



We stand up for
**RESIDENTIAL
CONSTRUCTION
EXCELLENCE**

Come stand with us

Helping YOU Elevate Your Business

Membership Application
Builders and Renovators

Join our 9,000 Member Companies
Across Canada and Experience
the Difference Membership Makes

Come Stand With Us

Canadian
Home Builders'
Association

New Brunswick



Association canadienne
des constructeurs
d'habitations

Nouveau-Brunswick

Our Vision

*Setting the Standard for the
Residential Construction Industry in New Brunswick*

Our Mission:

Serve as The Voice of the Residential Construction Industry to Advance the
Interests of Our Members Through
Integrity
Training
Professionalism
and Certification

Canadian Home Builders' Association New Brunswick

Mailing Address:
P.O. Box 3358, Stn. B., Fredericton, NB,
E3A 5H1

Telephone: 506-459-7219
Email: CSimmonds@nbhomebuilders.ca
www.nbhomebuilders.ca



MEMBERSHIP APPLICATION

Builders and Renovators

YOUR COMPANY INFORMATION

Company Name:

Same as the above or:

Company Name for
Marketing Purposes:

Email Address:

Primary Contact:

Email Address:

Secondary Contact:

Postal Code:

Mailing Address:

Province:

City:

Cell Phone:

Office Telephone:

FaceBook URL:

Website:

Twitter URL:

Instagram URL:

Primary Work Undertaken by
My Company: *(check all that
apply)*

Custom Home Builder

Other (explain)

Renovations

Land Development

CANADIAN HOME BUILDERS' ASSOCIATION CODE OF ETHICS

- Members shall comply with ALL applicable Building Codes of Canada as a minimum standard of construction and shall work towards its improvement in the interests of structural sufficiency, safety and health.
- Members shall plan their sites and homes to conform to the principles of good community planning and support for the environment.
- Members shall deal justly with their employees, subcontractors and all suppliers of all goods and service commitments.
- Members shall exchange information and experience, and encourage research on materials, technical advancements and building techniques to prove the best value for their customers.
- Members shall avoid all conduct or practice detrimental to the house building industry, to the Association, to the good name or reputation of any of its members, staff or customers.
- Members shall commit to continuing learning through human resource policies and practices, including employment practices which treat employees as assets.
- Members shall actively promote health and safety principles.
- Members shall treat their competitors, including their property and ideas, with respect.

These responsibilities are freely and solemnly assumed as they form part of an obligation as a Member of the Canadian Home Builders' Association.

ACCEPTANCE OF BY-LAWS AND CODE OF ETHICS

I hereby acknowledge receipt of the Association's By-laws and Code of Ethics, and I solemnly promise to operate my Company in accordance with spirit and intent of the CHBA Code of Ethics.

Signature of Applicant: _____

Print Name: _____

Date: _____

WERE YOU REFERRED?

Like many other businesses, CHBA Membership grows by referrals. If a Member suggested you join our Association, please tell us who so that they may be recognized and thanked.

Name: _____

Company: _____

PROFESSIONAL QUALIFICATIONS

The Canadian Home Builders' Association New Brunswick has set the Standard for the qualifications of a person to work professionally in the residential construction industry. We provide consumers access to a listing of professional builders and renovators who carry the necessary qualifications to work in this industry to protect their companies, their employees, and their clients.

WORKPLACE HEALTH AND SAFETY

The Canadian Home Builders' Association Builders and Renovators must adhere to all Workplace Health & Safety Requirements and must be a member of WorkSafe NB in good standing.

My WorkSafe Policy Number: _____

My Company provides WorkSafe NB Coverage to these many employees: _____

My Company is exempt from paying annual WorkSafe NB annual premiums: Yes, I am exempt No, I am not exempt

LIABILITY INSURANCE

Builder and Renovator Members must maintain liability insurance coverage in a sum not less than \$2 million dollars. (Please attached a copy of your policy to this application or ask you insurance company to email a copy to CSimmonds@nbhomebuilders.ca)

My Liability Insurance Policy Number is: _____

The Name of my Insurance Company is: _____

REGISTRATION AND REPORTING TO THE CANADA REVENUE AGENCY FOR HST & PAYROLL REMITTANCE

Canadian Home Builders' Association Builders and Renovators must collect and remit HST for all work completed by the Member Company and must collect and remit payroll benefits on behalf of its employees and comply with all requirements required by law and that of the Canada Revenue Agency.

