

Clinton County Builder's Association Application for Membership

Applicant: _____ **Title:** _____ **Date:** _____

Company Name: _____ **Phone:** _____ **FAX:** _____

Business Address: _____
(Street) (City) (State) (Zip)

NAHB Membership Identification Code:

Enter **1** for Builder Member Enter **2** for Associate Member

Enter the **primary** and up to **two** other business activity codes from the following selection:

Builder Member Classification

- A) Single Family Spec./Tract Building
- B1) Single Family General Contracting
- B2) Single Family Custom Building
- C) Multifamily Building (Condo/Coop Units)
- D) Multifamily Building Ownership (Rental Units)
- E) Multifamily General Contracting
- F) Remodeling — Residential
- G) Remodeling — Commercial
- H) Commercial Building (Own Account)
- I) Commercial General Contracting
- J) Land Development
- K) Manufacturing of Modular/Panelized/Log Homes

Associate Member Classification

- L) Accounting
- M1) Architecture
- M2) Engineering
- M3) Planner or Designer
- N) Legal Services
- O) Computer Products and Services
- P1) Commercial Banking/Thrift Institution
- P2) Mortgage Banking
- Q) Insurance or Title Company
- R) Marketing, Advertising or Public Relations
- S) Building Material Manufacturing
- T) Property Management
- U) Real Estate
- Y) Utilities
- Z) Other (Please Specify) _____

Subcontractors and Specialty Trade Contractors

- W1) Carpentry
- W2) Electrical
- W3) Masonry, Stone, Tile, Plastering
- W4) Landscaping
- W5) Plumbing, Heating and Air Conditioning
- W6) Roofing, Siding, Sheet Metal
- W7) Painting, Paper Hanging
- W8) Floor Laying, Other Floor Work
- W9) Concrete Work
- WA) Excavation Work
- WC) Appliances
- WD) Security Systems
- WZ) Other Subcontractor (Specify) _____

Wholesale Dealers/Distributors

- X1) Appliances
- X2) Building Materials/Lumber
- X3) Floor Coverings
- X4) Paint/Wall Coverings
- X5) Other Wholesale Dealership (Specify) _____
- Retail Dealers/Distributors
- V1) Appliances
- V2) Building Materials/Lumber
- V3) Floor Coverings
- V4) Paint/Wall Coverings
- V5) Other Retail Dealership (Specify) _____

Enter the Approximate annual Dollar Volume of all construction/development. Choose from the following list of codes:

1. Under \$1 million	3. \$5 million to \$10 million
2. \$1 million to \$5 million	4. \$1 million to \$5 million

Enter the annual number of residential dwelling units. Choose from the following list of codes:

1. 0 units	4. 25 to 100 units
2. 1 to 10 units	5. 101 to 500 units
3. 11 to 25 units	6. Over 500 units

Enter the total number of paid employees, including yourself.

Using the following list of title codes, enter your business title:

A President/CEO/Owner/Principal/Partner	D Sales & Marketing Manager	G Other Management Personnel
B VP / General Manager	E Architect/Designer/Engineer	H Non Managerial Personnel
C Construction Superintendent	F Financial Manager	I Other _____

Bank/Credit References: _____

Other References: _____

I agree to abide by the Constitution and By-Laws of the Clinton County Builder's Association, the National Association of Home Builders of the United States with which it is affiliated, and of the Pennsylvania Builder's Association. A remittance of \$325.00 representing my annual membership dues accompanies this application.

Of the amount remitted by me for annual dues, \$15.00 is for a subscription for one year to the BUILDER magazine, published monthly, and \$10.00 for the Nation's Building News, published biweekly except for July, August and December. This amount cannot be deducted from the total dues amount.

(Signature of Applicant)

Sponsored By: _____

Return this Application to:
 Clinton County Builder's Assn
 P.O. Box 147
 Lock Haven, PA 17745

Important Notice

Dues payments to the Clinton County Builder's Association are not deductible as charitable contributions for federal income tax purposes. However, dues payments may be deductible as ordinary and necessary business expense, subject to an exclusion for lobbying activity. Because a portion of your dues is used for lobbying by NAHB, PBA and CCBA, a percentage of the total dues, or \$325, is not deductible.

Code of Ethics

The purpose of this code of ethics is to ensure a high level of honesty and fair business practices among association members. Members agree to strive to meet the following ideals:

1. **Honesty:** Honesty and integrity shall be the guiding principles by which we conduct our business affairs.
2. **Fairness:** We shall be fair in all our business relationships, particularly in the areas of pricing, contracts, restraint of trade and negotiation in order to give our customers the best possible value.
3. **Laws:** We shall comply with the letter and the spirit of all federal, state, and local laws that affect the construction industry and work with legislators to improve these laws. We shall also abide by the by-laws of our association.
4. **Insurance:** We shall always maintain the proper amounts of insurance coverage for our business, employees and customers as prescribed by the C.Q.C. program.
5. **Safety:** We shall provide safe and healthy workplaces as well as construct safe and healthy buildings.
6. **Design:** We shall strive to design aesthetically pleasing, environmentally sensitive, functional, well-situated, and energy-efficient new and remodeled buildings with appropriate drawings, contracts and specifications.
7. **Quality:** We shall conduct all of our construction work and related services in a careful workmanlike manner in keeping with the industry standards of quality.
8. **Professionalism:** We shall strive to manage our businesses to meet professional standards of our industry and continue to learn by experience, education, research, and sharing with one another in a healthy competitive spirit.
9. **Scheduling:** We shall provide customers with realistic schedules and make every effort to expedite our projects to meet these schedules.
10. **Warranty:** We shall acknowledge any defects in our materials and workmanship and correct them in a mutually agreeable and timely manner.
11. **Payment:** We shall pay all of our invoices in a mutually agreeable arrangement with our creditors.
12. **Opportunity:** We shall be equal opportunity employers and not discriminate in the sales of any of our products and services.

Applicants Signature

Contractor Quality Commitment Program

The Contractor Quality Commitment (CQC) program was developed by the small contractors committee of the Pennsylvania Builders Association to provide a program of positive support to the construction industry. The program provides for two phases: to establish criteria for membership and to develop and enforce standards of excellence for reputable contractors and to educate the general public as to the benefit of receiving services from reputable contractors. The BA has developed a local CQC program that identifies acceptable levels of industry professionalism, establishes a screening procedure for new and existing members and provides a method for handling consumer complaints.

CONTRACTOR QUALITY COMMITMENT STANDARD

- A. I agree to meet or exceed the standards established in the council of American Building Officials (CABO) Code, and other local codes, laws or fees which might be applicable.
- B. I agree to provide a one-year warranty that would be compatible to the standards that have been established by the National Association of Home Builders (NAHB) for warranty companies.
- C. I agree to abide by the findings of the Quality Review Committee and promptly respond to and rectify defects as defined by the CABO Code and/or NAHB Warranty Guidelines for work or products supplied by the contractor.
- D. I agree to use written contracts and change orders and to describe all prices and specifications accurately and honestly.
- E. I agree to use only materials equal to or exceeding the quality specified in the contract.
- F. I agree to maintain a credit rating that is acceptable to my creditors, suppliers and subcontractors and which conforms to the generally accepted practices within the industry.
- G. I agree to supply the local association with proof of Workers Compensation Insurance (if required by law) and Liability Insurance (Minimum coverage: \$300,000.00 per occurrence).

I agree to abide by the Code of Ethics and the Contractor Quality Commitment Standards to maintain credibility and to assure public confidence in the Builders Association of Central Pennsylvania.

Builder Applicant Signature

Date

Name you want on your certificate (Company or Personal) _____