

## FRANKLIN COUNTY BUILDERS ASSOCIATION, INC.

### PLEASE READ CAREFULLY

Dear Business Person:

Thank you for your interest in the Franklin County Builders Association. The FCBA is a nonprofit trade association composed of contractors, subcontractors and others involved in the building industry.

We offer our members a variety of services including right-to-know compliance help, information, social opportunities, and much more.

Please take a moment to review the information I have sent you. I am sure you too will agree that your annual dues of \$460.00 are a worthwhile investment.

Applications must be approved by the Association's Board of Directors. In order to avoid a delay in processing your application, it should be submitted to us no later than the second week of each month.

With reference to the enclosed application:

- All information must be completed that is APPLICABLE to you
- A check in the amount of \$460.00 must accompany the application
- Include your social security number so a credit check may be completed
- Contractors Quality Commitment/Code of Ethics Form must be signed
- All references must have a telephone number included
- A Certificate of Liability Insurance must accompany the application
- If you have employees, proof of Workers Compensation must accompany the application.

If you have any questions, please contact our office at 717-267-2208.

Sincerely,

*Donna Sommerville*

Donna Sommerville  
Assistant Executive Officer



# APPLICATION FOR MEMBERSHIP

This sheet must be completed by all applicants

Date: \_\_\_\_\_

Individual submitting application: \_\_\_\_\_ Social Security # \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State Zip

Time in Business: \_\_\_\_\_ (years) Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business is operated by:  Individual  Partnership  Corporation

## REFERENCES: ALL APPLICANTS MUST COMPLETE

Bank: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Bank: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## IF APPLICABLE - SUB CONTRACTOR(S)

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*A remittance of \$460.00 representing my annual membership dues accompanies this application. It is understood that if my application is not approved, payment will be returned in full.*

## INVESTIGATION AUTHORIZATION

This applicant hereby authorized the Franklin County Builders Association to conduct such investigation of the applicant's activities, make such inquiries, and, obtain such credit reports as may be necessary for determination of the applicant's financial ability to meet obligations to purchasers.

TITLE CODES: (Circle the code that best describes the applicant's business title)

- |                                      |                       |                               |
|--------------------------------------|-----------------------|-------------------------------|
| 1 President/CEO                      | 2 VP/General Manager  | 3 Construction Superintendent |
| 4 Sales & Marketing Director/Manager | 5 Architect, Designer | 6 Financial Manager/Director  |
| 7 Owner, Principal Partner           | 8 Other               |                               |

This application is sponsored by: \_\_\_\_\_  
(Current FCBA Member)

\_\_\_\_\_  
(Print Applicant's Name) Date (Applicant's Signature)

FRANKLIN COUNTY BUILDERS ASSOCIATION  
MEMBERSHIP CLASSIFICATION DESIRED

- Builder       Associate Contractor       Associate       Probationary

**Builder Membership:** Open to any person, firm or corporation whose principal business is building construction who agrees to abide by the provisions of FCBA CAC and Code of Ethics program.

**Associate Contractor Membership:** Open to any person, firm or corporation whose principal business is to perform service as a sub-contractor to a builder and/or contract directly with a customer that service as relates to the building industry who agrees to abide by the provisions of the FCBA CQC and Code of Ethics programs.

**Associate Membership:** Open to any person, firm or corporation engaged in any allied trade, industry or profession who agrees to abide by the provisions of the FCBA Code of Ethics program.

\*All applicants must have been in business for at least 2 years at the time of applying for membership. If not, only probationary membership may be requested.

**Probationary Membership:** These members shall be transferred to regular membership after being in business for a period of two years. However, no individual, partnership or corporation that is known by the board or the members of this Association to have filed for and or received relief from the U.S. Bankruptcy Court may be considered for or admitted into membership in this Association for a period of not less than three (3) years after reestablishing themselves in business. The following restrictions shall apply to Probationary Members. The emblem of Franklin County Builders Association cannot appear in any advertising or letterhead of the Probationary Member.

**BUILDER APPLICATION:** Circle the ONE category that best describes your business

- |    |  |   |                                   |
|----|--|---|-----------------------------------|
| A  | Single Family Spec Building            | F | Remodeling Residential            |
| B1 | Single Family General Contracting      | G | Remodeling Commercial             |
| B2 | Single Family Custom Building          | H | Commercial Building (Own account) |
| C  | Multifamily Bldg. (Condo/Coop Units)   | I | Commercial General Contracting    |
| D  | Multifamily Bldg. (Owner/Rental Units) | J | Land Development                  |
| E  | Multifamily General Contracting        | K | Mfg. of Modular/Panel/Log Homes   |

**\$\$ Volume:** (Circle ONE) Approximate annual dollar of new residential construction/development

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

**# Units** (Circle ONE) Approximate Annual Number of residential units built in the last year

- |   |               |   |                  |
|---|---------------|---|------------------|
| 1 | 0 Units       | 4 | 26 - 100 Units   |
| 2 | 1 - 10 Units  | 5 | 101 to 500 Units |
| 3 | 11 - 25 Units | 6 | Over 600         |

**ASSOCIATE CONTRACTOR AND ASSOCIATE APPLICATION ONLY**

Circle ONE category from the list that best describes your business or check other and describe.

