

2024 Membership Application



Application Date: _____

Annual Dues: \$525

Contact Information

Company Name: _____

Contractor Reg. Number (if applicable): **Required as of July 1, 2009:** _____

PA Sales Tax License Number (if applicable): _____

Contact: _____
Last First Middle Initial

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Corporate Address (if different than above): _____

City: _____ State: _____ Zip: _____

Telephone (Office): _____ Fax: _____

Mobile: _____ E-Mail: _____

Website: _____

Facebook: _____ Instagram: _____

Business Description

Form of Business: () Sole Proprietor () Partnership () Corporation () LLC

of Employees _____

Type of Business or Service: _____

How Many Years in Business: _____

Who referred you to the Builders Association?

Reason for joining (circle all that apply):

Networking Education Involvement in the industry Political Discounts
Mentoring Company suggestion Insurance Other _____

Insurance Information** (Minimum coverage required is \$1,000,000.00 / occurrence)

Insurance Provider: Liability _____ Policy # _____

Workers Comp _____ Policy # _____

Certificates of insurance **MUST BE included or application **WILL NOT BE CONSIDERED**

Names of partners or corporate officials:

Name : _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

Financial References: (All Applicants)

Bank #1: _____ Contact Person: _____ Phone: _____
Bank #2 _____ Contact Person: _____ Phone: _____

References: (All Applicants)

(a) _____ Phone: _____
(b) _____ Phone: _____
(c) _____ Phone: _____

Business Experience: (Builder Applicants Only)

(a) Type of Construction: Remodeling Residential Commercial Industry
(b) Years in Business: _____
(c) If in the building business less than 2 years, state previous business experience

List three major sub-contractors (i.e., masonry, electrical, etc.):

(a) _____ Phone: _____
(b) _____ Phone: _____
(c) _____ Phone: _____

List three customers for whom you have recently built or remodeled:

Name	Address	Phone
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____

Please provide your business name as you want it to appear on the membership certificate:

Investigation:

The Applicant hereby authorizes the Builders Association of Central PA to conduct such 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.

Builder or Associate Applicant Signature

Date

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.

Applicant Signature

Contractor Quality Commitment Program

TO BE COMPLETED BY CONTRACTORS DOING ON-SITE JOBS

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 current code structures 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 Standards Committee and promptly respond to and rectify defects as defined by the current code structure 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: \$ 1,000,000.00 / 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

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Payment Information –Annual Dues \$525.00

Method of Payment:

Check Check Number: _____

Credit Card: MasterCard Visa Discover

Name on card: _____

Company Name: _____

Account Number: _____ Expiration: _____ Code: _____

Street Address & ZIP code of card billing address: _____

(Example: 2038 Sandy Drive, Suite 100, State College 16803)

Signature: _____

Terms and Conditions:

- Please either email or mail the completed documents along with your payment to:
Email: koshea@centralpabuilders.com

Mailing Address:
Builders Association of Central PA
1356 S. Atherton St
State College, PA 16803

- All payments are processed upon submission of the application.
- A \$30 fee will be assessed on all returned checks.
- Membership dues are paid on an annual basis. Renewal payments are due on or before your membership anniversary date each year.
- BACP will provide invoice reminders at 45 days prior to the renewal deadline.
- Membership rates are subject to change at the discretion of the Builders Association of Central PA (BACP), the Pennsylvania Builders Association (PBA) and/or the National Association of Homebuilders (NAHB).
- Submission of application along with required dues payment does not guarantee membership approval.
- A full refund will be provided should applicant be denied membership for any reason.

Business Service Categories for Membership Directory Listing

Please indicate top three categories in order with numbers 1,2 & 3. Then check any additional categories your business offers.

