



Wayne County Builders Association, Inc.

Palmyra Professional Complex - 106 Shook Road
P.O. Box 378, Hawley, Pennsylvania 18428

Phone: (570) 226-4941 - Fax: (570) 226-4990
info@waynecountybuilders.com - www.waynecountybuilders.com

Application for Membership

Company Name: _____

Address: _____

Phone: _____ Fax: _____ Date: _____

E-mail address: _____ Website: _____

Suggested category to be listed in the WCBA Directory and WCBA website: _____
(Example: Modular Homes; General Contractor; Plumbing & Heating; Excavating; etc.)

Corporation Partnership Sole Proprietor

Federal I.D. #: _____

Principal's Name (s)	Title	Address

Number of Employees: _____ Contact Person: _____

Type of Business: _____

How long have you been in Business in this area? _____
(If less than one year, you will be a probationary member for two years).

Have any principals of the firm or their spouses been involved in a bankruptcy or had their professional license revoked within the last 7 years? (Example: served on a board of a firm, was a principal in a firm or filed personally?)
 YES NO If yes, please provide full details on your letterhead.

Have you ever been suspended by another association? YES NO

If yes name of Association _____

Reason for suspension _____

If you are a Builder, name the type of construction, i.e., new homes, residential renovations, commercial: _____



Wayne County Builders Association – Membership Application

Please list 2 Bank references:

Name	Address	Phone

Please list 3 Major Suppliers as credit references:

Name	Address	Phone

NAHB MEMBERSHIP IDENTIFICATION CODE

See Reporting Form Codes Attached on the last page of this membership application
 Builder (A through K) or Associate (L through V5)

Code #

Please list 3 Major Sub-Contractors employed:

Name	Address	Phone

Please list 3 Customers for whom you have worked in the past year:

Name	Address	Phone

IN PROCESSING THIS APPLICATION, THE ASSOCIATION MAY REQUEST THAT AN INVESTIGATIVE CREDIT REPORT BE PREPARED. YOU HAVE THE RIGHT TO REQUEST THAT THE ASSOCIATION COMPLETELY AND ACCURATELY DISCLOSE TO YOU THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED. SUCH A REQUEST MUST BE MADE IN WRITING TO THE EXECUTIVE OFFICER OF THIS ASSOCIATION WITHIN A REASONABLE TIME AFTER YOU COMPLETE THIS APPLICATION.

I hereby acknowledge that I have read the foregoing disclosure and understand the same.

SIGNATURE _____ DATE _____

Wayne County Builders Association – Membership Application

Once the application is received by the Association, it shall be processed by the Executive Officer who shall investigate all applications of membership and shall make a recommendation to the Board of Directors who ultimately shall have the final and conclusive vote on the acceptance or denial of a prospective member. The payment of one year’s dues by a prospective member shall not be construed to be automatic acceptance into this Association. Should the Board of Directors deny membership to a prospective member any funds received by the Association shall be refunded. *All information supplied will be held in the strictest of confidence.

Please remit **\$375.00** payable to Wayne County Builders Association for annual dues. Of the amount remitted \$150.00 entitles you to National Association of Home Builders membership, \$125.00 is for Pennsylvania Builders membership and \$75.00 is for membership in the Wayne County Builders Association of which \$25.00 administrative processing fee is included for all new applicants. The \$25.00 administrative fee is a one-time fee.

We do accept Visa & MasterCard as forms of payment. To pay by credit card, please list your credit card information below as requested.

Visa Master Card (*circle one*) # _____ Exp. Date: _____

Acknowledgement

I agree to abide by the Constitution, By-Laws, Code of Ethics and Contractors Quality Commitment Program of the Wayne County Builders Association.

Authorization

The applicant does hereby authorize the Wayne County Builders Association to conduct an investigation of the applicant’s activities, make such inquiries and obtain such credit reports as may be necessary for its determination of the applicant’s financial ability to meet its obligations. I authorize and instruct any person, firm, corporation or consumer reporting agency to compile and furnish the Wayne County Builders Association with any information it may have or obtain in response to such inquiries. The credit information obtained by the association’s officers, employees and Board of Directors will be for the limited purposes of processing and evaluation the applicant’s membership application.

Applicant’s Signature

Date

NOTE: The Wayne County Builders Association mandates that all members must, at all times, be in full compliance of all Federal, State and Local Laws regarding Legal Employee Eligibility. The Association further recommends that Members acquire verification/certification, to the extent of the law, from all of their Sub-contractors insuring their compliance of said Employment Laws. Please contact the WCBA office if you need I-9 reporting forms and reporting instructions.

Authorization to Receive Certificate of Insurance Form

I, _____ as principal owner of _____

hereby authorize the Wayne County Builders Association, Inc. to become a certificate holder and to obtain a copy of my company’s liability and workers compensation certificate of insurance.

Insurance Information

Please complete the information below.

Insurance agent’s name and address: _____

Agent’s telephone number: _____ Agent’s fax number: _____

Insurance carrier name: _____

IMPORTANT: If you do not have workers compensation insurance, please indicate why in the space provided below:

Signature: _____ Date: _____

Any questions pertaining to this form, please contact the Wayne County Builders Association office at (570) 226-4941.

