



Canadian
Home Builders'
Association

New Brunswick



Association canadienne
des constructeurs
d'habitations

Nouveau-Brunswick

Helping You Build Your Business

APPLICATION FOR MEMBERSHIP

Builders & Renovators Application



Earn Your **Professional Designation** as a
Canadian Home Builders' Association New Brunswick

MASTER BUILDER (CHBA-NB MB)



Ask any Member of the **Canadian Home Builders' Association** and they will tell you that being a Member provides them with a competitive edge over non Members and Membership helps them to build their business.

Our Association is the only Association representing the residential construction industry in this Country, in New Brunswick and in your Community. **Our commitment to our Members** is to strengthen their business by helping them connect with customers; our commitment to the public is to help them find a builder or renovator who is skilled, experienced and qualified to undertake their next project - someone they can trust to do the job the right way; and our commitment to the industry is to promote the professionalism of our Members and to be their voice at all levels of government on issues that matter most to our Members.

In our industry up-to-date information on legislation changes, by-law changes, development fees and building code requirements are key factors in saving you time and money. With over 8,500 Members Canada-wide we have an entire network of professionals at the Local, Provincial and National Levels of our Association working on your behalf to keep you current with information that could affect your business.

Not only do we keep you informed, but we also go to bat for our Members on issues that stand in the way of them doing what they do best – build, renovate and develop communities. With a strong and active advocacy team at all three levels of government, we fight the battles that you don't have time to fight.

Our key focus is helping consumers find our Members who are some of the best trained, skilled and professional Builders and Renovators in the Country. We do this by advertising you on our websites, in our magazines, directories, and newspaper advertising, in our radio ads and through our Programs like **RenoMark™** and our **CHBA-New Brunswick Master Builders' Program** - all designed to connect you with your future clients.

Our Local and Provincial Associations also host many activities and events that help you build your contact list. We give you

an opportunity to meet with fellow builders and renovators in the industry to discuss matters that you have in common and we also help you connect with suppliers and professionals that help you build a winning team.

Our **Monthly Dinner Meetings** held at the Local Level provide networking and pertinent information provided by carefully selected guest speakers with topics relevant to building your business.

Our **Provincial Conference – Habitation** - provides leading edge presentations and workshops on issues designed to inform you on the latest trends and developments with building science, marketing and technical issues.

Our Provincial **Awards of Excellence Program** provides members with an opportunity annually to profile the quality homes they build and renovate. As an Award Winner they are promoted through our websites, magazine and in four of the largest newspapers in the Province.

We have a team of **energy efficiency** experts eager to help our Members be on the cutting edge of energy efficiency by providing training and technical support throughout their project constructions and renovations.

Our Committees help to identify challenges in **our communities** and work with municipalities to reduce red-tape and restrictions that prevent our next generation of communities from being built.

Recently our Provincial Association launched a Professional Designation Program – The CHBA-NB Master Builders' Program that will provide qualifying applicants with a Professional Designation and their Companies with the Professional Certification of CHBA-NB MB (CHBA-New Brunswick Master Builder)

We are eager to learn how we can build your business. Contact us today to discuss what Membership with the Canadian Home Builders' Association could mean for you .

1-506-459-7219 – nbhome@nbnet.nb.ca

Canadian Home Builders' Association New Brunswick

Application for Membership (Builders & Renovators)

Company Information

Company Name:	_____		
Name of Primary Contact:	_____		
Mailing Address:	_____	Postal Code:	_____
City:	_____	Province:	_____
Office Telephone:	_____	Cell Phone:	_____
Fax Number:	_____	Website:	_____
Email Address:	_____		
Primary Work Undertaken by my Company: <i>(check all those that apply)</i>	<input type="checkbox"/> Custom Homes <input type="checkbox"/> Renovations <input type="checkbox"/> Development <input type="checkbox"/> Multi-Unit Construction <input type="checkbox"/> Manufactured Homes Factory <input type="checkbox"/> Manufactured Homes Retailer Other: _____		

Choosing Your Local Association

When you choose to join the **Canadian Home Builders' Association** you become a Member of three Associations, all of which are dedicated to serving the interests of its Members at all three levels of government; Locally, Provincially and Federally. Our National Association is in Ottawa and is the Canadian Home Builders' Association, the Provincial Association is the Canadian Home Builders' Association New Brunswick located in Fredericton and you get to choose to which Local Association you wish to belong. You can join as many as you wish and if there is no Local Association within 50kms of your office address you can choose to become a Provincial Member. Please check the box(es) that apply to your situation.

