

Fuel Safety Bulletin

2007-05

Issued: June 11, 2007

Revised: Dec. 1, 2011

Subject: Online Fuel Safety registration system now available

Effective May 2007, the Nova Scotia Business Registry (NSBR) will be providing Fuel Safety Companies with the option to apply, pay for and print a Fuel Safety Registration online from the convenience of your own office. This service is being provided on behalf of the Department of Environment and Labour, Fuel Safety Division and will offer a faster, more convenient way of obtaining registrations with no waiting for permit numbers on applicable installations.

In order to use this online service the company must be a subscribed user of the NSBR and the installation must meet either of the following requirements:

- ▶ an installation with a total input load of 400 000 *BTU/hr* or less that includes only *certified gas appliances, containers* and *equipment*;
- ▶ retail cylinder exchange cabinets for *propane* cylinders with a *propane* capacity of 9 kg (20 lbs) or less.

The online Fuel Safety Installation Registration process will provide licenced Fuel Safety Companies who are in good standing, the ability to logon to the NSBR and provide specific information to obtain a Fuel Safety Installation Registration. The Installation Registration will be paid for and issued in real time when the applicant meets the specified requirements.

Subscription to the NSBR is free and to assist with this process, we've enclosed information on how to register and print your registration(s). Other installations of a higher rating will continue to require a permit and will still require the approval of the Chief Inspector.

Should you have any questions on this matter, please contact me at our Halifax office. My telephone numbers here are (902)424-5721 and 1-800-559-3473.

Sincerely,

Dale C. Stewart
Chief Inspector, Fuel Safety

Fuel Safety Installation Registration Fact Sheet

Q. What is a Fuel Safety Installation Registration?

- A. It is a permit that allows certified technicians to work with a variety of gases for installation purposes. If an installation is either:
- ▶ an installation with a total input load of 400 000 *BTU/hr* or less that includes only *certified gas appliances, containers and equipment*; or
 - ▶ retail cylinder exchange cabinets for *propane* cylinders with a *propane* capacity of 9 kg (20 lbs) or less.

Q. Who will I contact if I have a question regarding legislative requirements?

- A. Nova Scotia Labour and Advanced Education is responsible for the Fuel Safety Regulations. Staff at Labour and Advanced Education, Technical Safety Div. - Fuel Safety Section can be reached at:
Tel: (902) 424-5721
OR 1-800-559-3473 (Toll-free in NS)
Fax: (902) 424-3239

Q. What has changed?

- A. Recently there have been regulatory changes to the Fuel Safety Regulations. As a result installations meeting the above requirements can now be applied for, paid for and printed through the Service Nova Scotia & Municipal Relations - Nova Scotia Business Registry, meaning that there will be no waiting for permit numbers on these small installations. Both options, paper or online services will be available to the clients.

Q. What is the Nova Scotia Business Registry (NSBR) ?

- A. The Nova Scotia Business Registry provides a secure online environment that allows businesses to access government resources anywhere, at anytime. Businesses can Register with the Registry of Joint Stock Companies, apply and pay for various licences and permits, view and update general business and contact information (*Corporate Profile*), apply for a Workers' Compensation Board of Nova Scotia account and obtain a clearance letter, receive tender opportunities(pdf) by Email, and now, subscribed users can obtain also Fuel Safety Installation Registrations

Q. How do I become a subscribed user of the NSBR?

- A. Subscription to the NSBR is free. By following the steps outline on the following page businesses can sign up and will receive a user name and password in the mail.

Q. What are the steps to obtaining the Fuel Safety Installation Registration?

- A. The online steps are outlined on the following page

Fuel Safety Installation Registration Fact Sheet

Q. How do I become a subscribed user of the NSBR?

- A. Subscription to the NSBR is free. By following the steps outline below businesses can sign up and will receive a user name and password in the mail.
- Step 1: Go to www.nsbr.ca and click on the “Sign Up” button located next to Free Subscription.
- Step 2: Read the explanation about subscribing. Click on “Subscribe to the NSBR”, found at the bottom of the page. **Note: You will need the legal name of your business as registered or known by the Canada Revenue Agency (CRA) and corresponding 9-digit CRA Business Number**
- Step 3: Complete the application and click “Continue”.
- Step 4: Anyone in the business can be registered who will use the services of the NSBR. More than one representative may be registered. Enter their relevant information. Once all the users have been added, hit “Save” and then “Continue”.
- Step 5: Complete the Administrator, Business Contact and Technical Contact fields. Anyone in the business can be selected. Hit “Continue”.
- Step 6: Click “Continue” again, as there is no fee for this service.
- Step 7: After reading the Terms and Conditions, click “Yes” and then “Continue”.
- Step 8: Review/verify the information and click “Submit”.

At this point, a confirmation number will be e-mailed. Within one week, a NSBR information package will be mailed. This package will include a User ID and password

How do I print the Fuel Safety Installation Registration?

- A. Step 1: Go to www.nsbr.ca.
- Step 2: Login to the Subscriber Services box. Read the Terms & Conditions and click “Accept”.
- Step 3: Enter your User ID and password and hit “Subscriber Log-in”. A screen showing your corporate profile will appear.
- Step 4: Select the “Apply” link from the left-hand menu.
- Step 5: Select ‘Fuel Safety Section’, then choose ‘Fuel Safety Section - Fuel Safety Installation Registration’
- Step 6: After reading the information, select the “Continue” button at the bottom of the page.
- Step 7: Select the operating name and address you wish to use and select the “Continue” button at the bottom of the page.
- Step 8: Confirm your business information by selecting the “**Continue**” button at the bottom of the page.
- Step 9: Complete the form and select “Next”
- Step 10: A screen displaying a summary of the information will open. At this point, you may edit any information provided. Select “Next” at the bottom of the screen.
- Step 11: A payment screen will open confirming the fee. You may either return to the summary for additional changes, submit the application or cancel the application. If you are submitting the application, please select method of payment and a select the “Submit Application” button. If you cancel the application, the transaction will terminate
- Step 12: After submitting the payment information, a confirmation of the payment will appear.
- Step 13: To print the Fuel Safety Installation Registration, select the link highlighted in blue, from the middle of the page.
- Step 14: Print the Registration from your home/office computer.