

## How to Complete the Application for EC Licence

### Part I Applicant Information

- **Previous Application:**

As the “applicant” if you have ever had an ECRA/ESA Licence refused, suspended, revoked or voluntarily terminated please attach the particulars to your application.

- **Address for Service of legal documents:**

Applicants **must** provide a valid address for the purposes of serving registered legal documents. Applicants who do not have a business address in Ontario **must** provide a valid Ontario address for the purposes of serving registered legal documents. It cannot be a Postal Box, or General Delivery address.

- **ESA Customer Account Number:**

If you currently have an ESA Customer Account Number set up for the purpose of taking out Notifications, please provide that number.

**NOTE:** If you do not have an ESA Customer Account, you will need to complete Form 1299, *Application for ESA Customer Account* (available at [www.esasafe.com](http://www.esasafe.com) or by calling the Customer Service Centre 1-877-372-7233), and submit it with your ECRA/ESA Electrical Contractor (EC) Licence Application form.

- **Business Registration/Corporation Tax Number –** Provide the number issued to you by Service Ontario, or Corporation Tax Number if your business is incorporated or limited. You **must** be registered in the **Province of Ontario**.

- If you are incorporated Federally or Provincially (Ontario) and do not know your Business Number, contact the Canada Revenue Agency at 1-800-959-5525, [www.cra.gc.ca](http://www.cra.gc.ca).

- **Trade Employee Information-** Indicate the number of electrical trade’s personnel you regularly employ.

- **WSIB Employer Account Number -** Provide your Workplace Safety & Insurance Board WSIB Employer Account Number, if your company is required to be registered under the Workplace Safety and Insurance Act, 1997.

### Part II Principal Owner(s), Partner(s), Officer(s) or Director(s) Information

- Provide information for all Owners, Partners, Officers, or Directors (Principals) of the Company.
- Attach an additional sheet with applicable information if there are more than 3 company Principals.

### Part III Designated Master Electrician (DME)

- Provide information for all individuals who you have designated as a Master Electrician for your company.
- Attach an additional sheet with applicable information if you have more than one designated master electrician.

**Schedule A** must be completed and signed by each designated master electrician and returned with your EC Licence application form.

### Part IV Professional Qualifications

#### **Trade Qualifications**

As the applicant, if you hold a Trade C of Q, are a Professional Engineer, a Certified Engineering Technician or a Certified Engineering Technologist, please provide your qualification information. If you do not hold a Trade C of Q, please indicate the types of C of Qs held by your employees.

### Part V Statements of Fact

If you answered “Yes” to statements 1 and/or 2 of this section, please provide full details of the situation, attach an additional sheet if space on the application form is insufficient.

### Part VI Declaration, Notice and Consent

Please read and complete the declaration carefully before signing your application.

The application must be signed by all owners, partners, officers and directors of the company, attach a separate sheet if space provided is insufficient.

### Part VII Licence Fee Payment Method

Payment for the licence fee must be remitted at the time of application. It may be made by cheque, money order, American Express, MasterCard, or Visa (via phone – to support PCI compliance). The fee cannot be applied as an invoice against your ESA Customer Account).

#### **Licence Fee (non-refundable) paid annually:**

##### **Electrical Contractor (EC) Licence**

- Annual Fee \$ 446.35 (includes HST)

### Part VIII Application Checklist

Refer to the checklist to ensure that you have enclosed all of the items that must accompany your application.

#### **Mail, Email or Fax Applications to:**

Electrical Safety Authority  
c/o ECRA/ESA Licensing Department  
400 Sheldon Drive, Unit 1  
Cambridge, ON N1T 2H9  
Phone: 1-877-ESA-SAFE (372-7233)  
Website: [www.esasafe.com](http://www.esasafe.com)  
Email: [esa.licensing@electricalsafety.on.ca](mailto:esa.licensing@electricalsafety.on.ca)  
Fax: 1-888-251-7377

**Note: ESA will make every effort to process all complete applications within 4 weeks from the date they are received at our Customer Service Centre. Incomplete applications will be returned.**

## **Conditions of Electrical Contractor Licences**

### **Business Name**

An Electrical Contractor shall not carry on business in a name other than the name indicated in the licence.

### **Posting of Licence**

An Electrical Contractor must post the licence in a prominent location at the contractor's principal place of business in a manner that the public is likely to see it.

An Electrical Contractor must post a copy of the licence in a prominent location at any other place of business at or from which the contractor carries on business.

