



**SHEET METAL, MECHANICAL, AIR CONDITIONING AND PLUMBING  
CONTRACTORS PROGRAM (SMAP)  
SUPPLEMENTAL APPLICATION  
COMMERCIAL AFFILIATION MARKETING (CAM®)**

APPLICANT NAME: \_\_\_\_\_ PRODUCER NAME: \_\_\_\_\_

APPLICANT CONTACT NAME: \_\_\_\_\_ PRODUCER EMAIL ADDRESS: \_\_\_\_\_

APPLICANT WEB SITE ADDRESS: \_\_\_\_\_ APPLICANT EMAIL ADDRESS: \_\_\_\_\_

DATE COMPLETE (DD/MM/YYYY): \_\_\_\_\_

**Definitions of *italicized* terms are provided at the end of this supplement.**

**ELIGIBILITY**

1. **ATTACH A COMPLETED JOB LIST FOR THE LAST THREE YEARS AND A WORK IN PROGRESS LIST TO INCLUDE YOUR BID LIST FOR THE NEXT 12 MONTHS.**

2. IS THE APPLICANT A MEMBER OF A TRADE ASSOCIATION?      YES      NO

IF 'YES', PLEASE SELECT FROM THE FOLLOWING BELOW (PROVIDING THIS INFORMATION IS OPTIONAL AND MEMBERSHIP IN AN ASSOCIATION IS NOT A SMAP PROGRAM REQUIREMENT).

MCAA NATIONAL

MCAA (LIST STATE CHAPTER) \_\_\_\_\_

ABC NATIONAL

ABC (LIST STATE CHAPTER) \_\_\_\_\_

AGC

OTHER \_\_\_\_\_

NOTE: MEMBERSHIP IN A TRADE ASSOCIATION IS **NOT** A REQUIREMENT FOR INSURABILITY.

3. APPLICANT OPERATES AS A (INCLUDE PERCENTAGE FOR EACH APPLICABLE CATEGORY):

CONSTRUCTION MANAGER \_\_\_\_\_%

GENERAL CONTRACTOR \_\_\_\_\_%

PRIME CONTRACTOR \_\_\_\_\_%

SUBCONTRACTOR \_\_\_\_\_%

4. ENTER THE PERCENTAGE OF WORK FROM THE FOLLOWING CATEGORIES. PERCENTAGES BASED ON:      PAYROLL      SALES

HVAC \_\_\_\_\_%

PLUMBING \_\_\_\_\_%

PROCESS PIPING \_\_\_\_\_%

SHEET METAL \_\_\_\_\_%

REFRIGERATION \_\_\_\_\_%

IF THE TOTAL IS **LESS THAN 75%** THE APPLICANT IS **NOT ELIGIBLE** FOR THE SMAP PROGRAM.

5. DO ANY OF THE APPLICANT'S OPERATIONS INVOLVE CONSTRUCTION, REPAIR, REHAB/RENOVATION, PIPING OR SERVICE WORK AT **WASTE WATER**

**TREATMENT PLANTS?**

YES      NO

IF 'YES', WHAT PERCENTAGE OF PAYROLL DOES THE APPLICANT ESTIMATE WILL INVOLVE THIS WORK DURING THE NEXT TWELVE MONTHS? \_\_\_\_\_%

6. DOES THE APPLICANT ANTICIPATE BIDDING ON WASTE WATER TREATMENT PLANT PROJECTS LOCATED IN ARKANSAS, INDIANA, LOUISIANA, OR VERMONT DURING THE NEXT TWELVE MONTHS?      YES      NO

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7. ANY CURRENT OR PAST INVOLVEMENT WITH A **COMMERCIAL OR INDUSTRIAL WRAP-UP/OCIP/CCIP?** YES NO  
 ANY CURRENT OR PAST INVOLVEMENT WITH **RESIDENTIAL OR HABITATIONAL WRAP-UP/OCIP/CCIP?** YES NO

8. IN THE TABLE BELOW, INDICATE THE PERCENTAGE OF THE APPLICANT'S TOTAL PAYROLL OR SALES DURING THE PAST 3 YEARS THAT EMANATE FROM THE FOLLOWING TYPES OF WORK. **INCLUDE ALL WORK, WHETHER SELF-PERFORMED OR SUBLET TO OTHER CONTRACTORS. SUBLET WORK SHOULD BE CLASSIFIED ACCORDING TO THE TYPE OF PROJECT (COMMERCIAL, INDUSTRIAL OR RESIDENTIAL/HABITATIONAL).**