- Canadian Home Builders' Association Greater Fredericton** (Annual Dues including HST \$870.10)
- Greater Moncton Home Builders' Association** (Annual Dues including HST \$847.50)
- Canadian Home Builders' Association Saint John** (Annual Dues including HST \$975.00)
- Canadian Home Builders' Association Sussex** (Annual Dues including HST \$806.25)
- Provincial Member of the Canadian Home Builders' Association New Brunswick** (if not within a 50km radius of one of the above Local Associations) (Annual Dues including HST \$870.10)

Our membership calendar year is November 1st – October 31st. Our membership dues come due November 1st each year and will be invoiced by the Provincial Association – CHBA-New Brunswick.

Reference Information

Sponsor: The Following Current Member of CHBA is Recommending My Company For Membership:

Company Name: _____ Contact #: _____

Professional References: *Please list three professional references:*

1. Company Name: _____
Contact: _____ Telephone: _____
Email Address: _____ Cell Phone: _____
This Company is a Member of CHBA Yes
 No

2. Company Name: _____
Contact: _____ Telephone: _____
Email Address: _____ Cell Phone: _____
This Company is a Member of CHBA Yes
 No

3. Company Name: _____
Contact: _____ Telephone: _____
Email Address: _____ Cell Phone: _____
This Company is a Member of CHBA Yes
 No

For More Information or Questions Concerning Your Application Please Contact
The Canadian Home Builders' Association New Brunswick (CHBA-NB)
207-403 Regent Street, Fredericton, NB, E3B 3X6
Telephone: 506-459-7219 Fax: 506-450-4924 Email: nbhome@nbnet.nb.ca

Professional Requirements

The following are the requirements that all Member Companies must hold in order to qualify for membership. **(Please attach a copy of documentation confirming compliance with each of these requirements. These will be requested annually and are to be submitted with your annual membership dues and with this application for membership.)**

Workplace Health & Safety

CHBA-NB Builders & Renovators must adhere to all Workplace Health & Safety Requirements and must be a member of WorkSafe NB in **Good Standing**.

My WorkSafe Policy Number is: _____

My Company Provides WorkSafe Coverage for This Many Employees & Subcontractors: _____

My Company is Exempt From Paying WorkSafe NB Annual Premiums: Yes I am Exempt
 No I am not Exempt

Liability Insurance

CHBA-NB Builders & Renovators must have liability insurance in place in a sum of not less than \$2 million dollars.

My Insurance Policy Number is: _____

The Name of My Insurance Company is: _____

Registration and Reporting with the Canada Revenue Agency for HST & Payroll Deductions

CHBA-NB Builders & Renovators must collect and remit HST for all work completed by the Member Company and must all collect and remit payroll insurance benefits on behalf of its employees and comply with all requirements 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 _____

I confirm that **all** new homes built by the company noted above that fall 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 above (yes) or as this Company;

I agree that I will provide CHBA-New Brunswick annually with a list of the addresses for the properties that I constructed during the membership year upon request by the Association at any time throughout the year.

Signature of Applicant: _____ Date: _____



CHBA-NB MB – CHBA New Brunswick Master Builder Program



In 2014 CHBA-New Brunswick adopted a Mandatory Builders' Designation and Member Company Certification Program for all of its Builder and Renovator Members. All new Members have 30 months from the date of Application approval to meet the requirements for Designation and Certification. Once these requirements are met, the Member may apply for the Professional Designation of "CHBA-NB MB" (*Canadian Home Builders' Association New Brunswick Master Builder*).

Receiving your professional designation and your company's certification is a two-fold process. As noted above your Company must comply annually with these membership requirements:

- Must provide third-party warranty on all new homes that fall under Part 9 of the NBC;*
- Must carry liability insurance in a sum not less than 2-million dollars;*
- Must adhere to all WorkSafe NB Policies & Procedures;*
- Must be registered with Revenue Canada and submit payroll and HST remittances.*

In addition, at least one person from your company must have taken the courses listed below. When these training requirements are met, then you will be in a position to apply for your professional designation and your company's certification. This means that you will be bestowed the professional designation of CHBA-NB MB (Canadian Home Builders' Association New Brunswick Master Builder) and your Company will be also bestowed the professional certification of CHBA-NB MB (Canadian Home Builders' Association New Brunswick Master Builder) and will be able to advertise using these credentials. The training required may be obtained through the Atlantic Home Warranty Program as a member or non member of the Atlantic Home Warranty Program at the CHBA-NB Membership pricing. If you have other training from another recognized education provider that meets with the curriculum requirements, this training may be granted an equivalency. Please contact our office and provide proof of completion of other training for review by our Admissions Committee. The annual fee for the CHBA-NB Master Builder Designation and Certification is \$475 +HST and is prorated from the date of approval to year-end which is December 31st.

