



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  
 Email: licencingandregistration@tssa.org  
 www.tssa.org

**Application for Renewal of  
 Level 2 Propane Licence  
 Technical Standards and Safety Act  
 Propane Storage and Handling Regulation**

**For Office Use Only**

**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

NOTE: If there have been changes to your facility as outlined in Part 5 of the Fuels Safety Advisory FS-188-11, please submit a full Risk and Safety Management Plan (RSMP), otherwise complete sections A or B below, as applicable, and then proceed to complete pages 2 and 3 of this package.

**DECLARATIONS**

**SECTION A: To be completed by a person authorized to bind the corporation/licensee if there are no changes or changes only to telephone numbers, contact names or addresses (not including the facility location).**

I hereby declare that I have completed my annual review and the RSMP has not changed since it was last accepted by TSSA.

Print Name

Signature

**OR**

I hereby declare that I have completed my annual review and the RSMP has not changed other than telephone numbers, contact names or addresses (not including facility location). Please attach copies of the updated RSMP pages with this renewal application.

**SECTION B: To be completed by a professional engineer if there are any changes involving the four elements below.**

I hereby declare that there have been changes to the RSMP since it was last accepted by TSSA and the following applies:

**1. Hazard Analysis**

Check appropriate boxes.

- a) These changes would not affect the hazard analysis as per O. Reg. 211/01 3.1 (0.2) (1) 1; **or**
- b) These changes do affect the hazard analysis as per O. Reg. 211/01 3.1 (0.2) (1) 1 and we have enclosed those changes.

  


**2. Risk Assessment**

- a) These changes would not affect the risk assessment as per O. Reg. 211/01 3.1 (0.2) (1) 2; **or**
- b) These changes do affect the risk assessment as per O. Reg. 211/01 3.1 (0.2) (1) 2 and we have enclosed those changes.

  


**3. Risk Mitigation**

- a) These changes would not affect the risk mitigation as per O. Reg. 211/01 3.1 (0.2) (1) 3; **or**
- b) These changes do affect the risk mitigation as per O. Reg. 211/01 3.1 (0.2) (1) 3 and we have enclosed those changes.

  


**4. Emergency Response and Preparedness Plan**

- a) These changes would not affect the Emergency Response and Preparedness Plan as per O. Reg. 211/01 3.1 (0.2) (1) 4; **or**
- b) These changes do affect the Emergency Response and Preparedness Plan as per O. Reg. 211/01 3.1 (0.2) (1) 4 and we have enclosed those changes.

  


Print Name of Reviewing P. Eng. \_\_\_\_\_ Signature \_\_\_\_\_

- I hereby declare:
- that I have provided an updated plan (i.e. this renewal package) to the Fire Services responsible for the area.
  - that the annual emergency management procedures training as per O.Reg 211/01 (Sec 5 (3)) has taken place for facility key contact, staff and certificate holders/persons with Record of Training (ROT).
  - that the facility carries commercial general liability insurance as required by O. Reg. 197/14 and I have provided an original Certificate of Insurance in an approved format as evidence thereof.

**You are required by law to notify TSSA of any change of information contained in the Risk and Safety Management Plan within 15 days.**

**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.**

Print Name

Signature

Date (dd-mmm-yyyy)

Name of person authorized to bind the corporation/licensee \_\_\_\_\_



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*Technical Standards and Safety Act*  
 Propane Storage and Handling Regulation

**GENERAL INFORMATION**

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

Company Name \_\_\_\_\_ Corporation No. \_\_\_\_\_

Operator Name (if different from above) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name / 911 Number / Address, if applicable \_\_\_\_\_ Nearest Major Intersection \_\_\_\_\_

Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Mailing address** (if different from above)

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** (if different from above)

Street No. \_\_\_\_\_ Street Name / 911 Number / Address, if applicable \_\_\_\_\_ Nearest Major Intersection \_\_\_\_\_

Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Supplier**

Street No. \_\_\_\_\_ Street Name / 911 Number / Address, if applicable \_\_\_\_\_

Town / City or Township / County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Facility Contact Personnel - Key Contact**

Name \_\_\_\_\_ Official Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Role and responsibilities in emergency. \_\_\_\_\_

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Print name of person completing this form.		Official Title
Signature	Telephone No.	Date (dd-mmm-yyyy)



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**CAPACITY INFORMATION**

**A. Fixed Tanks**

PSIG	Serial Number	Capacity
Tank 1: _____	_____	_____
Tank 2: _____	_____	_____
Tank 3: _____	_____	_____
<b>Total Fixed Capacity:</b>		_____

**B. Portable Storage**

Cylinder Size	Capacity in USWG	Quantity	Total Capacity in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8		
# 10	2.9		
# 5	1.5		
<b>Total Cylinder Capacity</b>		Line A	

**Tanks Stored On-site Not Connected for Use**

Tank Size In USWG	Quantity	Total Capacity in USWG
<b>Total Tank Capacity</b>		Line B

**Total Portable Capacity. Line A plus Line B:** \_\_\_\_\_

**C. Mobile Tanks**

Type	Tank Size In USWG	Quantity	Total Capacity in USWG
Tankers			
Cargo Liners			
Rail Tank Cars			
<b>Total Mobile Tank Capacity</b>			

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Signature	Telephone No.	Date (dd-mmm-yyyy)



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<b>Off-site Cylinder and/or Mobile Storage</b>		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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Signature	Telephone No.	Date (dd-mmm-yyyy)



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## Record of Training Confirmation and Designation Form

*Technical Standards and Safety Act*

**To be completed by an applicant for a propane license or propane license renewal:**

Name of Company:	Corporation No./ Business Identification No:
Name of Applicant:	
Email:	

<b>A. Complete Mailing Address</b>			
Street No.:	Street Name:		
Unit/Suite:			
City/Town:		Province:	Postal Code:
Telephone No.:	Fax No.:	Cell No.:	

<b>B. If your service address is different from your mailing address, please complete this section.</b>			
Street No.:	Street Name:		
Unit/Suite:			
City/Town:		Province:	Postal Code:
Telephone No.:	Fax No.:	Cell No.:	

**Pursuant to section 27.1(3) and (4) of the Propane Storage and Handling Regulation (O. Reg. 211/01), I confirm that the Record of Training [ROT] holder indicated below holds an appropriate ROT as is required for the referenced facility and is an officer or director, partner, or a person in senior management designated by me as responsible for the oversight of the propane operations to which the license applies:**

Licence No.: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

ROT Certificate No. (copy attached): \_\_\_\_\_

Applicant Name:	Applicant's Title
Applicant's Signature	Date



## Licensing and Registration Information Bulletin Fuels Safety PROPANE LICENSE RENEWAL REQUIREMENTS

Please find enclosed information to assist you with the renewal of your propane license(s).

All fees and documentation are due by the license expiry date. TSSA's average turnaround time for processing renewals is 10 business days. Please ensure that you allow sufficient time for processing before the date of licence expiration.

**Before the expiry date**, a license holder must submit the RSMP Renewal Application and all other Pre-requisites to avoid the issuance of a shutdown order. All changes (if any) made to the renewal application must also be submitted to the local fire services. Fees will be charged for processing, reviewing and site inspection associated with the new license. Application forms are available on our website at [www.tssa.org](http://www.tssa.org)

TSSA will be sending renewal packages electronically by email to operators for whom we have a valid email address. All others will be sent by mail.

Please note: renewal invoices will be sent separately by mail/email.

### Important information when completing your renewal package.

#### Renewal Package Checklist

To assist you with completing the renewal package, ensure you have:

Completed Application for Renewal of Level 1 Propane License form  
(it is mandatory to complete Page 1 and Page 2 if there is no change noted on Page 1)

**or**

Completed Application for Renewal of level 2 Propane License form  
(it is mandatory to complete Page 1 to 4)

Submitted License fee

Record of Training Confirmation and Designation Form including:

- a Record of Training Confirmation and Designation Form (included in this package) must be submitted; **and**
- a photocopy of both sides of the ROT's valid ROT wallet card.

Submitted a Certificate of Insurance

Please be advised that missing any requirement from the checklist will cause a delay in processing your renewal.

#### Submittal of Renewal Package

Renewal packages, submitted by mail, **must** be sent to the following address:

**Attention:** Propane Licensing  
Technical Standards and Safety Authority  
345 Carlingview Dr.  
Toronto ON M9W 6N9

Renewal packages submitted by email, **must** be sent to [propanelicensing@tssa.org](mailto:propanelicensing@tssa.org)

**Note:**

The following fees are applicable only if there are changes to the most recent RSMP submission. 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	Total (Including HST)	Total Fees Due
	<b>Risk Safety Management Plan (RSMP) -</b> Changes to RSMP from prior year's submission					
	<b>Bulk Plant &amp; Fill Sites - L2, &gt;=5,000 Gallons</b> (includes review, initial inspection, 1 follow-up and travel) (up to 7.5 engineering hrs and 6.5 inspection hrs included)	Minimum*	\$ 2,240.50	\$ 291.27	\$ 2,531.77	
	<b>Expedited Services**</b>					
	<b>Expedited Engineering Services</b> (Additional charge to engineering review per site application)	Flat	\$ 560.00	\$ 72.80	\$ 632.80	

<b>Total Fees Due</b>				
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**1**

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**

\*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. 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.

**INFORMATION ON INSURANCE DOCUMENTATION**

Proof of Insurance: Effective January 1, 2016 Ontario Regulation 197/14 (Liability Insurance for Propane Operators) requires that propane facilities requiring an RSMP must maintain commercial general liability coverage as follows:

Propane Facility	Minimum amount of insurance in CAD
A facility for which the operator is required to have a Level 1 risk and safety management plan under Ontario Regulation 211/01	\$1,000,000 per occurrence
A facility for which the operator is required to have a Level 2 risk and safety management plan under Ontario Regulation 211/01	\$5,000,000 per occurrence

As evidence of insurance, applications for licenses for the above types of propane facilities must submit an original Certificate of Insurance in Acord or CSIO form. This must indicate that the facility carries at least the minimum required amount of commercial general liability insurance.

Please note, any changes made to your application must be relayed to TSSA in the case of a change of insurance coverage that is below the required amounts, in accordance with the regulation.

Submission of the above documents can be directed to [propanelicensing@tssa.org](mailto:propanelicensing@tssa.org). Hardcopies can be sent to the below address.

**Attention:**Propane Licensing  
Technical Standards and Safety Authority

345 Carlingview Drive  
Toronto, ON  
M9W 6N9

Questions regarding TSSA licensing requirements, status of submitted applications and RSMPs should be directed to **416.734.3587** or toll free at **1.855.734.3587**.



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## PAYMENT INSTRUCTIONS

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

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