PERCENTAGES BASED ON: (CHECK ONE) PAYROLL SALES

	2 <sup>ND</sup> PRIOR YEAR	1 <sup>ST</sup> PRIOR YEAR	CURRENT YEAR
NON-RESIDENTIAL & HABITATIONAL WORK	_____%	_____%	_____%
RESIDENTIAL & HABITATIONAL WORK SEE NEXT PAGE FOR VARIOUS TYPES. INCLUDE ALL WORK FOR RESIDENTIAL/HABITATIONAL PROJECTS, INCLUDING WORK FOR SUCH PROJECTS THAT IS SUBLET TO OTHER CONTRACTORS. NOTE: WHEN THERE IS NO INDIVIDUAL OWNERSHIP OF UNITS, RESIDENTIAL DOES NOT INCLUDE MILITARY HOUSING, COLLEGE/UNIVERSITY HOUSING OR DORMITORIES, LONG TERM CARE FACILITIES, HOTELS OR MOTELS. RESIDENTIAL STRUCTURE ALSO DOES NOT INCLUDE HOSPITALS OR PRISONS.	_____%	_____%	_____%

9. IN THE TABLE BELOW, PROVIDE A BREAKDOWN OF THE APPLICANT'S RESIDENTIAL & HABITATIONAL WORK. THE PERCENTAGES FOR EACH TYPE OF WORK SHOULD REPRESENT AN AVERAGE OF ALL SUCH WORK THE APPLICANT HAS PERFORMED IN THE PAST THREE YEARS. **INCLUDE ALL SUCH WORK, WHETHER SELF-PERFORMED OR SUBLET TO OTHER CONTRACTORS.**

PERCENTAGES BASED ON: (CHECK ONE) PAYROLL SALES

RESIDENTIAL & HABITATIONAL WORK BREAKDOWN	% NEW OR MAJOR REHAB/RENOVATION	+	% SERVICE OR MAINTENANCE	=	TOTAL %
CONDOMINIUMS (LOW AND HIGH-RISE)	_____%	+	_____%	=	_____%
APARTMENTS	_____%	+	_____%	=	_____%
MULTI-FAMILY OWNED DEVELOPMENTS (INCLUDING TOWNHOUSES)	_____%	+	_____%	=	_____%
SINGLE FAMILY DWELLINGS	_____%	+	_____%	=	_____%
SWIMMING POOLS (RESIDENTIAL AND HABITATIONAL ONLY)	_____%	+	_____%	=	_____%
RETIREMENT HOMES, RETIREMENT APTS, RETIREMENT CONDOS, NURSING HOMES, AND ASSISTED LIVING FACILITIES	_____%	+	_____%	=	_____%
MILITARY HOUSING	_____%	+	_____%	=	_____%
DORMITORIES	_____%	+	_____%	=	_____%
MIXED-USE BUILDINGS WITH AT LEAST 30% RESIDENTIAL/HABITATIONAL OCCUPANCY	_____%	+	_____%	=	_____%
OTHER RESIDENTIAL/HABITATIONAL STRUCTURES (DESCRIBE): _____	_____%	+	_____%	=	_____%

10. DOES THE APPLICANT HAVE ANY FUTURE PLANS INVOLVING WORK ON ANY OF THE RESIDENTIAL AND HABITATIONAL STRUCTURE TYPES DESCRIBED ABOVE?

YES NO

IF 'YES', PLEASE DESCRIBE THE APPLICANT'S FUTURE PLANS: \_\_\_\_\_

11. HAS THE APPLICANT INSTALLED AN EFS PRODUCT, OR SIMILAR EXTERIOR FINISH SYSTEM PRODUCT, IN THE PAST? YES NO

IF 'YES', PLEASE DESCRIBE TYPES OF INSTALLATIONS AND APPROXIMATE YEAR OF INSTALLATIONS BELOW: \_\_\_\_\_

12. WILL THE APPLICANT INSTALL AN EFS PRODUCT, OR A SIMILAR EXTERIOR FINISH SYSTEM PRODUCT ON FUTURE PROJECTS, IF ASKED TO DO SO?