### **Display of Licence Number**

An Electrical Contractor must prominently display the licence number in all correspondence, contracts, and advertisements, on business vehicles and, generally, in all situations where they are communicating with the public.

### **Designations to be Recorded**

An Electrical Contractor must keep a record of all designations of master electricians, irrespective of the number of designations made.

The record shall include the name of the designated master electrician, the date on which the designation is made, the period of time for which the designation is effective and the scope of the designation.

An Electrical Contractor must notify ESA immediately of the loss of their designated master electrician.

### **Retention of Application Information**

An Electrical Contractor must retain every document provided in the application for the licence or a renewal of the licence until the expiry of the licence or renewal.

### **Notice of Change to Information**

An Electrical Contractor must notify ESA of any change to the information provided on the application or renewal of licence application form within 5 business days of the change.

The "Notice of Change to Information" form is available on our website at [www.esasafe.com](http://www.esasafe.com) or by calling our Customer Service Centre at 1-877-372-7233.

### **Annual Licence Fee and 5-year Renewal Form**

Licence Fee must be received annually, prior to the deadline, in order to avoid late payment fees and/or Licence suspension. Licence Renewal Form is issued every 5 years and must be received prior to the deadline to avoid late fees and/or Licence expiry.

### **Notice of Failure to Meet Licence Requirements**

An Electrical Contractor shall notify ESA immediately of any failure to continue to meet the requirements for the relevant type of electrical contractor licence during the currency of the licence.



400 Sheldon Drive, Unit 1  
 Cambridge, Ontario, N1T 2H9  
 Phone: 1-877-ESA-SAFE (372-7233)  
 Fax: 1-888-251-7377  
[www.esasafe.com](http://www.esasafe.com) Email: esa.licensing@electricalsafety.on.ca  
**IMPORTANT: Please PRINT or TYPE all information**

Account #:	<i>Office Use Only</i>
BP#:	
Licence #:	
Billing Doc#:	

## Application for an ECRA/ESA Electrical Contractor (EC) Licence

### Part I Applicant Information

As the "applicant", have you ever had an ECRA/ESA Licence refused, suspended, revoked or voluntarily terminated?  Yes  No  
 (If you answered yes please attach the particulars to your application, including any prior licence number)

Work Type:  Electrical - Commercial & Industrial  High Voltage / Sub Station  Utility  HVAC  
 Electrical - Residential  Pole Line  Street Lighting  Other - specify: \_\_\_\_\_

Legal Company Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_ (Street Number, Name, Suite, Unit) \_\_\_\_\_ (City) \_\_\_\_\_ (Province) \_\_\_\_\_ (Postal Code)

Address for Service in Ontario: (Where legal documents can be delivered) \_\_\_\_\_ (Street Number, Name, Suite, Unit) \_\_\_\_\_ (City) \_\_\_\_\_ (Province) \_\_\_\_\_ (Postal Code)

Phone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Business Type:  Corporation  Partnership  Proprietorship Business Start or Incorporation Date: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

ESA Customer Account Number: \* (from Electrical Safety Authority) Business Registration Number/Corporate Tax Number: (from Service Ontario or Canada Revenue Agency)

Number of Electrical Trade Employees: (not including any owners/partners) WSIB Employer Account Number (if applicable): (from Ontario Workplace Safety & Insurance Board)

### Part II Principal Owner(s), Partner(s), Officer(s), or Director(s) Information (Attach separate sheet if more space is required)

1. First Name:	Middle Name:	Last Name:
Residence Address: (Street Number/Name, Unit, City, Province, Postal Code)		
Residence Telephone: ( )	Position held in Company:	Date of Birth: _____ YYYY _____ MM _____ DD
2. First Name:	Middle Name:	Last Name:
Residence Address: (Street Number/Name, Unit, City, Province, Postal Code)		
Residence Telephone: ( )	Position held in Company:	Date of Birth: _____ YYYY _____ MM _____ DD
3. First Name:	Middle Name:	Last Name:
Residence Address: (Street Number/Name, Unit, City, Province, Postal Code)		
Residence Telephone: ( )	Position held in Company:	Date of Birth: _____ YYYY _____ MM _____ DD

### Part III Designated Master Electrician (DME) (The DME must complete Schedule A)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

Indicate Position held in the Company:  A Corporate Owner, Officer, or Director  A Partner  A Sole Proprietor  An Employee

ECRA/ESA Master Electrician (ME) Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