QUALITY COMMITMENT STANDARDS

A. I agree to meet or exceed the standards established in the International Code Council Construction Standards and listed in the Contractor Quality Commitment Standards of this document along with local codes, laws, and ordinances. I also agree to arrange for all permit and/or licensing fees in connection with any project that I am involved with and require these expenditures.

B. I agree to provide a one (1) year written warranty that meets or exceeds the standards that are established in the quality commitment programs.

C. I agree to abide by the findings of the Quality Review Committee and promptly respond to and rectify defects as defined by the codes and standard as stated in paragraphs A and B above.

D. I agree to use written contracts and change orders. All prices and specifications will be described in detail both honestly and accurately.

E. I agree to use only materials equal to or exceeding the quality of those specified in the contract and/or as required by code where the code shall be used as the minimum standard. Any modifications to the materials stated in the contract shall be conveyed to and accepted by the consumer in writing.

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 building industry and as established by the Board of Directors of the Wayne County Builders Association.

G. I agree to supply the Wayne County Builder's Association with proof of Workmen's Compensation Insurance, if I have any employees. I will also provide proof of Liability Insurance with minimum coverage of \$500,000 per occurrence. I agree to have certificates furnished to the Association as a certificate holder and they shall be named in the caveat to be notified when and/if the policy is cancelled or is no longer valid.

H. I hereby agree to waive any and all claims against the Pennsylvania Builders Association; the Wayne County Builders Association; the Quality Review Committee; or any individual that makes a report or take action pursuant to the provisions of the Contractor Quality Commitment program as adopted by the Wayne County Builders Association.

I. I have read, and agree to abide by, the Code of Ethics and the Contractor Quality Commitment Standards in order to establish and maintain credibility and assure public confidence with members of the Wayne County Builder's Association.

Signature: _____

Dated: _____

Company: _____

CODE OF ETHICS

The goal of the members of the Wayne County Builders Association, Inc. is to provide quality products and services at reasonable prices. Promote the well being of our association and project an image that is recognized for quality and fairness within the building industry, within our community and in our country through the American free enterprise system in accordance with the following Code of Ethics:

Honesty: Honesty and integrity shall be the guiding principles by which we conduct our business affairs.

Fairness: We shall be fair in all our business relationships; i.e., pricing, contractual agreements, restraint of trade and negotiations; in order to give our customer the best possible value for their dollar.

Laws: We shall comply with the letter, intent and spirit of all federal, state and local laws, ordinances, directives and adopted National Standards that affect building construction. We will work with legislators and national and state organizations to improve these laws and standards. We shall abide by the By Laws of the Wayne County Builders Association, Inc.

Insurance: We shall always maintain amounts of insurance coverage for our business, employees, and customers as defined by the Board of Directors.

Safety: We shall provide safe and healthy workplaces, as well as construct structurally and environmentally safe buildings. We are aware of the standard of Occupational Safety and Health Act (OSHA).

Design: We shall strive to design aesthetically pleasing, environmentally sensitive, functional, well situated and energy efficient new and remodeled buildings with appropriate drawing, contracts and specifications.

Quality: We shall conduct all of our construction work and related services in a careful and workmanlike manner in keeping with the building industry standards of quality.

Professionalism: We shall strive to manage our business to meet professional standards of the building industry and continue to learn by experience, education, research and sharing with one another in a healthy competitive spirit.

Scheduling: We shall provide our customers with realistic schedules and make every effort to expedite the work on these projects to meet the scheduled dates.

Warranty: We shall acknowledge any defects in our workmanship and materials and if necessary, correct them in a mutually agreeable and timely manner.

Payments: We shall pay all of our invoices in a mutually agreeable arrangement with our creditors.

Opportunity: We shall be an equal opportunity employer and not discriminate in the sale of any of our products and services or in our hiring and employment practices.

Wayne County Builders Association – Membership Application

NAHB MEMBERSHIP INFORMATION REPORTING FORM CODES

Business Activities: Enter the most important business activities from the list of codes below.

Builder Member Classification

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

Associate Member Classification

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

Wholesale Dealers/Distributors

X1	Appliances	X3	Floor Coverings	X5	Other Wholesale (Specify)
X2	Building Materials/Lumber	X4	Paint/Wall Covering		

Subcontractors and Specialty Trade Contractors

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

Retail Dealers/Distributors

V1	Appliances	V3	Floor Coverings	V5	Other Retail (specify)
V2	Building Materials/Lumber	V4	Paint/Wall Coverings		

Please Circle Below answers to the following:

\$ Vol: Approximate Annual Dollar Volume of New Residential Construction.

0	Under \$500,000	2	\$1 million - \$4,999,999	4	\$10 million or more
1	\$500,000 - \$999,999	3	\$5 million - \$9,999,999	5	No construction activity

Units: Approximate Annual Number of Residential Units built in the last 12 months.

1	0 units	3	11 to 25 units	5	101 to 500 units
2	1 to 10 units	4	26 to 100 units	6	Over 500 units

of Employees: Enter the total paid employees; include the member in the total figure.

Title: Enter the code that best describes the member's business title.

1	President/CEO	4	Sales & Marketing Director	7	Owner/Principal
2	VP/General Manager	5	Architect/Designer	9	Other (specify)
3	Construction Super	6	Financial Manager		