YES NO

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13. HAS THE APPLICANT EVER BEEN NAMED IN A CLAIM AND/OR LITIGATION REGARDING FAULTY OR DEFECTIVE CONSTRUCTION OR WORKMANSHIP, INCLUDING CLAIMS DUE TO *SUBSIDENCE* OR USE OF AN *EFS PRODUCT*? YES NO  
 IF 'YES', WAS APPLICANT ACTING AS A GENERAL, PRIME OR SUB-CONTRACTOR? YES NO  
 IF 'YES', WAS IT A *RESIDENTIAL/HABITATIONAL* OR *MIXED-USE BUILDING*? YES NO  
 IF 'YES', PROVIDE A DESCRIPTION OF THE WORK AND STATUS OR OUTCOME OF THE CLAIM OR SUIT BELOW:
- 

14. DOES THE APPLICANT HAVE KNOWLEDGE OF ANY PRE-EXISTING ACT, OMISSION, EVENT, CONDITION OR DAMAGES TO ANY PERSON OR PROPERTY THAT COULD POTENTIALLY GIVE RISE TO ANY FUTURE CLAIM OR LEGAL ACTION? YES NO  
 IF 'YES', PLEASE DESCRIBE: \_\_\_\_\_

15. DOES THE APPLICANT OWN OR OPERATE A QUARRY, SAND PIT OR GRAVEL PIT? YES NO

16. INDICATE THE PERCENTAGE OF WORK IN THE FOLLOWING CATEGORIES:

NEW CONSTRUCTION \_\_\_\_\_%  
 RETROFIT/REHABILITATION \_\_\_\_\_%  
 SERVICE & MAINTENANCE \_\_\_\_\_%

17. IN THE TABLE BELOW, ENTER THE PERCENTAGE OF **PROCESS PIPING** WORK THE APPLICANT DOES IN THE FOLLOWING INDUSTRIES:

LOW RISK		MEDIUM RISK		HIGH RISK	
COMMERCIAL PLUMBING/ SEWER	_____%	FOOD/BEVERAGE PROCESSING	_____%	PETROCHEMICAL/OIL REFINERIES	_____%
PRISONS	_____%	PHARMACEUTICAL	_____%	AUTOMOTIVE MANUFACTURING	_____%
OTHER (SPECIFY): _____	_____%	GENERAL INDUSTRIAL (PRINTING, CHILLED WATER, COMPRESSED AIR, FIREWATER)	_____%	INDUSTRIAL CHEMICAL/GAS MANUFACTURING	_____%
		SEMICONDUCTOR MANUFACTURING	_____%	STEEL MILLS	_____%
		OTHER (SPECIFY): _____	_____%	HOSPITAL AND MEDICAL GAS SYSTEMS	_____%
				GAS/ELECTRIC UTILITIES	_____%
				WASTEWATER TREATMENT PLANTS	_____%
				OTHER (SPECIFY): _____	_____%
<b>LOW RISK TOTAL</b>	_____%	<b>MEDIUM RISK TOTAL</b>	_____%	<b>HIGH RISK TOTAL</b>	_____%

18. DOES THE APPLICANT PERFORM **ANY** WORK AT OR NEAR NUCLEAR FACILITIES? HAS THE APPLICANT DONE SO IN THE PAST? WILL THE APPLICANT DO SO IN THE FUTURE, IF THE OPPORTUNITY ARISES? YES NO  
 EXPLAIN ANY 'YES' RESPONSES: \_\_\_\_\_

19. DOES THE APPLICANT HAVE ANY OTHER OPERATIONS? YES NO  
 IF 'YES', PLEASE DESCRIBE: \_\_\_\_\_

20. HAS THE APPLICANT BEEN CITED FOR ANY OSHA VIOLATIONS IN THE LAST THREE YEARS? YES NO  
 IF 'YES', PLEASE EXPLAIN: \_\_\_\_\_