### Part IV Professional Qualifications

i)  Journeyman Electrician Type:  309A,309D  309C,309E  Other  
 Name: \_\_\_\_\_  
 OCOT Membership Number: \_\_\_\_\_ Original Date of Issuance: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

ii)  Journeyman Electrician Type:  434A  442A  
 Name: \_\_\_\_\_  
 Trade Certificate Number: \_\_\_\_\_ Original Date of Issuance: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

iii)  Professional Engineer  
 Name: \_\_\_\_\_  
 Licence Number: \_\_\_\_\_ Original Date of Issuance: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

iv)  Certified Engineering Technician or Technologist  
 Name: \_\_\_\_\_  
 OACETT Registration Number: \_\_\_\_\_ Original Date of Registration: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD Expiry Date: \_\_\_\_\_ YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD

**Part V Statements of Fact****I/we make the following statements of fact:**

1. Are you currently in default of filing a return with the Canada Revenue Agency or of paying any tax, penalty or interest assessed under the *Retail Sales Tax Act* or the *Corporations Tax Act*?  Yes  No  
If Yes, give full details:
2. Do you presently owe ESA any money for which payment arrangements have not been made?  Yes  No  
If Yes, give full details:

**Part VI Declaration, Notice and Consent****The applicant declares that:**

I/we, \_\_\_\_\_ do solemnly declare:  
(Name(s))

1. I/we am/are the Applicant.
2. I/we acknowledge to being at least 18 years of age.
3. All information and any statement contained in this application, to the best of my/our knowledge, is true and correct.
4. If a Licence is granted, I/we will carry on my/our business/trade in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
5. I am the Designated Master Electrician or will employ at all times at least one Designated Master Electrician in order to maintain this Licence.
6. As a licence holder, I/we will carry out the activities granted by this licence safely and in accordance with the law.
7. As a licence holder, I/we will ensure I/we have the resources necessary to carry out the activities granted by this licence.
8. As a licence holder, I/we will conduct my/our self with honesty and integrity and in accordance with the principle of protecting consumers.
9. As a licence holder, I/we will ensure I/we have the required training, experience, qualifications and skills required to carry out the activities granted by this licence.
10. As a licence holder, I/we will not permit unauthorized persons under my/our supervision to carry out activities granted by this licence.
11. I/we hold a valid certificate of qualification, or employ at least one individual with the appropriate trade qualification(s) as required for the electrical work carried out by the electrical contracting business.

**NOTICE AND CONSENT****NOTE: PLEASE ENSURE THAT YOU READ THIS SECTION IN FULL BEFORE SIGNING BELOW.**

Any person completing and/or signing this form and any attachments or accompanying answers, schedules, documents, or records, is hereby notified that the Electrical Safety Authority (ESA) may collect additional information from or disclose information contained herein to third parties. The ESA is committed to maintaining the security and confidentiality of your business and personal information and as such, information collected will only be used in accordance with applicable legislation and ESA's Privacy Policy. If you provide information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable ESA to collect, use and disclose such personal information for the purpose set forth in our Privacy Policy. A copy of our policy is located on our website at [www.esasafe.com](http://www.esasafe.com).

By completing or signing this form and any accompanying documents, I/we consent to ESA collecting, using and/or disclosing such information in accordance with applicable privacy legislation and ESA's Privacy Policy.

I/we consent to Canada Revenue Agency releasing information and records as necessary to verify compliance with the representations made in *Part V: Statements of Fact*.

I/we acknowledge and understand the declarations made in *Part VI* of this form and agree to conduct my activities in accordance to those statements.

**Warning- it is an offence under section 113.20 of the Electricity Act, 1998 to knowingly provide false information on this application and any attachments.**

**By signing the application, you are confirming the information contained in this document is correct.**

**This application must be signed by all Owners, Partners, Officers, and Directors of the Company**

Signature of applicant	Signature of applicant	Signature of applicant
Print full name	Print full name	Print full name
Date	Date	Date

**Part VII Licence Fee Payment Method – Licence Fee \$446.35**

Cheque (Made payable to the Electrical Safety Authority)  Money Order

Credit Card (Visa/MasterCard/Amex)

\*Check box if paying via credit card. We will contact you prior to processing.

