



345 Carlingview Drive  
Toronto, Ontario M9W 6N9  
Tel.: 416.734.3300  
Fax: 416.231.1626  
Toll Free: 1.877.682.8772

[www.tssa.org](http://www.tssa.org)

January 31, 2023

Renewal: 2023 - 2024

Dear Elevating Device Contractor,

The Technical Standards and Safety Authority (TSSA) is pleased to provide you with this information package to assist you with the renewal of your Contractor Registration for the upcoming renewal period.

TSSA will be transitioning to a new operating system scheduled for March 2023. We appreciate everyone's patience during this transition.

To support this transition, the following changes have been made for this renewal period:

1. The expiry date for all active Contractor registrations have been extended to May 31, 2023
2. All Renewal applications will be processed after March 1<sup>st</sup>, 2023, to accommodate our change in operating system
3. As such, we have extended the validity period which we will continue to accept and process renewals without penalty to June 1<sup>st</sup> 2023.

**Note: All renewal packages for the 2023-2024 year received complete with pre-payment prior to June 1<sup>st</sup> 2023, will not qualify as a lapsed authorization."**

**Please renew on time. You will not be permitted to operate if you do not renew your registration prior to its expiry date. If your authorization expires, TSSA may perform an inspection at a cost to you to verify you are no longer operating.**

### **Important information when completing your initial/renewal package.**

#### **Initial/Renewal Package Checklist**

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

- 1. Completed application form
- 2. Prepaid registration fee (**Note: Renewal fees will no longer be invoiced, and must be prepaid**)
- 3. Submitted Maintenance List (for details see Regulatory Information further below)

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

## Submittal of Initial/Renewal Package

- Packages submitted by mail, **must** be sent to the following address:

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

- Packages submitted by email, **must** be sent to [licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)

## Fee Payment

**Important:** Only packages submitted to TSSA's head office at 345 Carlingview Ave, Toronto, ON, M9W6N9 will be processed.

**Registration fee must be prepaid using the following options:**

1. TSSA's online Payment Portal (Payment by Credit Card)
  - By submitting your pre-payment and application at <https://forms.tssa.org/Payments/Service-Prepayment-Portal>
  - Please reference your account number found on a previous invoice or contact a Customer Service Advisor at 1.877.682.8772 (TSSA)
2. Cheque or Money Order
  - By mail to the address shown on the invoice.

## REGULATORY INFORMATION

### \*Maintenance List

Contractors are required to submit a copy of their Maintenance list in MS-Excel format as denoted in the <https://www.tssa.org/en/elevating-devices/resources/Documents/Maintenance-List-2015.xlsx>

Completed electronic files must be sent by email to [licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)

If you require any further information or have any questions, please contact a Customer Service Advisor at 1.877.682.8772 (TSSA) or [customerservices@tssa.org](mailto:customerservices@tssa.org). We will be pleased to assist you.

Yours in Safety,



Jessica Myrie  
Supervisor, Intake and Licensing Services Technical Standards and Safety Authority [www.tssa.org](http://www.tssa.org)



Technical Standards and Safety Authority  
 345 Carlingview Drive  
 Toronto, Ontario M9W 6N9 Tel: 416.734.3300  
 Fax: 416.234.9169  
 Email: licencingandregistration@tssa.org  
 Customer Service: 1.877.682.8772 www.tssa.org

**Application for Registration as an Elevating Devices General Contractor**  
 under Ontario's *Technical Standards and Safety Act*  
 Elevating Devices Regulation

<b>Application for:</b> <input type="checkbox"/> <b>Initial Contractor Registration</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>Change of Scope</b> <input type="checkbox"/> <b>with limited* scope</b>			
<b>TSSA Contractor Registration No.:</b>			
<b>Company (Owner/Operator=):</b>			
Corporation No./Business Identification No:		Name of Contact:	
Bus. Telephone No:		Email Address:	
<b>Please provide complete <u>Mailing address</u> in the fields provided below</b>			
Street No:	Street Name:	Unit/Suite:	
City/Town:	Province:	Postal/Zip Code:	
Bus. Telephone No:		Fax No:	
<b>If your business location address is <u>different</u> from your mailing address, please complete this section</b>			
Street No:	Street Name:	Unit/Suite:	
City/Town:	Province:	Postal/Zip Code:	
Bus. Telephone No:		Fax No:	

