



Electrical Contractor (EC) Licence Application

Email: esa.licensing@electricalsafety.on.ca
400 Sheldon Dr, Unit 1, Cambridge, ON N1T 2H9

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

Phone: 1-877-372-7233
www.esasafe.com/licensing

Part 1: Applicant Information

Legal Company Name:			
Operating Name:			
Business Address:			
Street	City	Prov	Postal Code
Address for Service in Ontario (if different than above):			
Street	City	Prov	Postal Code
Business Phone:		Cell Phone:	
Email:		Website:	
Preferred method of correspondence: <input type="checkbox"/> Email <input type="checkbox"/> Mail			
Work Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial & Industrial <input type="checkbox"/> Pole Line <input type="checkbox"/> HVAC			
<input type="checkbox"/> Street Lighting <input type="checkbox"/> High Voltage / Sub Station <input type="checkbox"/> Utility <input type="checkbox"/> Other			
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship			
Business Registration Number/Corporate Tax Number:			
Business Start Date:		Number of Trade Employees:	
WSIB Employer Account Number:		Tax Compliance Verification Number:	
You may not need a WSIB or a TCV number depending on the type of work you do.			

Part 2: Principal Owner(s), Partner(s), Officer(s) or Director(s) Information

Attach a separate sheet if more space is required	
Name:	Position:
Residence Address:	
Phone:	Date of Birth:
Name:	Position:
Residence Address:	
Phone:	Date of Birth:

Part 3: Professional Qualifications - submit a copy of valid qualification(s) with application

Qualification - select at least one		Original Date of Issuance:	
Journeyman Electrician		STO Account (OCOT Membership) Number:	
<input type="checkbox"/> 309A, 309D	<input type="checkbox"/> 309C	<input type="checkbox"/> 442A	<input type="checkbox"/> 434A
<input type="checkbox"/> Professional Engineer		PEO Number:	
<input type="checkbox"/> Certified Engineering Technician or Technologist		OACETT Number:	
Designated Master Electrician Name:			
Designated Master Electrician Number:			
The Designated Master Electrician must complete the Acknowledgement of Responsibility form.			

Part 4: Licence Fee Payment Method - \$468.95 (\$415 + \$53.95 HST)

- Credit Card (Visa, MasterCard or Amex) - ESA will call you between 8:30 and 4:30 (M-F) to process
- Cheque or Money Order made payable to: Electrical Safety Authority

Part 5: Statement of Fact

I/we make the following statements of fact:

- 1. Have you ever had an ECRA/ESA licence refused, suspended, revoked or voluntarily terminated? Yes No
- 2. 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
- 3. Do you presently owe ESA any money for which payment arrangements have not been made? Yes No

If you answered Yes to any of these questions, attach the particulars with your application.

Part 6: 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.

I/we have included a completed Designated Master Electrician Acknowledgement of Responsibilities Form that has been signed by the appropriate parties.

I/we have included a completed Application For Customer Account that has been signed by the appropriate parties.

NOTICE AND CONSENT

NOTE: PLEASE ENSURE THAT YOU HAVE 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.

By completing or signing this form and any accompanying documents, I 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 5: Statements of Fact.

I acknowledge and understand the declarations made in Part 6 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

Name:

Signature:

Date:

Name:

Signature:

Date:

Part 7: Application Checklist

The following must be provided with this application (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)
- Employer Account number issued by the Workplace Safety & Insurance Board (as applicable)
- A signed *Acknowledgement of Responsibility* by your Designated Master Electrician(s)
- A copy of your Certificate of Qualifications: Active STO account (formerly OCOT) number, P. Eng., C.E.T. (as applicable)
- An explanation if a "Yes" answer is given to any statement in *Part 5 Statements of Fact*
- A completed ESA Application For Customer Account (available at www.esasafe.com)



**Designated Master Electrician
Acknowledgement of Responsibility**

I, _____, ESA Master Electrician
(Name)

Licence Number, _____, DO HEREBY DECLARE that I
(ME Licence Number)

am a employee director/officer/owner/partner of _____
(Business Name)

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

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



How to Complete the Application for an Electrical Contractor Licence

Ontario Regulation 570/05 made under the Electricity Act, 1998

Part 1 Applicant Information

- Address for Service in Ontario:

Applicants must provide a valid address for the purposes of serving registered legal documents. Applicants that 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.

- 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 do not know your Ontario Business Number, contact the Canada Revenue Agency at 1-800-959-5525, 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,

- Tax Compliance Verification Number:

If applicable, used for bidding on government contracts and to validate compliance with Provincial and Federal tax obligations.

<https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/FAQ-TCTC-Program>

Part 2 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 2 Principals.

Part 3 Professional Trade Qualifications

- As the applicant, if you hold a Trade C of Q, are a Professional Engineer, a Certified Engineering Technician or 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 4 Licence Fee Payment Method

- If paying by cheque or money order, payment must be remitted at the time of application. If paying by credit card (MC, VISA or AMEX), we will contact you via phone when processing the application (Mon-Fri, 8:30 am - 4:30 pm).
- Electrical Contractor (EC) Licence: \$468.95 (\$415 + 53.95 HST)
- Licence Fees are non-refundable and are due annually.

Part 5 Statements of Fact

- If you answered "Yes" to any of the questions in this section, attach additional sheets to provide full details of the situation.

Part 6 Declaration, Notice and Consent

- Please read 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 the space provided is insufficient.

Designated Master Electrician Acknowledgement of Responsibility

- Provide information for all individuals who you have designated as a Master Electrician for your company.
- If you have more than one designated master electrician, attach additional Designated Master Electrician Acknowledge of Responsibility form(s).



Conditions of an Electrical Contractor Licence

Ontario Regulation 570/05 made under the Electricity Act, 1998

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 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.

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.