**Part VIII Application Checklist****The following must be provided together with this application (Note: incomplete applications will be returned):**

- A copy of Ontario business registration (i.e. Limited Partnership Declaration, Articles of Incorporation, Business Name Registration, Master Business Licence)
- A Certificate of Insurance for Public Liability and Property Damage Insurance coverage of at least \$2,000,000 (Binders will not be accepted)
- The completed Application for Customer Account (if you do not already have an ESA Customer Account)
- Employer Account number issued by the Workplace Safety & Insurance Board (as applicable)
- A signed *Acknowledgement of Responsibility* by your Designated Master Electrician(s) (see Schedule A)
- A copy of your Certificate of Qualifications (Active OCOT membership number, P. Eng., C.E.T.) (as applicable)
- An explanation if a "Yes" answer is given to statement 1 and/or 2 in *Part V Statements of Fact*

**Notice of Change to Information:**

An Electrical Contractor shall submit a "Notice of Change to Information" form to the Electrical Safety Authority for any changes to the information provided in the licence application or renewal of licence application within **five** business days of the change.



## Designated Master Electrician Acknowledgement of Responsibility

I, \_\_\_\_\_, ECRA/ESA Master Electrician Licence  
(Name)

Number \_\_\_\_\_, DO HEREBY DECLARE that I am an  employee  
(ECRA/ESA ME Licence Number)

director/officer/owner/partner of \_\_\_\_\_  
(Name of Electrical Contracting Business)

By signing this document, I affirm that I am actively employed with the above named Electrical Contracting Business, and I assume responsibility for the personal planning and direct supervision of all electrical work carried out on behalf of the electrical contractor. I further agree to ensure that the electrical work is carried out in accordance with applicable law, including the Electrical Safety Code and the laws relating to health and safety and consumer protection, on behalf of the electrical contractor.

I state that the information contained on this form is true and correct to the best of my knowledge. I understand that providing false information is a chargeable offence and is also grounds for denial, suspension, or revocation of an electrical contractor and master electrician licence.

\_\_\_\_\_  
Signature of Master Electrician Licence Holder

\_\_\_\_\_  
Date

### Statutory Authority:

**Ontario Regulation 570/05 Section 7 (1), (2) and Section 28** A master electrician shall not accept the master electrician designation on behalf of more than one electrical contractor at a time, and the designated master electrician must be actively employed by the designating electrical contracting business. A master electrician shall notify the Director within five business days of their change in designation for an electrical contracting business. Failure to comply with the above may lead to suspension or revocation of the electrical contractor and master electrician licence.

BY SUBMITTING PERSONAL INFORMATION TO THE ELECTRICAL SAFETY AUTHORITY, OR ITS AGENTS AND SERVICE PROVIDERS, YOU AGREE THAT ESA MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH ITS PRIVACY POLICY, APPLICABLE LAWS OR PURSUANT TO OUR ADMINISTRATIVE AGREEMENT WITH THE PROVINCE OF ONTARIO.

If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at [www.esasafe.com](http://www.esasafe.com).

# Electrical Contractor Licence Application Checklist

**If the following information is not completed with your licence application, your application will not be processed; it will be returned to you for completion**

**PLEASE ALLOW 30 DAYS FOR PROCESSING YOUR APPLICATION**

## **APPLICATION FORM** (may be submitted via mail, email or fax)

- Have you checked off the “yes” or “no” box in **Part I**– Applicant Information as well as the work type boxes of what kind of electrical work your company will be performing?
- If you have indicated you have one or more electrical trade employees in Part I, have you included your WSIB account number?
- Have you checked off the “yes” or “no” boxes in **Part V**– Statement of Fact?
- Have you and all the other owners or authorized signing officials of the business signed on **both** lines in **Part VI**– Declaration Notice and Consent?

## **DOCUMENTS**

- Ontario Business Registration. Acceptable documents include: Master Business Licence, Articles of Incorporation, Articles of Amalgamation.  
If you are a sole proprietor operating under your own first and last name, we do not require business registration documents unless you have a registration number for your business.
- A copy of your Insurance Certificate indicating at least \$2 million general liability insurance coverage, the business name and address. We do not accept binders or insurance quotes; the document must indicate it is a **certificate of insurance**.
- Provide your employees’ **valid** journeyperson electrician Ontario College of Trades (OCOT) membership number.
- The form *Designated Master Electrician– Acknowledgement of Responsibility Schedule A* completed by the Master Electrician you are designating to the business.
- Licence Fee. **Cash is not an acceptable form of payment and the fee cannot be paid on account.**  
Annual Fee = \$446.35 (\$395.00 plus HST)
- If you do not already have an ESA Customer Account, a completed *Application for ESA Customer Account* (available at [www.esasafe.com](http://www.esasafe.com)).