Contractors must register their <b>scope of work (installation and / or maintenance)</b> for all applicable device classes. Select all that apply.			If scope or work is <b>limited*</b> mark here. To be eligible for registration in a specific device class, list one currently qualified mechanic whose scope and experience is applicable to the selected device class.		
Device Class	Installation of	Maintenance of	Name of Qualified Mechanic	Certificate Type	Certificate No.
<b>Class 1: Elevators</b>					
Freight elevators					
Freight elevators - P					
Hand-powered freight elevators					
Observation elevators					
Passenger elevators					
Sidewalk elevators					
Temporary elevators					
Limited use/limited application elevators					
<b>Class 2: Dumbwaiters</b>					
Dumbwaiters (not hand-powered)					
Hand-powered dumbwaiters					
<b>Class 3: Escalators</b>					
Escalators					
Contractors must register their <b>scope of work (installation and / or maintenance)</b> for all applicable device classes. Select all that apply.			If scope or work is <b>limited*</b> mark here.		

Device Class	Installation of	Maintenance of	Name of Qualified Mechanic	Certificate Type	Certificate No.
<b>Class 4: Moving Walkways</b>					
Moving walkways					
<b>Class 4.1: Shopping Cart Conveyors</b>					
Shopping cart conveyors					
<b>Class 5: Freight Platform Lifts</b>					
Freight platform / Material L – Lift Type A					
Freight platform / Material L – Lift Type B					
<b>Class 6: Lifts for persons with physical disabilities</b>					
Stair chair lifts					
Enclosed stair platform lifts					
Unenclosed stair platform lifts					
Enclosed vertical platform lifts					
Unenclosed vertical platform lifts					
<b>Class 7: Manlifts</b>					
Counter-balanced manlifts					
Endless belt manlifts					
Power type manlifts					
<b>Class 9: Construction Hoists</b>					
Material construction hoists					
Workers' rail guided hoists					
Workers' rope-guided hoists					
<b>Class 10: Incline Lifts</b>					
Inclined elevators					
Inclined dumbwaiters					
Inclined manlifts					
Inclined construction hoists					
Inclined freight platforms					
Funicular railways					
<b>Class 10: Funicular</b>					
Funicular Railways (designed under a passenger ropeway code)					
<b>Class 11: Stage Lifts</b>					
Stage lifts					
<b>Class 12: Special Elevating Devices</b>					
Special elevating devices					
<b>Class 13: Parking Garage Lifts</b>					
Parking Garage Lifts					
<b>Class 14: Wind Turbine Tower Elevators</b>					
Wind Turbine Tower Elevators					

## FEES

Select	Contractor Registration (Installation and/or Maintenance)	Fee Type	Fee	Total Fees Due
	100 or less devices	Flat	\$ 300	
	101 - 500 devices	Flat	\$ 1,200	
	501 - 1,000 devices	Flat	\$ 3,000	
	1,001 - 2,000 devices	Flat	\$ 4,000	
	2,001 - 3,000 devices	Flat	\$ 5,000	
	3,001 - 5,000 devices	Flat	\$ 15,000	
	5,001+ devices	Flat	\$ 25,000	

<b>Total Fees Due</b>	<b>2</b>
-----------------------	----------

If paying by credit card, amount in Box 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.**

\*If scope is limited, specify limitations here:  
example: annual testing by registered contractors

If the selected scope of work includes **Maintenance**, submit a complete listing of all devices currently maintained. Electronic files in excel format must be e-mailed to [licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org) Lists shall be provided with two columns with the following headings

<b>Contractor Registration No.</b>	<b>ED Installation (Device) No.</b>	<b>Service Contract Expiry Date (mm/dd/yyyy)</b>
------------------------------------	-------------------------------------	--

**Applicant's Statement:** The undersigned applicant states (on behalf of the company) that:

- His/her company when registered as an owner contractor will comply with all requirements of the *Technical Standards and Safety Act*, Elevating Devices Regulation.
- His/her company will ensure that all mechanics have access to the latest edition and revision of the code(s) applicable to the elevating devices on which they are assigned to work and that they will have full working knowledge of such codes
- Applicant has self ensured that supervisory staff and listed mechanics have full knowledge of the *Technical Standards and Safety Act*, Elevating Devices
- This application is a declaration for authorization, knowingly making a false statement or furnishing false information is an offence under section 37 (1)(b) of the *Technical Standard and Safety Act*, 2000.

<b>Date</b>	<b>Applicant's Official Capacity</b>	<b>Applicant's Name</b>	<b>Signature</b>
-------------	--------------------------------------	-------------------------	------------------



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>	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