



# MEMBERSHIP APPLICATION

Central Susquehanna Builders Association (CSBA)

P.O. Box 409, Danville, PA 17821

Phone (570)966-0625, Fax (570)966-0140, email: [csba@csbapa.org](mailto:csba@csbapa.org)

[www.csbapa.org](http://www.csbapa.org)

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPLETE COMPANY ADDRESS: \_\_\_\_\_

COMPANY TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ # of YEARS IN BUSINESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

TYPE OF MEMBERSHIP: \_\_\_\_\_ Builder \_\_\_\_\_ Associate \_\_\_\_\_ Pa Home Improvement Contractor# \_\_\_\_\_

*(Please enclose a copy of your certificate - if applicable)*

**BUILDER** memberships are available to any person who is, or has been in the business of building or rebuilding homes, apartments, schools, commercial, industrial, or other structures normally related and appurtenant to a community or in land development, and who subscribes to the CSBA Code of Ethics and is of good character and business reputation, and who has been continuously in the current business for a minimum of 1 year.

**ASSOCIATE** memberships are available to any person engaged in a trade, industry, or profession related to housing and not inconsistent with the objectives of NAHB or any of its affiliates; and who subscribes to the CSBA Code of Ethics and is of good character, and who has been continuously in the current business for a minimum of 1 year.

## Code of Ethics

*To retain membership status, all CSBA members must abide by the following Code of Ethics.  
Please read before signing and submitting this application.*

By signing this application and having my membership approved, I understand that I will be expected to abide by the following Code of Ethics. The purpose of this code of ethics is to ensure a high level of honesty and fair business practices among association members. Members agree to strive to meet the following ideals:

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. Honesty is our guiding business policy.
4. High standards of health, safety and sanitation shall be built into every home and rental unit.
5. Members shall deal fairly with their respective employees, subcontractors, and suppliers.
6. 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.
7. All sound legislative proposals affecting our industry and the people we serve shall have informed and vigorous support.
8. 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.
9. As a member of Central 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 the contract.

- Contractors: 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 acknowledges and rectifies obvious defects in products, materials and workmanship within a reasonable time frame.
- By striving to attain and maintain high professional standards through continued education, quality of workmanship within a reasonable time frame on warranted products supplied by the contractor.

This Code of Ethics for members of the Central 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 Central 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 Central Susquehanna Builders Association, Pennsylvania Builders Association and the National Association of Home Builders.

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

Recommended for membership by: \_\_\_\_\_ (Optional)

Date approved by Board of Directors (internal use only): \_\_\_\_\_

**REFERENCES**

Bank: \_\_\_\_\_ Date Business Established: \_\_\_\_\_ Social Security No \_\_\_\_\_ EIN: \_\_\_\_\_

Insurance Coverage (please attach copy of policies):  Workers' Comp.  Liability

**SUBCONTRACTORS:** To be completed by BUILDER applicants. (Include name, **complete** mailing address, zip code, telephone #)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SUPPLIERS:** To be completed by ALL applicants. (Include name, **complete** mailing address, zip code, telephone #)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<b>NAHB MEMBER IDENTIFICATION (ID) CODE:</b> <i>(Instructions on page 4)</i>										
1	2	3	4	5	6	7-10	11			
<input type="checkbox"/>	( <input type="checkbox"/> <input type="checkbox"/> )	( <input type="checkbox"/> <input type="checkbox"/> )	( <input type="checkbox"/> <input type="checkbox"/> )	<input type="checkbox"/>	<input type="checkbox"/>	( <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> )	<input type="checkbox"/>			

Attach remittance of: \$462.00 representing dues in the three associations for a period of twelve (12) months. *Dues payments to the Central Susquehanna Builders Association 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 exclusion for lobbying activity. Because a portion of your local dues is used for lobbying by NAHB and PBA, \$27.30 (NAHB) and \$ 52.50 (PBA) is NOT deductible for income tax purposes for the tax year 2017.*

**Acceptance into the Central Susquehanna Builders Association membership does NOT guarantee acceptance into any insurance program sponsored by the Pennsylvania Builders Association (PBA).** Questions regarding the services and programs available through the Central Susquehanna Builders Association should be directed to our office by calling (570) 966-0625. This application and a check representing one year's **dues of \$478.00**, should be returned for processing to P.O. Box 409, Danville, PA 17821. Applications cannot be processed unless accompanied by a check.