Training Requirements for the Professional Designation/Certification Program

The following is a list of the courses that you are required to have prior to applying for your Designation. Remember that if you have taken similar courses from another education provider please provide proof of attendance and an overview of the material instructed for review and possible equivalency award.

- Current Edition of the Part 9 NBC Course or Update**
- The Better Built House Course**
- Atlantic Housing Professional Series (*which includes the following courses*)**
 - Business Management*
 - Financial Management*
 - Marketing & Sales*
 - Project Management*
 - Construction Law*
- Atlantic Builder Workshop Series (*which includes the following courses*)**
 - Foundations 1*
 - Foundations 2*
 - Drywall*
 - Doors & Windows*
 - Moisture*
 - Ventilation*
 - Flooring*
- Professional Practice Workshop (Offered by CHBA-NB)**
- 2 Day Energy Efficiency Training (Renovation, New Home, R-2000 – Offered by CHBA-NB)**

Although you may not have all of the training requirements that you require at the time of application to also apply for your Professional Designation & Certification we would like to help you determine what you still require. If you have taken any training provided by Atlantic Home Warranty, Canadian Home Builders' Association, RITC, or the Atlantic Home Builders Training Board recently or in the past please complete the following information waiver and fax or email it to our office so that we may access your training status.

Date: _____

To: **Atlantic Home Warranty**
Attention: Jennifer Howard
15 Oland Crescent
Halifax, NS, B3S 1C6

From: _____ (Name of Builder/Applicant)

_____ (Address)

_____ (Postal Code)

_____ (Telephone – Daytime)

_____ (Email)

RE: Permission to Provide CHBA-New Brunswick With my Course History

I, *(Print Name)* _____, hereby grant permission to the staff of Atlantic Home Warranty Program to provide to the Canadian Home Builders' Association New Brunswick, a complete history of the courses I have taken with Atlantic Home Warranty. This information is being used for my application for their Professional Designation and Certification Program.

Signed (Signature of Applicant)

Witness (Signature)

(Witnesses Name in Print)

For More Information or Questions Concerning Your Application Please Contact
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207-403 Regent Street, Fredericton, NB, E3B 3X6
Telephone: 506-459-7219 Fax: 506-450-4924 Email: nbhome@nbnet.nb.ca

Other Programs Offered by CHBA-NB (Not Mandatory)



RenoMark™
www.RenoMark.ca

RenoMark is the professional renovator's mark of excellence which is only available to CHBA Members. This Program is designed to enhance the image of the industry and bring reassurance to your clients that you are a professional and creditable renovator/builder. This distinction will set you apart from the rest. The RenoMark™ Program can be renewed on an annual basis beginning in January and ending in December each year. Once you sign on as a Member you will receive use of the RenoMark™ Logo. You will be listed under New Brunswick on a national website dedicated to promoting RenoMark™ Members and their projects. In addition, our very own Provincial website will have a dedicated page to the Program and to its Members. You will receive our Certificate verifying you as a RenoMark™ Member and a member identification card to fit in your wallet. If that was not enough, you will receive two FREE double-sided signs with set-up frames personalized with your name and telephone number and offer you the ability to purchase others at cost.

RenoMark™ Members must promise to abide by these Code of Ethics:

1. Be a Member in good standing of the CHBA-NB;
2. Abide by the CHBA Code of Ethics;
3. Return phone calls from clients within two business days;
4. Offer a minimum two-year warranty on all work (excludes minor home repair);
5. Carry a minimum of two-million dollar liability insurance;
6. Have workplace health and safety coverage where required and/or work only with subcontractors who carry workplace health and safety coverage;
7. Carry all applicable licenses;
8. Provide a detailed, written contract/scope of work for all jobs;
9. Maintain a professional level of knowledge of current building codes, permit procedures, and technical skills through continuing education;
10. Maintain a safe and organized worksite;
11. Attend training as prescribed by the CHBA-NB RenoMark™ Program.

