



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 |
|--|---|----------|-------------|--------------------|-----------------------|------------------------------|----------------|
| <b>MAJOR ALTERATIONS</b><br>(Includes engineering, initial inspection, travel & 1 subsequent inspection) |   |          |             |                    |                       |                              |                |
|  | Elevators 3 floors or less  | Flat*    | \$ 1,470.00 | \$ 191.10          | \$ 1,661.10           | x                            | =              |
|  | Elevators 4+ floors   | Flat*    | \$ 1,942.50 | \$ 252.53          | \$ 2,195.03           | x                            | =              |
|  | Escalators  | Flat*    | \$ 1,995.00 | \$ 259.35          | \$ 2,254.35           | x                            | =              |
|  | Moving walk   | Flat*    | \$ 1,575.00 | \$ 204.75          | \$ 1,779.75           | x                            | =              |
|  | Platform lifts and stair lifts for barrier-free   | Flat*    | \$ 735.00   | \$ 95.55           | \$ 830.55             | x                            | =              |
|  | Other devices   | Flat*    | \$ 1,260.00 | \$ 163.80          | \$ 1,423.80           | x                            | =              |
|  | <b>Expedited Engineering Services ** (Major)</b>  | Flat     | \$ 525.00   | \$ 68.25           | \$ 593.25             | <b>(Invoiced Separately)</b> |                |
| <b>OTHER SERVICES</b>  |   |          |             |                    |                       |                              |                |
|  | Minor A (includes engineering, alteration inspection, travel & 1 follow-up inspection)  | Flat*    | \$ 604.00   | \$ 78.52           | \$ 682.52             | x                            | =              |
|  | Minor B (includes engineering, alteration inspection, travel & 1 follow-up inspection)  | Flat*    | \$ 310.00   | \$ 40.30           | \$ 350.30             | x                            | =              |
|  | Notifications   | Flat*    | \$ 105.00   | \$ 13.65           | \$ 118.65             | x                            | =              |
|  | Revisions to a registered design submission   | Flat*    | \$ 157.50   | \$ 20.48           | \$ 177.98             | x                            | =              |
|  | Filing of a standard design (safety assessment or compliance verification fees are extra - see other engineering)   | Flat*    | \$ 563.00   | \$ 73.19           | \$ 636.19             | x                            | =              |
|  | Filing of a revision to a standard design (safety assessment or compliance verification fees are extra - see other engineering)   | Flat*    | \$ 281.50   | \$ 36.60           | \$ 318.10             | 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  | \$ 153.50   | \$ 19.96           | \$ 173.46             | x                            | =              |
|  | Installation number issued prior to registration/relocation   | Flat*    | \$ 75.50    | \$ 9.82            | \$ 85.32              | x                            | =              |
|  | Variance per location   | Flat*    | \$ 525.00   | \$ 68.25           | \$ 593.25             | x                            | =              |
|  | <b>Expedited Engineering Services ** (Other Services)</b>   | Flat     | \$ 262.50   | \$ 34.13           | \$ 296.63             | <b>(Invoiced Separately)</b> |                |

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

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.



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 # _____<br>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:

**Attach a copy of Cheque/Bank Draft/Money Order with submission and send your submission package to [eddesignsubmittal@tssa.org](mailto: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