- | | | |
|--|--|--|
| <input type="checkbox"/> Access Control | <input type="checkbox"/> Equipment Rental/Sales | <input type="checkbox"/> Painting- Interior |
| <input type="checkbox"/> Accountants | <input type="checkbox"/> Excavating | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Additions | <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Air Duct Cleaning | <input type="checkbox"/> Fencing | <input type="checkbox"/> Plumbing Contractors |
| <input type="checkbox"/> Air Purification | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Plumbing Fixtures |
| <input type="checkbox"/> Apartment Rentals | <input type="checkbox"/> Fire Alarm Systems | <input type="checkbox"/> Pole Buildings |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Pressure Washing |
| <input type="checkbox"/> Architects | <input type="checkbox"/> Fire/Smoke Restoration | <input type="checkbox"/> Printing & Publishing |
| <input type="checkbox"/> Asphalt Maintenance | <input type="checkbox"/> Fireplaces & Stoves | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Attorneys | <input type="checkbox"/> Flooring | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Foundations | <input type="checkbox"/> Promotional/Marketing Materials |
| <input type="checkbox"/> Barbecue | <input type="checkbox"/> Framing | <input type="checkbox"/> Property Management |
| <input type="checkbox"/> Bathrooms/Kitchens | <input type="checkbox"/> Fuel | <input type="checkbox"/> Ready Mix Concrete Producer |
| <input type="checkbox"/> Baths | <input type="checkbox"/> Furnace & Boiler Installation | <input type="checkbox"/> Real Estate Offices & Agents |
| <input type="checkbox"/> Builder - Residential | <input type="checkbox"/> Furniture/Mattresses | <input type="checkbox"/> Refrigeration-Commercial |
| <input type="checkbox"/> Builder-Commercial | <input type="checkbox"/> Game/Entertainment Products | <input type="checkbox"/> Remodeler |
| <input type="checkbox"/> Builder-Multi Family | <input type="checkbox"/> Garage Doors | <input type="checkbox"/> Restoration Services |
| <input type="checkbox"/> Builders | <input type="checkbox"/> Geothermal Heating & Cooling | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Building Material Supplier | <input type="checkbox"/> Graphic Design Services | <input type="checkbox"/> Roofing Contractors |
| <input type="checkbox"/> Building Products- Consumers | <input type="checkbox"/> Green Design/Construction | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Cabinetry | <input type="checkbox"/> Gutters | <input type="checkbox"/> Settlement Company |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Hardwood Lumber | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Hearth | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Ceiling Tile | <input type="checkbox"/> Home Audio Systems | <input type="checkbox"/> Siding Contractors |
| <input type="checkbox"/> Central Vacuums | <input type="checkbox"/> Home Automation | <input type="checkbox"/> Site Development |
| <input type="checkbox"/> Chimney Services | <input type="checkbox"/> Home Maintenance | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Civil Engineering/Surveying | <input type="checkbox"/> HVAC | <input type="checkbox"/> Spas & Whirlpools |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> HVAC Equipment/Supplies | <input type="checkbox"/> Sprinkler Systems |
| <input type="checkbox"/> Closed Circuit TV | <input type="checkbox"/> Inspections | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Closet Systems | <input type="checkbox"/> Insulation Contractors | <input type="checkbox"/> Storage sheds |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Insurance Company | <input type="checkbox"/> Sunrooms & Porch Enclosures |
| <input type="checkbox"/> Concrete Blocks | <input type="checkbox"/> Interior Decorating/Design | <input type="checkbox"/> Swimming Pools |
| <input type="checkbox"/> Concrete Edging/Curbing | <input type="checkbox"/> Interior Trim | <input type="checkbox"/> Telephone Systems |
| <input type="checkbox"/> Concrete Products | <input type="checkbox"/> Land Clearing | <input type="checkbox"/> Tile Installation |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Land Development | <input type="checkbox"/> Title Company |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Landscape Supplies | <input type="checkbox"/> Topsoil |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Landscape/Architect Design | <input type="checkbox"/> Travel Agency |
| <input type="checkbox"/> Countertops | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Tree Services |
| <input type="checkbox"/> Deck Cleaning & Waterproofing | <input type="checkbox"/> Lawn & Garden equipment | <input type="checkbox"/> Trees & Shrubs |
| <input type="checkbox"/> Decks | <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Decorative Concrete | <input type="checkbox"/> Lighting Fixtures | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Log Homes/Siding/Timber Frame | <input type="checkbox"/> Water and Sewer Lines |
| <input type="checkbox"/> Drafting | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Water Services |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Marketing & Advertising | <input type="checkbox"/> Water Treatment Services |
| <input type="checkbox"/> Education/Training | <input type="checkbox"/> Masonry | <input type="checkbox"/> Water Treatment Systems |
| <input type="checkbox"/> Electrical Contractors | <input type="checkbox"/> Mill Work | <input type="checkbox"/> Water/Mold Mitigation |
| <input type="checkbox"/> Electrical Design | <input type="checkbox"/> Modular Homes | <input type="checkbox"/> Waterproofing |
| <input type="checkbox"/> Electrical Service | <input type="checkbox"/> Mortgage Services | <input type="checkbox"/> Window Coverings |
| <input type="checkbox"/> Electrical Supplies | <input type="checkbox"/> Mulch | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Electronics | <input type="checkbox"/> Non-profit | <input type="checkbox"/> Windows & Doors |
| <input type="checkbox"/> Energy Audits | <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Windows & Skylights |
| <input type="checkbox"/> Engineers | <input type="checkbox"/> Painting- Exterior | <input type="checkbox"/> Wiring Systems |