The annual cost of the RenoMark™ Program to CHBA Members is \$50+HST per year.

Declaration for all Membership Applicants

I hereby make application for membership with the Canadian Home Builders' Association. I certify that none of the principals of this 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 that these companies will not use the Association Logo or make reference to membership with the Canadian Home Builders' Association whatsoever in any way or in any form.

I state that all information contained on this application to be true and accurate and I authorize the Association to undertake investigative procedures to confirm the accuracy of such information including but not limited to a verification of the credit worthiness of the applicant by contacting the Atlantic Collection Agency or other agencies as the Association may see fit and to perform reference checks of those professional references I have listed above. I fully understand and accept 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 fully 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 at all levels, locally, provincially and nationally, to provide information, promote membership and foster communication, i.e. catalogues of members, internet information, new products and services, etc. The applicant hereby consents to the use of the information in this application for such purposes (banking and credit card information exempted) by all levels of the CHBA.

I commit that all new homes built by my company that are eligible for warranty will be enrolled in a new home warranty program, carry and maintain in good standing liability insurance in a sum not less than 2-million dollars, adhere to all workplace health and safety regulations, comply with the rules and regulations of WorkSafe NB as the case may be and adhere to the rules set by the Canada Revenue Agency for collecting, remitting and reporting HST as well as those rules set by the Government of Canada for payroll benefits collecting and remitting.

I hereby agree to provide to the Canadian Home Builders' Association New Brunswick at the time of my membership renewal with a complete list of new homes that I have constructed during the membership year. I further agree that the CHBA-NB can contact my warranty provider and obtain from them, with my permission, a list of homes for which I have obtained warranty.

I commit to participating in the Mandatory CHBA-NB Professional Designation and Certification Program and will abide by the rules, regulations, Act and By-laws at the Local, Provincial and National levels of the Association.

Signature of Applicant: _____
(Corporate Signing Officer) (Position) (Date)

CANADIAN HOME BUILDERS' ASSOCIATION CODE of ETHICS

- Members shall comply with applicable building codes of Canada as a minimum standard for construction and shall work toward 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 suppliers of all goods and service commitments.
- Members shall exchange information and experience, and encourage research on materials, technical advancements and building techniques in order to provide 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, or its 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 – for all Members

I hereby acknowledge receipt of the Association's By-laws and Code of Ethics, and I promise to operate my Company in accordance with the spirit and intent of these By-laws and Code of Ethics. I understand that violation of any By-law or any portion of the Code of Ethics will be subject to disciplinary procedures as set out in the By-laws.

Signature of Applicant: _____
(Corporate Signing Officer) (Position) (Date)

Payment Information

Company Name:	_____		
Name of Primary Contact:	_____		
Billing Address:	_____	Postal Code:	_____
City:	_____	Province:	_____

Calculation Chart

	Insert the Dollar Amounts That Apply in This Column
<i>I am applying For Membership with the following Local or Provincial Association</i>	
<input type="checkbox"/> Canadian Home Builders' Association Greater Fredericton <i>(Annual Dues including HST \$870.10)</i>	\$ _____
<input type="checkbox"/> Greater Moncton Home Builders' Association <i>(Annual Dues including HST \$847.50)</i>	\$ _____
<input type="checkbox"/> Canadian Home Builders' Association Saint John <i>(Annual Dues including HST \$975.00)</i>	\$ _____
<input type="checkbox"/> Canadian Home Builders' Association Sussex <i>(Annual Dues including HST \$806.25)</i>	\$ _____
<input type="checkbox"/> Provincial Member of the Canadian Home Builders' Association New Brunswick <i>(if not within a 50km radius of one of the above Local Associations) (Annual Dues including HST \$870.10)</i>	\$ _____
<input type="checkbox"/> RenoMark Membership (\$50+HST = \$56.50)	\$ _____
Amount Due Upon Invoice by the Association:	\$ _____
<i>Please note that Membership Dues are Pro-rated. Upon Application Approval your Credit Card will be charged the appropriate amount and a copy of your invoice and receipt will be included with your acceptance package.</i>	
<input type="checkbox"/> Credit Card Number: _____	Expiry Date: _____
Name on Credit Card: _____	
Signature: _____	

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