



400 Sheldon Dr, Unit 1
Cambridge, ON N1T 2H9

Phone: 1-877-ESA-SAFE (372-7233)
Email: esa.cambridge@electricalsafety.on.ca

Retrofitted Luminaires Notification

A Notification is required for each Project Site with retrofitted luminaires.

All other electrical work not part of this program, including luminaire replacement, must be submitted on a separate Notification & Fee Estimate.
For information on the Program for Acceptance of Retrofitted Luminaires, see the technical guideline posted at: ESAsafe.com

When a luminaire is retrofitted, it is no longer approved. A retrofitted luminaire is acceptable to ESA when a suitable, approved retrofit kit is used, installed in accordance with installation instructions, and passes ESA inspection. A field evaluation or field certification will be required on all retrofitted luminaires if a retrofit installation is completed using only approved parts, or an approved retrofit kit that has been modified or altered to fit into the existing luminaire.

Account #: _____	ECRA/ESA Licence #: _____	Date: _____
Payment Method		Ready for:
<input type="checkbox"/> Charge to ESA Account	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Will Notify
If you are on account with us and wish to pay by credit card, please check the ESA account customer box to the right and provide the last four digits of the card we have saved on file to your account.	ESA Account Customer Provide the last 4 digits of the credit card saved on file with ESA: _____	<input type="checkbox"/> *Rough In
	One-time / non-account customer: To comply with Credit Card Payment security requirements, an ESA representative will contact you during regular business hours (M-F, 7:00 AM - 4:30 PM) to process your credit card payment. Please DO NOT include any credit card information on this form.	
		*Ready date: _____
		PO / Job #

Applicant / Installer Information (mailing address)					
Name: _____	Address: _____				
Unit/Ste: _____	City: _____	Province/State: _____	Country: _____	Postal Code: _____	
Phone: _____	Email: _____				

Site Information				
Site Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	Total Fixture Quantity: <input style="width:50px;" type="text"/>
	<input type="checkbox"/> Apartments	<input type="checkbox"/> Residential	<input type="checkbox"/> Street Lighting	
Site Name: _____	Civic #: _____	Street: _____		
If street is a #d Regional Rd, County Rd, Hwy - note the alternate street name (if applicable): _____				
City/Town: _____	Twp/Region: _____			
Main Intersection: _____				Water Travel Required? Yes <input type="checkbox"/>

Work Contact (applicant's representative) - this notification will be returned if a Work Contact name & cell phone / email address are not provided		
Name: _____	Phone: _____	Email: _____

RETROFIT PROJECT DETAILS			
Retrofit Type List	Retrofit Type	Qty of Luminaires	Voltage
a	T12 to T8 Fluorescent Ballast Replacement ONLY (the same number of lamps as before, NO new reflectors, sockets or end plates)		
b	T12 to T8 Fluorescent Luminaires (including ballast replacement, new reflectors, sockets or end plates)		
c	T12 or T8 to T5 Fluorescent Luminaires		
d	Incandescent luminaires retrofitted to LED		
e	Fluorescent luminaires retrofitted to LED		
f	HID luminaires retrofitted to LED		
g	LED Retrofits for Commercial Refrigerators		
h	LED retrofits for Roadway or Post-Top Luminaires		
i	Other (describe in Comments section)		

Comments:

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 ESAsafe.com