# Central Susquehanna Builders Association (CSBA)

P.O. Box 409, Danville, PA 17821 Tel: 570-966-0625

*Please choose up to four: Website and Directory Listings*

**Company Name:** \_\_\_\_\_

## BUILDER CLASSIFICATIONS

- Builders-Residential
- Builders-Commercial
- Commercial Remodeling
- Custom Home Builder
- Framing Contractors
- Land Developer
- Log Homes
- Modular Homes
- Pole Buildings
- Residential Remodeling
- Restoration

## ASSOCIATE CLASSIFICATIONS

- Accounting/Tax Preparation
- Advertising & Specialities
- Advertising/Marketing/Public Relations
- Air Purification
- Aluminum Products
- Appliances Suppliers
- Appraisers
- Architects
- Asbestos/Lead Abatement
- Associations/Schools
- Attorneys
- Auto & Truck Dealership
- Auto & Truck Repair
- Awnings
- Banks/Financial Institutions
- Brick/Stone/Masonry/Sand Suppliers
- Building Materials Manufacturer
- Building Supplies-Home Centers
- Building Supplies-Wholesale
- Cabinet Re-facing
- Cabinetry & Countertops
- Carpentry Contractors
- Carpet & Floor Coverings
- Ceramic Tile/Marble/Stone
- Cleaning & Pressure Washing
- Closet Systems/Design
- Code Enforcement
- Computer & Systems Consultants
- Computer Sales/Service
- Concrete Contractors & Finishers
- Concrete-Decorative/Stamped
- Concrete Suppliers
- Construction Equipment
- Decks & Patios
- Decorating/Interior Design
- Doors-Exterior/Interior
- Drafting/Design
- Drywall Contractors
- Drywall Suppliers
- Electrical Contractors
- Electrical/Lighting Suppliers
- Energy & Gas Suppliers
- Engineers
- Equipment Sales/Rentals/Repair

- Excavating Contractors
- Exterior Finish-Dryvit/Stucco
- Fences
- Financial Planning/Investment Services
- Fireplaces/Stoves
- Flooring/Floor Coverings
- Foundation Contractors
- Fuel/Furnaces-Sales/Service
- Furniture
- Garage Doors
- Geothermal Systems
- Glass/Mirrors/Stained Glass
- Hardware
- Heating/Cooling Contractors
- Heating/Cooling Suppliers
- Home Automation
- Home Furnishings
- Home Repair/Handy Man
- Home Theater
- House Plans/Home Design
- Inspection Services-Pubic/Private
- Insulation Contractors
- Ironwork
- Kitchen & Bath
- Landscape Design
- Landscaping/Lawn Care/Tree Service
- Lawn & Garden Equipment
- Locksmiths
- Marble/Stone/Granite/Tile
- Masonry Contractors
- Millwork-Moldings/Doors
- Mortgage Companies
- Outdoor Wood Furnace-Sales/Installation
- Paint/Wallpaper Suppliers
- Painting Contractors
- Paving Contractors
- Pest Control
- Pet Containment
- Plumbing Contractors
- Plumbing Fixtures/Supplies
- Pools/Spas/Hot Tubs
- Portable Toilets
- Precast Concrete Products
- Printing
- Property Management
- Real Estate Sales/Marketing
- Roofing Contractors
- Roofing Suppliers
- Sawmill/Logging
- Security / Alarm Systems
- Septic Tanks/Installation
- Sheet Metal Fabricators
- Siding Contractors
- Siding Suppliers
- Solar Contractor
- Sprinkler Systems
- Stairs-Prefab

- Stairs-Prefab
- Surveyors
- Telephone/Communications
- Trusses
- Utilities
- Vacuum Cleaners/Systems
- Water Purification/Filtration Equip.
- Water/Sewer/Storm Drainage
- Wells/Well Drilling
- Window Treatments
- Windows-Sales/Installation
- Wood Flooring Contractors
- Wood Flooring Suppliers
- Woodworking/Custom
- Other \_\_\_\_\_

# NAHB Membership Information Reporting Form Codes

**Block #1** Enter #1 for Builder Member Classification or #2 for Associate Member Classification.

**Block #2-4** Using the codes below, indicate those that most correctly describe your primary business activity.

Builder Member Classifications

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

Associate Member Classifications

L	Accounting	Q	Insurance or Title Company
M1	Architecture	R	Marketing, Advertising, 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 (specify) _____
P2	Mortgage Banking		

Wholesale Dealers/Distributors

X1	Appliances	X3	Floor Coverings	X5	Other Wholesale Dirshps (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	WD	Security Systems
W3	Masonry, Stone, Tile, Plastering	W8	Floor Laying, Other Floor Work	WZ	Other Subcontractor (specify) _____
W4	Landscaping	W9	Concrete Work		
W5	Plumbing, Heating, Air Cond.	WA	Excavation Work		

Retail Dealers/Distributors

V1	Appliances	V3	Floor Coverings	V5	Other Retail Dealerships (specify) _____
V2	Building Materials/Lumber	V4	Paint/Wall Coverings		

**Block #5** (Builder Only) Approximate annual dollar volume of new residential construction/development using code numbers listed below:

0	Under \$500,000	2	\$1 million - \$4,999,999	4	\$10 million or more
1	\$500,000 - \$999,999	3	\$5 million - \$9,999,999	5	No construction activity

**Block #6** (Builder Only) Approximate annual number of residential units built in the last 12 months (use code numbers listed 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

**Block #7-10** (All Applicants) Enter the total number of paid employees, including yourself.

**Block #11** (All Applicants) Using the code numbers below, enter the number that best describes your position or business title:

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