21. IN THE TABLE BELOW, ENTER THE PERCENTAGE OF WORK THE APPLICANT DOES IN THE FOLLOWING CATEGORIES, IF APPLICABLE:

AMMONIA REFRIGERATION SYSTEM INSTALLATION/MAINTENANCE/REPAIR _____%	ROOFING/SIDING/DECKING WORK _____%
HIGH PRESSURE BOILER INSPECTION/MAINTENANCE/REPAIR _____%	SOLAR ENERGY WORK _____%
LIQUEFIED PETROLEUM GAS (LPG) SYSTEMS INSTALLATION/SERVICE/REPAIR _____%	PIPING INSULATION WORK _____%
MACHINERY/EQUIPMENT INSTALLATION OR REPAIR (MILLWRIGHT) _____%	INDUSTRIAL FURNACE WORK _____%
FABRICATION OF: ARCHITECTURAL SHEET METAL _____% INDUSTRIAL SHEET METAL _____% KITCHEN EQUIPMENT _____% OTHER STEEL PRODUCTS _____%	SHEET METAL INSTALLATION _____% SEPTIC TANK INSTALLATION, SERVICE, OR REPAIR _____%
DESIGN/BUILD PROJECT DELIVERY _____%	FIRE SPRINKLER/SUPPRESSION _____%
* TESTING FOR INDOOR AIR QUALITY (IAQ) OR OFFERING OPINIONS FOR REMEDIAL ACTIONS FOR INDOOR AIR QUALITY _____%	UNDERGROUND UTILITY WORK _____%
*INSTALLATION OF COMBUSTIBLE DUST-COLLECTION SYSTEMS IN OCCUPANCIES SUCH AS A GRAIN MILL, WOOD PROCESSING PLANT, ETC. _____%	* ASBESTOS ABATEMENT WORK OR INSTALLATION OF ASBESTOS COLLECTION SYSTEMS _____%

**\*INELIGIBLE OPERATION, STOP HERE AND CONSULT YOUR AGENT OR CNA UNDERWRITER**

22. DOES THE APPLICANT HAVE AN ARCHITECT OR ENGINEER ON STAFF?      YES      NO  
 IF 'YES', DOES THE APPLICANT CARRY PROFESSIONAL LIABILITY INSURANCE?      YES      NO  
 IF 'NO', DOES THE APPLICANT REQUIRE THE ENGINEER OR ARCHITECT TO CARRY THEIR OWN PROFESSIONAL LIABILITY INSURANCE?      YES      NO
23. DOES THE APPLICANT OFFER 24-HOUR EMERGENCY REPAIR SERVICE?      YES      NO
24. ENTER THE PERCENTAGE OF THE APPLICANT'S RECEIPTS IN WORK SUB-CONTRACTED TO OTHERS: \_\_\_\_\_%
25. DOES THE APPLICANT HAVE A NEW HIRE ORIENTATION PROGRAM WITH PRE-HIRE PHYSICALS, DRUG SCREENINGS, ETC.?      YES      NO
26. LIST THE TYPES OF WORK THE APPLICANT SUBCONTRACTS TO OTHERS: \_\_\_\_\_  
 DOES THE APPLICANT OBTAIN CERTIFICATES OF INSURANCE FROM **ALL** SUBCONTRACTORS?      YES      NO  
 IS THE APPLICANT NAMED AS AN ADDITIONAL INSURED ON **ALL** SUBCONTRACTORS' POLICIES?      YES      NO  
 DOES THE APPLICANT REQUIRE **ALL** SUBCONTRACTORS TO CARRY PRIMARY LIMITS EQUAL TO OR GREATER THAN THEIR OWN?      YES      NO  
 DOES THE APPLICANT USE WRITTEN SUBCONTRACTOR AGREEMENTS CONTAINING HOLD HARMLESS/INDEMNITY AGREEMENTS IN FAVOR OF THE APPLICANT?  
 YES      NO  
 IS THERE A DIARY SYSTEM IN PLACE TO TRACK EXPIRATION DATES OF CERTIFICATES OF INSURANCE?      YES      NO
27. INDICATE THE TYPES OF SUBCONTRACTOR AGREEMENTS THE APPLICANT TYPICALLY USES:  
 STANDARD (AGC, AIA CONTRACTS)  
 CUSTOM  
 OTHER \_\_\_\_\_
28. DOES THE APPLICANT RETAIN JOB FILES?      YES      NO  
 IF 'YES', HOW LONG ARE THEY RETAINED? \_\_\_\_\_
29. LIST THE STATES THE APPLICANT HAS WORKED IN DURING THE LAST 5 YEARS:  
 \_\_\_\_\_
30. DOES THE APPLICANT HAVE A QUALITY CONTROL PROGRAM?      YES      NO  
 IF 'YES', IS IT (CHECK ONE):      INFORMAL      DOCUMENTED
31. ARE SAFETY MEETINGS HELD ON AT LEAST A QUARTERLY BASIS; DO MANAGERS AND EMPLOYEES ATTEND, AND ARE ATTENDANCE RECORDS KEPT?  
 YES      NO  
 IF LESS THAN QUARTERLY, HOW OFTEN? \_\_\_\_\_

