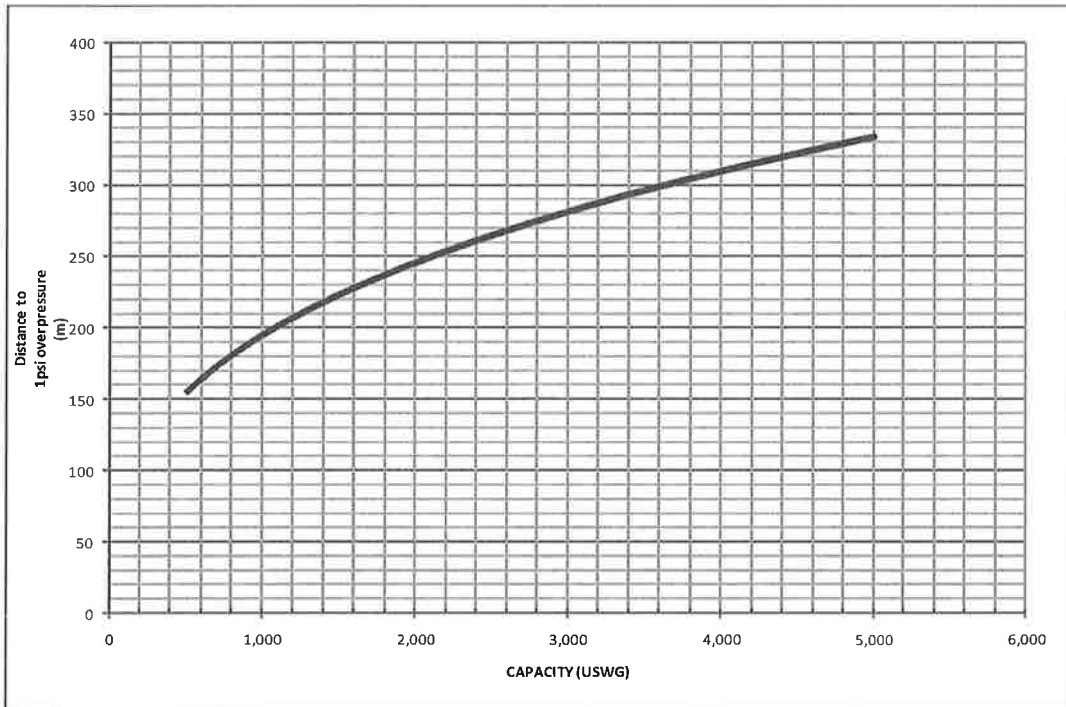
Table 1: Distance Table

Water Capacity (litres)	Nominal Water Capacity (USWG)	Distance to 1 psi overpressure (m)
1,890	500	155
3,780	1,000	195
4,920	1,300	213
6,620	1,750	235
7,130	1,885	241
7,560	2,000	246
18,900	5,000	333

Formula: $D = 16.94 \times (1.524 \times C)^{1/3}$
 D = Distance to overpressure of 1 psi (meters)
 C = Tank Total Capacity in USWG

Parameters: Density of Propane is 0.5033 kg per litre @ 15 C
 Assume all vessels are 80% full
 1 gallon [US, liquid] = 0.003785411784 cubic meter
 1 cubic metre = 264.17 USWG

Hazard Distance Chart (EPA-TNT model)





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Technical Standards and Safety Act
 Propane Storage and Handling Regulation

SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: <u>Black Diamond Asphalt</u> Address: <u>10 Centre Street</u> City: <u>London</u> Province <u>Ontario</u> Postal Code <u>N6K 1M7</u>			x		<u>42.3</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]				x	<u>42.3</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>A&W</u> Address: <u>419 Wharncliffe Rd. South</u> City: <u>London</u> Province <u>Ontario</u> Postal Code <u>N6J 2R2</u>				x	<u>48.6</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>Western Daycare</u> Address: <u>27 Emery Street South</u> City: <u>London</u> Province <u>Ontario</u> Postal Code <u>N5J 1R5</u>		x			<u>226</u> m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m

* For multi-unit buildings, count each unit as "1".

