

Contractor Licensing – Licence Renewal

This bulletin is intended for Local Distribution Companies who have a Contractor License.

Licence renewal forms will be sent out to Electrical Contractors, Provisional Electrical Contractors and Master Electricians 90 days prior to the expiry of the licence. The renewal form will ask you to update any information that may have changed. You may also need to provide some updated documentation in order to renew your licence.

If your licence is to expire within 60 days and you have not received your renewal form, please contact our Customer Service Centre at 1-877-esa-safe (372-7233) and they will send your renewal to you.

Provisional Electrical Contractor Licensees may continue to renew their licence annually up until November 30, 2010. All provisional licences will expire on or before December 31, 2011. The provisional licensees will be required to obtain a Master type licence specific to their trade. ESA is presently working with government and stakeholders to develop these classes of master licences, including training & exam requirements, all of which will be in place prior to December 31, 2011.

For more information please visit the Electrical Contractor Registration Agency of ESA website at www.esaecra.info.

How To Renew Your Licence

Provisional Electrical Contractor Licences and Electrical Contractor Licences expire on the date indicated on the licence. An application for the renewal of a licence shall be made no later than 30 days before the expiry date. An expired licence may be renewed if you apply for the renewal within one year of the expiry date. You will be required to submit the renewal form accompanied by the required updated documents and pay the licence fee calculated from the date of expiry of the expired licence. If the licence has been expired for more than 14 days a late filing fee of \$26.25 (\$25.00 + GST) must also be submitted. An application for the renewal of a Provisional Electrical Contractor Licence can be made up to and including November 30, 2010. An application to renew either licence made more than one year after the expiry will be treated as a new application and all requirements relating to an Electrical Contractor application will apply. The fee for renewal of both licences is \$383.25 (\$365.00 + GST) per year.