Accounts  
Advertising Specialties  
Aluminum & Vinyl Siding  
Appliances  
Architects  
Architectural Hardware Supply  
Attorney  
Auto & Truck Sales  
Awnings  
Bottled Water  
Building Supplies  
Cabinet & Furniture Makers

Sales & Installation  
Cleaning (General, Carpet, ETC)  
Closet Organizer  
Commercial Construction  
Computer Sales & Service  
Concrete Services  
Crane Services  
Doors (Garage & Residential)  
Drafting & Design Services  
Drawing & Illustrations Service

Dry Wall Installation  
Electric Motor Repair  
Electric Organ Repair  
Electrical Contractors  
Electrical Parts Supply  
Energy Products & Fuel  
Engineers  
Equipment Rentals  
Excavating & Hauling  
Financial Advisors & Investments  
Financial Institutions  
Floors, Floor Covering  
Foundation Services  
Furniture Sales  
Glass Repair & Replacement  
Home & Farm Supplies

Hydraulic Manufacturing  
Hydraulics Repair  
Insulation Services  
Insurance Adjustments

Insurance companies  
Interior decorating  
Landscaping, Nursery, Lawn Care  
Lighting Supplies  
Locks & Locksmiths  
Machinery Repair & Equipment  
Management Consultant  
Manufactured Homes  
Manufactured Products  
Masons  
Media - Newspapers  
Mill Work

Municipal Services  
Non Profit Organizations  
Outdoor Power Equipment  
Paint Suppliers  
Painting Contractors  
Paving Services  
Plastering Services  
Plumbing Supplies  
Plumbing, Heating, Air Conditioning  
Pressure Cleaning & Restoration  
Services  
Printing Services  
RV Services & Sales  
Radiator Services  
Real Estate Agents  
Real Estate Appraisal & Consultant  
Real Estate Rentals  
Restaurants  
Roofing Contractors  
Satellite Antennas  
Sawmill/Logging/Lumber Services  
Sawmill Parts & Services  
Seamless Spouting & Gutter Services  
Security Systems  
Septic Tank Services  
Sheet Metal Services  
Sign Advertisement, Painting &  
Installation  
Sporting Equipment & Apparel  
Stair Builders  
Stone Products  
Surveying Services

Tax Services  
Telephone Systems  
Title Search Services  
Traffic Control Signs  
Travel Agencies  
Truck Bed Manufacturing  
Trucking & Hauling Services  
Uniforms (Professional)  
Upholstery Services  
Utility Services  
Wallpaper & tile Products/Service  
Waste Collection & Container  
Services  
Water Treatment Services  
Welding Services  
Well Drilling  
Window & Door Replacement  
Window Accessories

Other: (Please Describe)

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## CONTRACTORS QUALITY COMMITMENT PROGRAM

The Contractor Quality Commitment (C.Q.C.) Program was developed to provide a program of positive support to the construction industry. The program provides for: establishing criteria for membership and development; enforcement of standards of excellence for Builder and Associate Contractor members; and to educate the general public as to the benefits of receiving services from members. The Franklin County Builders Association has developed a local C.Q.C. 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 industry standards and other local Codes, laws or fees which might be applicable.
- B. I acknowledge that written contracts and change orders are intended to protect the interest of both contractors and consumers. In the absence of a written contract, I agree to properly document all work performed.
- C. I agree to abide by the findings of the Quality Review Committee and promptly respond to and rectify defects as defined by the CABO code for work or products supplied by the contractor.
- D. I agree to describe all prices and specifications honestly and accurately.
- E. I agree to use only materials equal or exceeding the quality of those 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. As a builder member, I agree to meet or exceed the standards that are established in residential warranty programs through use of no less than one year written warranties. As an associate contractor member, I will honor manufacture's warranty programs and establish a fair exchange policy for items not covered by a manufacturer's warranty.
- H. I agree to abide by the Code of Ethics and the Contractor Quality Commitment Standards to maintain credibility and assure public confidence in the Franklin County Builders Association.

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PRINT COMPANY NAME

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PRINT APPLICANTS NAME

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DATE

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APPLICANT'S SIGNATURE\*

\*Signature serves as endorsement of C.Q.C. Standards and Code of Ethics (10-17-96)

## CODE OF ETHICS

The Goal of the members of the Franklin County Builders Association shall be to provide quality products and services at reasonable prices and thereby promote the well-being of our association, our industry, our community and our country through the American free enterprise system and by the following Code of Ethics:

1. **Honesty:** Honesty and integrity shall be 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 negotiations in order to give our customers the best possible value.
3. **Law:** We shall comply with the letter and 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.
5. **Safety:** We shall provide safe and healthy work places 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 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 our invoices in a mutually agreeable arrangement with our creditors.
12. **Opportunity:** We shall be equal opportunity employers and not discriminate in the sale of any of our products and services.

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PRINT COMPANY NAME

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PRINT APPLICANTS NAME

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DATE

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APPLICANT'S SIGNATURE

## INTRODUCTION INFORMATION

Please fill out and return with your application. This information will be used as an introduction of you to our Members at the first regular meeting after you are accepted as a member.

Name	
Company	
Type of Business	
Number of years in business	
School/College Attended	
Married	<input type="checkbox"/> Yes <input type="checkbox"/> No
# of Children	
Hobbies:	