

Affiliated With



**WEST BRANCH SUSQUEHANNA BUILDERS ASSOCIATION**  
1001 WASHINGTON BOULEVARD, WILLIAMSPORT PA 17701  
570.326.4211  
WBSBA@WESTBRANCHBUILDERS.ORG | WESTBRANCHBUILDERS.ORG



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**Executive Officer**

LAURA KRIGER

Dear Prospective Member:

Thank you for your consideration of membership in the Builders Association. Attached is the official application which you may complete and return with your check in the amount of \$505.00 for our annual dues. We also require a copy of your insurance certificate. Applicants shall be announced at the next board meeting, and submitted to the National Association of Home Builders and the Pennsylvania Builders Association. We also feature new members on our Facebook page.

Your Membership includes full access to all local events with the West Branch Builders Association as well as full membership and access to all the benefits available with the National Association of Home Builders (NAHB) and the Pennsylvania Builders Association (PBA).

WBSBA serves Lycoming, Clinton and Sullivan Counties, and surrounding areas. We offer a variety of networking events, recreational get-togethers and educational events as well as resources to support our local building community. We look forward to having you as a member and hope you'll make the most of your membership investment by participating in local, state and national events.

If you have any questions, please do not hesitate to reach out. We look forward to having you as a member of the Association!

Sincerely,

Jody Harlan, President



# WEST BRANCH SUSQUEHANNA BUILDERS ASSOCIATION

1001 Washington Blvd., Williamsport, PA 17701 | 570.326.4211 | wbsba@westbranchbuilders.org



www.westbranchbuilders.org

## APPLICATION FOR MEMBERSHIP

COMPANY REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL (REQUIRED) \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

WEBSITE \_\_\_\_\_

MEMBERSHIP CLASS: \_\_\_\_\_ BUILDER \_\_\_\_\_ ASSOCIATE \_\_\_\_\_ YEARS IN BUSINESS \_\_\_\_\_

PENNSYLVANIA HIC REGISTRATION NUMBER (IF APPLICABLE) \_\_\_\_\_

### THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE RETURNED THIS APPLICATION:

- WORKERS COMPENSATION INSURANCE CERTIFICATE IF YOU HAVE EMPLOYEE(S)
- LIABILITY INSURANCE CERTIFICATE, MINIMUM \$300,000 INDIVIDUAL/\$300,000 PROPERTY.

*If you have requested your insurance carrier to email or mail certificate to us directly, please check here \_\_\_\_\_.*

I agree to abide by the Constitution, Bylaws and Code of Ethics of the West Branch Susquehanna Builders Association, the Pennsylvania Builders Association and the National Association of Home Builders. A remittance of \$505.00 representing my combined annual dues in the affiliated associations accompanies this application. Dues payments to WBSBA are not deductible as charitable contributions for federal income tax purposes. However, dues payments may be deductible as ordinary and necessary business expense, subject to the exclusion for lobbying activity.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Sponsor Name (if Applicable): \_\_\_\_\_

### DUES PAYMENT:

Check enclosed: \_\_\_\_\_

Please charge \$505.00 to my: [ \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover \_\_\_ American Express ]

Name on Card \_\_\_\_\_

Card # \_\_\_\_\_ Security Code (3 or 4digits) \_\_\_\_\_

Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ *(receipt will be emailed)*

# WEST BRANCH SUSQUEHANNA BUILDERS ASSOCIATION

## CODE OF ETHICS

The members of this Association shall be limited to those persons and firms who shall adhere to the following Code of Ethics, principles and policies:

1. Our paramount responsibility is to our customers, our community and our country.
2. Decent housing should be within the reach of every family.
3. High standards of health, safety and sanitation shall be built into every home and rental unit.
4. Members shall deal fairly with their respective employees, subcontractors and suppliers.
5. As members of a progressive industry, we encourage research to develop new materials, techniques, equipment and strive to improve methods of single family and multi-family financing, to the end that every home owner and resident of a rental dwelling may get the greatest value possible for every dollar.
6. All sound legislative proposals affecting our industry and the people we serve shall have informed and vigorous support.
7. We hold inviolate the private enterprise system and the American way of life by refraining from any act intended to restrain trade or suppress competition, and to thereby promote private enterprise and guarantee equal rights for all.
8. As a member of West Branch Susquehanna Builders Association, I agree to:
  - Maintain the highest standard of professional conduct.
  - Maintain the confidentiality of privileged information entrusted or known to me by virtue of my office.
  - Refuse to engage in or approve of activities for personal gain at the expense of my industry or profession.
  - Use every opportunity to improve public understanding of the role of the building industry.
  - Describe accurately and honestly the price, materials and standards of workmanship in a contract.
  - Use only materials agreed to or exceeding the quality of those specified in a contract.
  - Begin the construction process as soon as feasible upon award of a contract and proceed diligently to completion of the project without unnecessary delays.
  - Promptly acknowledge and rectify obvious defects in products, materials and workmanship within a reasonable time frame.

This CODE OF ETHICS for members of West Branch Susquehanna Builders Association has been adopted to promote and maintain the highest standards of service in the building industry and conduct among its members. Adherence to these standards is required for membership in the Association and serves to assure public confidence in the integrity and service of the West Branch Susquehanna Builders Association and the Building Industry. These responsibilities are assumed freely and solemnly mindful. They are part of our obligation as members of the West Branch Susquehanna Builders Association, the Pennsylvania Builders Association and the National Association of Home Builders.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE THE ACTIVITY CODES FOR YOUR BUSINESS AT THE  
BOTTOM OF THIS SHEET AND RETURN ALL FORMS WITH YOUR CHECK**

**NAHB Membership Information Reporting Codes**

**Business Activities:** Please enter the most important business activities from the list of codes below.

**Builder Member Classification**

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

**Associate Member Classification**

- |  |  |
|--|--|
| L Accounting                             | Q Insurance or Title Company                 |
| M1 Architecture                          | R Marketing, Advertising or Public Relations |
| M2 Engineering                           | S Building Material Manufacturing            |
| M3 Planner or Designer                   | T Property Management                        |
| N Legal Services                         | U Real Estate                                |
| O Computer Products and Services         | Y Utilities                                  |
| P1 Commercial Banking/Thrift Institution | Z Other (Please specify)                     |
| P2 Mortgage banking                      |  |

**Wholesale Dealers/Distributors**

- |                              |                         |   |
|------------------------------|-------------------------|---|
| X1 Appliances                | X3 Floor Coverings      | XS Other Wholesale Dealership (Specify) |
| X2 Building Materials/Lumber | X4 Paint/Wall Coverings |   |

**Subcontractors and Specialty Trade Contractors**

- |  |                                 |                                   |
|--|---------------------------------|-----------------------------------|
| W1 Carpentry                           | W6 Roofing, Siding, Sheet Metal | WC Appliances                     |
| W2 Electrical                          | W7 Painting, Paper Hanging      | WO Security Systems               |
| W3 Masonry, Stone, Tile, Plastering    | W8 Floor Laying, Other Floor    | WZ Other Subcontractor ("Specify) |
| W4 Landscaping                         | W9 Work Concrete Work           |                                   |
| W5 Plumbing, Heating, Air Conditioning | WA Excavation Work              |                                   |

**Retail Dealers/Distributors**

- |                              |                         |                                       |
|------------------------------|-------------------------|---------------------------------------|
| V1 Appliances                | V3 Floor Coverings      | VS Other Retail Dealerships (Specify) |
| V2 Building Materials/Lumber | V4 Paint/Wall Coverings |                                       |

**\$ Vol:** Approximate Annual Dollar Volume of new residential construction/development (use codes below):

- |                        |                             |                            |
|------------------------|-----------------------------|----------------------------|
| 0 Under \$500,000      | 2 \$1 million - \$4 million | 4 \$10 Million or more     |
| 1 \$500,000- \$999,999 | 3 \$5 million - \$9,999,999 | 5 No Construction Activity |

**# of Units:** Approximate Annual Number of residential units built in the last 12 months (use codes below):

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

**# of Employees:** Enter the total paid employees. include the member in the total figure.

**Title:** Enter the code that best describes the member's business title (use codes below):

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

Business Activity			Dollar Volume	Number Units	Number Employees	Member's Title
Primary	Secondary	Third				

Affiliated With