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print) John Crozier	Official Title General Manager / Owner / Director
Signature 	Telephone No. 519-663-5853
	Date (dd-mmm-yyyy) <u>27-10-2017</u>



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.4078
 Customer Service: 1.877.682.8772
 propanelicensing@tssa.org
 www.tssa.org

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WORKSHEET

Portable Storage Additional Information Worksheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8	12	69.6 uswg
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity			69.6 uswg

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
Total Tank Capacity		

Total Cylinder Capacity	69.6 uswg
Total Tank Capacity	0 portable 1999 uswg
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	69.6 uswg

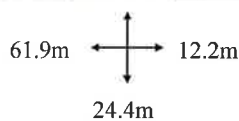
Jack's Central Auto
61 Holburn Avenue, Suite 57
London, Ontario N6J 2R2

Updated Oct 30th 2017



Municipality: London
CAO: Jeff Fielding
519-661-2500

Property Setbacks



TRONOMIC, DERIVED FROM
NO. 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

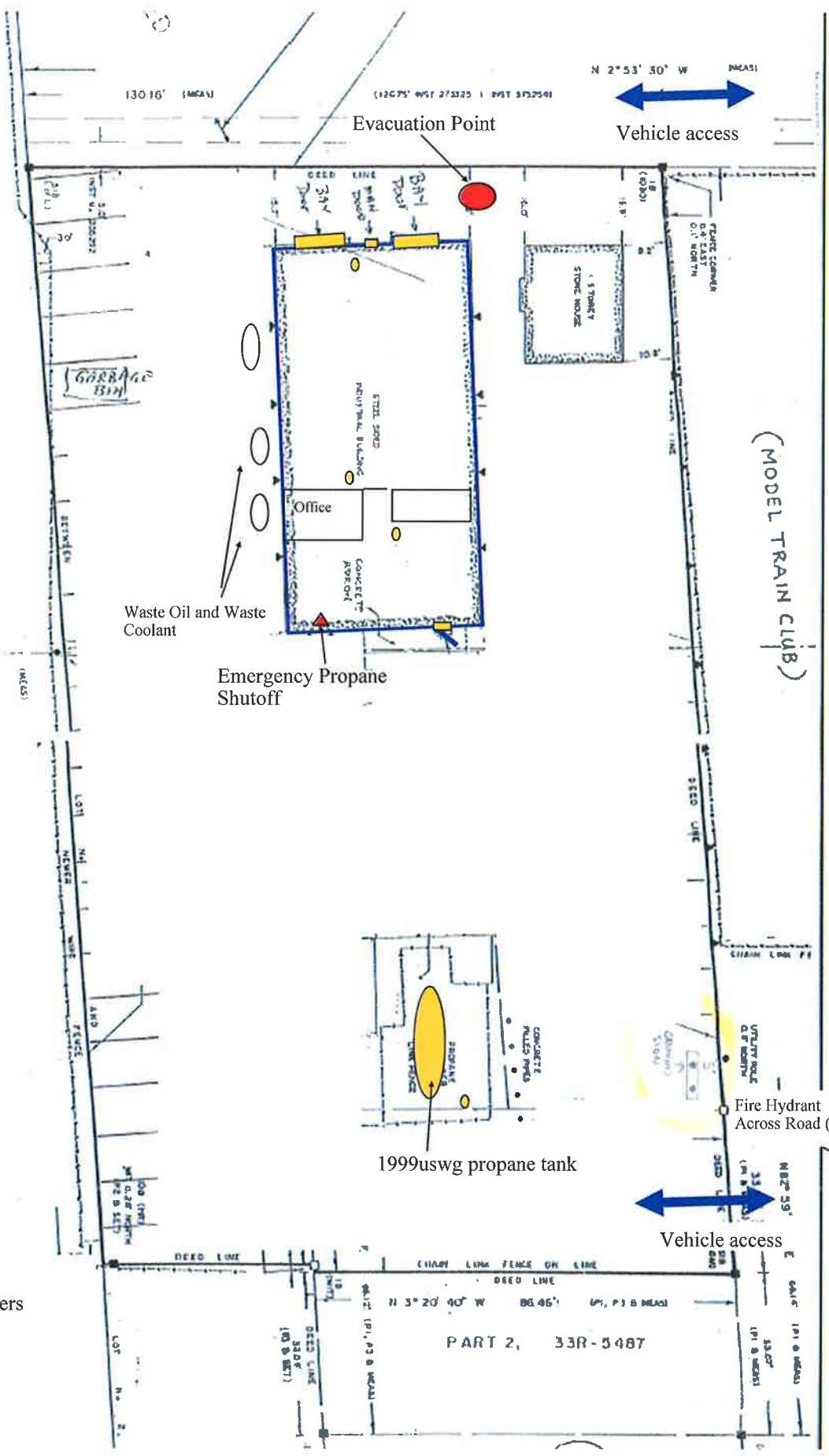
REFERENCE

JACK'S CENTRA AUTO SERVICE
57 HOLBORN AVE.
SCALE 1" = 2'
MAY 3, 1999

RECEIVED
MAY 3, 1999
BUILDING DIVISION

LOT 1

Fire Extinguishers



KEY PLAN