My CRA Business Number is: _____

THIRD PARTY NEW HOME WARRANTY

CHBA NB Builders' must provide third-party warranty on all new home construction that falls under Part 9 of the National Building Code of Canada (*this includes single detached and multi-unit buildings*).

New Home Warranty Member Number: _____

Warranty Company:

Atlantic Home Warranty

Lux Warranty

I confirm that all new homes built by company noted above that falls under Part 9 of the National Building Code of Canada are enrolled with a 3rd party warranty company and we are registered with the Warranty Company under the name of the company listed (yes) or as the Company noted below:

I agree that I will provide CHBA-New Brunswick with a list of the addresses for the properties that I constructed during any membership year upon request by the Association at any time throughout the year and I further give the Atlantic Home Warranty Lux Residential Warranty permission to provide the CHBA-New Brunswick a complete history of the warranty that I have purchased from the Warranty Company noted above.

Name of Applicant: _____

Signature _____

Date: _____

PROFESSIONAL CERTIFICATON AS A CHBA-NB MASTER BUILDER

In 2014 the CHBA New Brunswick adopted a mandatory Certification and Designation for all Builder and Renovator Members. **All new Members have 60 Months – 5 years from the date of membership application approval to meet the requirements for Designation and Certification as a CHBA-NB Master Builder.** This is a great opportunity for builders and renovators to distinguish themselves as a professional **CERTIFIED Builder**.

Listed below are the courses required for the obtainment of the CHBA-NB Master Builder Designation and Certification. CHBA New Brunswick will consider granting equivalencies for these courses from accredited course providers. Contact our office with proof of course completion to determine if the course(s) you have taken are eligible for an equivalency. The Atlantic Home Warranty offers the full suite of courses required for CERTIFICATION. Visit www.ahwp.org or call them at 1-800-320-9880 for a training calendar. If you have completed training with Atlantic Home Warranty, please ask them to forward to us a list of courses that you have successfully completed.

- National Building Code – Current Edition
- Financial Management
- Construction Law
- Drywall Installation
- Ventilation and Heating

- Construction Ethics
- Marketing & Sales
- Foundations 1
- Doors & Windows Installation
- Flooring

- Business Management
- Project Management
- Foundations 2
- Moisture Penetration Prevention
- Better Built House Course or the CHBA NB Building Science Workshop

RenoMark – THE RENOVATORS MARK OF DISTINCTION

The RenoMark™ Brand is owned by the Canadian Home Builders' Association and can be used by participating CHBA Members only. This Program is designed to bring reassurance to your clients that you are a professional and legitimate renovator. For more information visit www.RenoMark.ca. This program is not mandatory and is renewed annually. CHBA NB and our national

Association, CHBA actively promotes its RenoMark members through social media advertising and other promotion. CHBA NB provides its members with free truck decals upon registration.

RenoMark Members adhere to these RenoMark Code of Ethics:

- | | | |
|---|---|---|
| <input type="checkbox"/> Be a Member of CHBA | <input type="checkbox"/> Abide by the Code of Ethics | <input type="checkbox"/> Offer a two-year warranty on all work |
| <input type="checkbox"/> Carry a minimum of \$2 million liability insurance | <input type="checkbox"/> Adhere to WorkSafe NB Policies and safety requirements | <input type="checkbox"/> Obtain all applicable building permits |
| <input type="checkbox"/> Provide a written contract for all work | <input type="checkbox"/> Attend training as prescribed | <input type="checkbox"/> Maintain a safe organized work site |

DECLARATION FOR ALL MEMBERSHIP APPLICANTS

I hereby make application for membership with the Canadian Home Builders' Association. I certify that none of the principles of my Company has been refused membership, refused renewal of membership, or had membership revoked by any level of the Canadian Home Builders' Association, across Canada.

I hereby consent that should I own other companies who do not have a registered membership with the CHBA, that these companies will not use the Association Logo or refer to membership with the Canadian Home Builders' Association whatsoever.

I declare that all information contained in this application to be true and accurate and I authorize the Association to undertake what actions it deems necessary to confirm the accuracy of information contained in this application including but not limited to a verification of credit worthiness of the applicant through the Atlantic Credit Agency or other agencies as the Association may deem appropriate. I agree that the Board of Directors of the Association reserves the right to reject any application for membership in the Association, or to defer consideration of an application. Should my application be rejected, I agree to indemnify and save harmless the Association and its directors from any and all loss, cost, claims or damage of whatever kind and however arising as a result of such refusal of this application.

It is the mandate of the Canadian Home Builders' Association (CHBA) at all levels; Locally, Provincially and Nationally, to provide information, promote membership and foster communications. Some samples of how we do this are:

- Link from our website to your website
- Listing your company on our website
- Creating, boosting, and running FaceBook Ads promoting you as a professional and a member of this Association
- Radio Ads
- Advertising associated with the Awards of Excellence, should you wish to participate
- Listing of your company and contact information in our Directories which are available at our member vendor locations and at home shows in your area
- Listing your Company in our Annual Magazine distributed at home shows, sent digitally through social media and at various kiosks throughout New Brunswick.

As a builder/renovator member of this Association, I hereby acknowledge that I will comply with the polices regarding the CHBA-NB Master Builders™ Designation and acknowledge that I have 60 Months – 5 Years from the date of membership approval to obtain the required training and to make application to be bestowed use of the Professional Designation of CHBA-NB Master Builder.

Finally, I hereby consent and acknowledge that the information contained in this application is true to the best of my knowledge. I further hereby consent to and agree that as a member of the Association I will adhere to the By-laws at all levels of the Association as they apply to my company, I will maintain in good standing the requirements to be a member of the Association and I will act in compliance with the CHBA Code of Ethics.

Signature of Applicant: _____ Position: _____ Date: _____

PAYMENT INFORMATION

Company Name: _____ Primary Contact: _____

Accounting Contact Email: *(this is where we will send your invoices and receipts)*

Company Billing Address: _____ City: _____ Postal Code: _____

Payment Calculations

Annual Membership Dues: \$990.76 (\$861.53+HST) \$

RenoMark Membership: \$57.00 (\$57+HST) \$

Total: \$

Our Membership Year runs from November 1 to October 31 annually. Membership applications received after January in each membership year are prorated. Upon approval of your application, your credit card will be charged the appropriate amount and a copy of the invoice and receipt will be emailed to your accounting contact noted above.

I would like to pay my membership fees in one transaction **OR** I would like to make monthly payments *(see agreement below)*

Credit Card Number: _____ Expiry Date: _____ CVC: _____

Name on the Card: _____ Postal Code: _____

Card Holder Signature: _____

MONTHLY MEMBERSHIP PAYMENT AGREEMENT

1. That the monthly payment will be deducted from the members' credit card (AS PROVIDED ABOVE) on the last day of each month for 12 consecutive months or until the full amount of the annual dues owing has been collected which will be October 31st;
2. In any membership year, first instalment is due on November 30th, or if a new applicant, the first day upon which membership is granted;
3. The Member will pay an annual fee of \$25.00 plus HST to cover the administration charges for this payment plan;
4. The Member will pay the Association a \$50 + HST for each failed attempt to collect the payment due;
5. Should the Association be unable to collect the monthly payment due within three (3) attempts to do so, the Member will lose the privilege of monthly payments and the full amount of the balance due will be required within 15 days of notification from the Association, to remain a member in good standing with the Association;
6. Should the Member resign their membership, or have it revoked for non-payment of dues at any point throughout the membership year (November 1 – October 31), the Member accepts and agrees that it will pay the Association the full amount of membership dues left owing to the Association for the membership year within 15 days of notification;
7. The Member may cancel this Agreement at any time and provide to the Association the balance remaining for the dues required in the membership year. This request is to be made in writing and sent to CSimmonds@nbhomebuilders.ca.
8. It is the responsibility of the Member to provide the Association with any changes to their banking information for these purposes prior to the 15th of the month, or fees may apply see section 4 of this Agreement.
9. The Association maintains its right to pursue the collection of any unpaid amounts through a third-party debt collection agency should the dues not be collectable pursuant to this Agreement.

I hereby consent to the monthly dues payment terms as noted above.

Signature: _____ Date: _____