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PRODUCER'S SIGNATURE

DATE

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APPLICANT'S SIGNATURE

DATE

## DEFINITIONS

**Architectural Sheet Metal** is specifically fabricated for use in specialty applications such as new or restorative cooper roofs, dome covers, cornices, facades, skylights, moldings, finials, inlaid gutters and similar applications.

**Construction Manager:** Construction managers evaluate various construction methods to determine the most cost-effective plan and schedule for the project and are ultimately responsible for ensuring that all work is completed on time and within budget. They schedule all required construction site activities into logical steps, budget the time required to meet specific deadlines and determine the labor requirements needed to complete the project. They direct and monitor the progress of all construction activities at the jobsite including the selection, coordination and oversight of trade contractors hired to complete specific pieces of the project. They oversee the delivery and use of materials, tools, and equipment as well as the quality, productivity and safety aspects of the project. They are responsible for obtaining all necessary permits and licenses, and depending on the contractual arrangements, may direct and/or monitor compliance with building and safety codes and other relevant regulations.

**Exterior Finish Systems:** Multi-layered exterior wall systems including EIFS, which resemble stucco in appearance, that are used on both commercial buildings and residential homes.

**General Contractor:** A contractor who subcontracts work to others in excess of 50% of their total receipts, exercises primary control of the job site, and is named in the construction documents as the general contractor of record.

### High Pressure Boiler

- Any steam vessel with pressure over 15 pounds per square inch (p.s.i.);
- Any water vessel with pressure over 30 p.s.i. used for heating a building;
- Any other water vessel with pressure over 15 p.s.i.

**Industrial Sheet Metal** is used in the fabrication of tanks, tubs, stacks, ductwork, machine guard panels or other nonoperative components. This also includes dust collection and air handling conveyance systems.

**Kitchen Equipment** is fabricated from stainless steel and other metals for specialty applications in hospitals and kitchens for counters, ice dispensing bins, benches, lift carts, tables and similar items.

**Mixed-Use Building:** Buildings which include both commercial occupancy and residential/habitational occupancy, and in which 30% of more of the building's square footage is being used for, or is intended to be used for, human residency.

**Prime Contractor:** A contractor who executes the construction contract directly with the project owner. The principal contractor on a construction project.

**Process Piping** as defined in this program refers to any commercial/industrial piping work that is installed to custom design specifications. It can consist of various piping materials such as standard carbon steel, stainless steel and specialty plastic polymers. These systems may carry a variety of substances, including hot and cold water, steam, air, chemicals and gas. Refer to Question 4. for a listing of the most common industries for process piping work.

**Residential/Habitational:** Any structure where 30% or more of the square foot area is used or is intended to be used for human residency including but not limited to single or multifamily housing, apartments, condominiums, townhouses, co-operatives or planned unit developments and also includes their common areas and/or appurtenant structures (including pools, hot tubs, detached garages, guest houses or any similar structures). When there is no individual ownership of units, residential structure does not include military housing, college/university housing or dormitories, long term care facilities, hotels, or motels. Residential structure also does not include hospitals or prisons.

**Solar Energy Contractor** is a contractor that specializes in the installation, service, repair and sale of heating systems that derive their energy directly or indirectly from the sun. The Workers Compensation class code is "Roofing" (code 5551) because most activities are conducted on the roof when installing Solar Energy systems.

**Subsidence:** Any movement of land or earth including: landslides; mudflow; earth sinking, rising, and shifting; collapse or movement of fill, earth settling, slipping, falling away, caving in, eroding or tilting; and earthquake. Wrap-up / OCIP / CCIP: A policy providing coverage(s) for all interests in a major construction.

**Wrap-up/OCIP/CCIP:** A policy providing coverage(s) for all interests in a major construction project. An OCIP is an Owner Controlled Insurance Program; a CCIP is a Contractor Controlled Insurance Program.