



Alberta Roofing Contractors Association

2380 Pegasus Road NE, Calgary, AB T2E 8G8

Ph: (403) 250-7055 Fax: (403) 250-1702

Toll Free: 800-382-8515

ROOFING CONTRACTOR MEMBERSHIP APPLICATION

COMPANY INFORMATION		
Contact Person:		Application Date:
Full Legal Name:		
Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Other <input type="checkbox"/> -----		
Operating Name:		
Mailing Address:		
Courier Address (if different)		
Phone:		Fax:
Email:		
G.S.T. No:		
Years in Business in Alberta:		
Total Number Employed:	Peak Period:	Current No.:
Alberta W.C.B. Account No:		
Industry Code:		
W.C.B. Insurable Earnings:		Annual W.C.B. Rate:
Company Principals:		
1.	Phone No:	
2.	Phone No:	
3.	Phone No:	

BANK REFERENCES	
Bank & Branch:	
Contact Person:	Phone No.:
Previous Bank (If less than one year):	
Contact Person:	Phone No:
TRADE REFERENCES	
1. Name:	
Address:	
Contact Person:	
2. Name:	
Address:	
Contact Person:	
3. Name:	
Address:	
Contact Person:	
INSURANCE / SURETY	
1. Corporate Insurance Provider:	
Name (Broker):	
Contact Person:	Phone No.:
2. Surety Provider:	
Name:	
Address:	
Contact Person:	Phone No.:

KEY PERSONNEL (List superintendents, foremen, estimators or other key personnel.)			
Name:	Position:	No. of Years with Company:	No. of Years in Industry:

WORKER CREDENTIALS	
1. JOURNEYMEN ROOFERS	
Journeyman Name	Ticket Number
2. APPRENTICE ROOFERS	
Apprentice Name	Year Completed

CLIENT REFERENCES		
Name	Company	Phone No.
1.		
2.		
3.		

MEMBERSHIP CATEGORY REQUESTED

- All Contractor Membership Categories
- Low-Slope Roofing Contractor Member
- Steep-Slope Roofing Contractor Member
- Metal Roofing Contractor Member

ENCLOSURES

	YES	NO
Proof of General Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
\$2500.00 Non-Refundable Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
\$100,000.00 Surety (Penal) Bond Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>
ARCA Zone Associate Sponsor Letter	<input type="checkbox"/>	<input type="checkbox"/>
ARCA Accepted Inspector Sponsor Letter	<input type="checkbox"/>	<input type="checkbox"/>
ACSA Certificate of Recognition	<input type="checkbox"/>	<input type="checkbox"/>
Alberta Corporate Registry	<input type="checkbox"/>	<input type="checkbox"/>
Business License	<input type="checkbox"/>	<input type="checkbox"/>
W.C.B. Clearance Letter	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT AGREEMENT

We the undersigned, hereby certify that the information provided herein to be true, and in conjunction therein we authorize and consent to the collection, use and disclosure of our personnel information for ARCA membership evaluation purposes. We agree to complete the ARCA membership evaluation process within the twelve (12) month period allocated and any failure on our behalf to complete the process in a timely manner will result in the withdrawal of our application and ARCA will suspend all activity in this regard.

Per: _____ Date: _____

NOTE: Consideration for re-application would be at the discretion of the ARCA Board.

LIST OF COMPLETED PROJECTS:

List ten (10) Alberta roofing projects, at least two (2) years old, totaling a minimum of five hundred (500) squares completed by the applicant's work force.

Projects shall meet the following ARCA eligibility requirements:

- a) Low-Slope and Metal roofing projects shall be minimum twenty five (25) squares in area.
- b) Steep-Slope roofing projects shall be minimum fifteen (15) squares in area.

NOTE: The ARCA Zone Membership Committee requires a minimum of forty eight (48) hours advance notice to arrange project site inspections.

Project Name:

Address:

Owner:

Contact & Phone No:

Area:

Specification Followed:

Materials Used:

Project Name:

Address:

Owner:

Contact & Phone No:

Area:

Specifications Followed:

Materials Used:

LIST OF COMPLETED PROJECTS CONTINUED:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	

LIST OF COMPLETED PROJECTS CONTINUED:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	

LIST OF COMPLETED PROJECTS CONTINUED:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	

LIST OF COMPLETED PROJECTS CONTINUED:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	
Project Name:	
Address:	
Owner:	
Contact & Phone No:	
Area:	
Specifications Followed:	
Materials Used:	

LIST OF PROJECTS CURRENTLY IN PROGRESS:

List a minimum of four (4) Alberta roofing projects that are currently in progress or will be available for ARCA on-site review during the membership review.

Projects shall meet the following ARCA eligibility requirements:

- a) Low-Slope and Metal roofing projects shall be minimum twenty five (25) squares in area.
- b) Steep-Slope roofing projects shall be minimum fifteen (15) squares in area.

NOTE: The ARCA Zone Membership Committee requires a minimum of forty eight (48) hours advance notice to arrange project site inspections.

Project Name:

Area of Roof:

Specification:

Approximate Start-Up Date:

Project Name:

Address:

Area of Roof:

Specification:

Approximate Start-Up Date:

LIST OF PROJECTS CURRENT IN PROGRESS CONTINUED:
Project Name:
Address:
Area of Roof:
Specification:
Approximate Start-Up Date:
Project Name:
Address:
Area of Roof:
Specification:
Approximate Start-Up Date:
Project Name:
Address:
Area of Roof:
Specification:
Approximate Start-Up Date: