Canadian Home Builders' Association New Brunswick

Association canadienne des constructeurs d'habitations Nouveau-Brunswick

The Greater Moncton Home Builders' Association

Association des constructeurs d'habitations du Grand Moncton

What You Will Need Before You Begin

- **WorkSafeNB Policy Number**
- **Third Party New Home Warranty Membership Number**
- **Proof of Liability Coverage which includes the Company Name, Policy Number and Insured Amount**
- **Canada Revenue Agency Business Number**

MEMBERSHIP APPLICATION

Builders and Renovators

YOUR COMPANY INFORMATION

Company Name: _____

❑ Same as the above or:

Company Name for Marketing Purposes: _____

Primary Contact (Print): _____ Email Address: _____

Secondary Contact (Print): _____ Email Address: _____

Mailing Address: _____ Postal Code: _____

City: _____ Province: _____

Office Telephone: _____ Cell Phone: _____

Website: _____ Facebook URL: _____

Instagram URL: _____ Twitter URL: _____

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

□ Custom Home Builder
□ Renovations
□ Land Development
□ Other (explain)

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.

A copy of the By-Laws can be found here: https://www.nbhomebuilders.ca/by-laws/

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.

❑ I Agree
❑ I Disagree

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 (Print): _____ Company: _____

If you were not referred by a Member company, how did you hear about Membership with CHBA-NB?
❑ Radio
❑ Direct Email
❑ Social Media
❑ Postcard
❑ Chamber Ad
❑ Other_____

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 HEATH 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 attach a copy of your proof of liability coverage to this application or ask you insurance company to email a copy to membership@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 the 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 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 or 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 (Print): _____ Signature: _____

Date: _____

PROFESSIONAL CERTIFICATION 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

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 policies 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: _____ Print Name: _____ Date: _____

PAYMENT INFORMATION

Company Name: _____ Accounting Contact (Print): _____

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

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

Payment Calculations

Annual Membership Dues for all Companies Outside of the Moncton Area (50km):	$1,084.13 ($942.72+HST)	$
Annual Membership Dues for Moncton Companies:	$1,350.93 ($1174.72+HST)	$
CHBA-NB Master Builder Designation:	$588.29 ($511.56+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.

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

Name on the Card (Print): _____ Postal Code _____

Card Holder Signature: _____