



HELENA BUILDING INDUSTRY ASSOCIATION APPLICATION FOR MEMBERSHIP

NAME: _____
(First and Last Name)

TITLE _____
(Owner, Mgr, Partner, Etc.)

COMPANY NAME _____

PHONE # (406) _____

BUSINESS ADDRESS _____
(Street - PO Box)

FAX # (406) _____

(City) (State) (Zip)

CELL PHONE # _____

DATE: _____ WEBSITE _____ EMAIL _____

Membership Classification (from NAHB codes) (please check one)	Business Activities	# of Employees	\$Volume	Units	Title
<input type="checkbox"/> Builder	<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"/> Associate	<-----#1----->	#2	#3	#4	#5
<input type="checkbox"/> Affiliate—Employer's Master ID Required below	Other Classifications (please specify – if applicable)				
<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"/> <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"/>				

NAHB MEMBERSHIP CLASSIFICATION CODES

Mark an x in the box either Builder or Associate. **Business Activity Codes:** Enter the most important business activities from the list of codes below (you may enter up to 3 different codes) in (box #1). Note: For "other" under Associate Class (code Z), you must specify your product or service in the Other Classification boxes so you will receive Builder Magazine. Fill out only the boxes that apply to you.

Builder Classification

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

Associate Classifications

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

Subcontractors and Specialty Trade Contractors

- W1 Carpentry Work
- W2 Electrical Work
- W3 Masonry, Stone, Tile Setting, Plastering
- W4 Landscaping
- W5 Plumbing, Heating and Air Conditioning
- W6 Roofing, Siding and Sheet Metal Work
- W7 Painting and Paper Hanging
- W8 Floor Laying and Other Floor Work
- W9 Concrete Work
- WA Excavation Work
- WC Land Surveyor
- WD Security Systems
- WZ Other Subcontractor (specify)

Wholesale Dealers/Distributor

- X1 Appliances
- X2 Building Materials/Lumber
- X3 Floor Coverings
- X4 Paint/Wall Coverings
- X5 Other Wholesale Dealership (specify)

Retail Dealers/Distributor

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

(box #2) **Total Paid Employees:** Enter the total employees in the blanks provided. Include yourself in total figure.

(box #3) **Builder Annual Dollar Volume:** Enter the **approximate annual dollar volume of** new residential construction/development, using the following codes:

- 0. Under \$500,000
- 1. \$500,000 to \$999,999
- 2. \$1 million to \$4999,999
- 3. \$5 million to \$9,999,999
- 4. \$10 million or over
- 5. No construction activity

(box #4) **Builder Annual Number of residential dwelling units built in past 12 months:** Enter the approximated number of units built using the following codes:

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

(box #5) **Business Title:** Enter the code that best describes your business title, using the following codes:

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

Application continued on the back

HELENA BUILDING INDUSTRY ASSOCIATION

APPLICATION FOR MEMBERSHIP (continued)

Be sure to read entire application before signing

Keep a copy of this application for your records.

Membership Criteria

- 1) Must be sponsored by a member
- 2) Must supply references from two previous customers (not family or principals in company).
- 3) Must supply references from two businesses.
- 4) Must sign a copy of the HBIA Code of Ethics

A member who leaves any local association with an ethics violation or financial obligations can be reinstated or become a member only when the situation has been satisfied.

If the Board of Directors determines that a member has violated the Code of Ethics beyond a reasonable doubt, HBIA can invoke the following disciplinary actions:

Censure. A written report will be sent to the member and kept on file by the association.

Suspension. A suspension may vary in degree and length of time. Examples include suspending a member from membership meetings for three, six, or nine months, and/or activity participation.

Expulsion. The individual or company would be removed as a member of HBIA.

HBIA Code of Ethics

(Approved by the Board of Directors July 6, 1999)

1. To conduct business affairs with professionalism and integrity and keep honesty as our guiding policy.
2. To protect the consumer through the use of quality materials and construction practices backed by integrity and service.
3. To meet all financial obligations in a responsible manner.
4. To honor the spirit and letter of business contracts, and manage employees, subcontractors and suppliers with fairness.
5. To keep informed regarding public policies and other essential information which affects our business interests and those of the building industry as a whole.
6. To comply with the rules and regulations prescribed by law and government agencies for the health, safety and welfare of the community.
7. To seek to resolve controversies through a non litigation dispute resolution mechanism.
8. To support and abide by the decision of the association in promoting and enforcing this Code of Ethics.

Members assume the responsibilities in the Code of Ethics freely and are mindful that these responsibilities are a part of their obligation as a member of the Helena Building Industry Association.

I am providing the following **references** from 2 businesses and 2 previous customers (not family or principals in company):

Business: _____ Phone: _____ Customer: _____ Phone: _____

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In signing this application, I accept that I have read and agree to abide by the Code of Ethics of the Helena Building Industry Association to which this membership application is directed. I further agree to abide by the Constitution and By-Laws of HBIA, the National Association of Home Builders of the United States (NAHB) and the Montana Building Industry Association (MBIA) with which HBIA is affiliated. Any violation of the Code of Ethics could result in immediate cancellation of membership in HBIA and forfeiture of all dues. I also understand HBIA is a non-profit, volunteer Association dependent on the participation of its members for success. I will make every effort to be actively involved in at least one committee or event activity.

(Signature of Applicant)

Sponsored By _____

For Builders and Subcontractors: please submit a copy of your current Certificate of Contractors Registration and a current copy of your liability insurance. For Associate Members: please submit a copy of your current business license and a current copy of your liability insurance.

___ Yes, I would like to sign up for the GRIP Program

___ Yes, I would like to become involved and serve on a committee. Give me a call.

I am enclosing a remittance representing my annual membership dues in the Helena Building Industry Association.

Thirty dollars of your dues to the Montana Building Industry Association will be placed in a separate, segregated issues fund.

This fund will be used to pay for critical efforts to educate the public about the impact and consequences of policy decisions, regulations or legislation and provide support for appropriate public policy and legal issues. It is our responsibility to fight to protect and enhance our ability to provide safe and affordable housing to families and individuals.

We are also providing members a further opportunity to address growing state and local issues through an additional voluntary check-off contribution to the State and Local Issues Fund in the amounts of:

\$25 _____ \$50 _____ \$75 _____ Other \$ _____

Builder	\$590.00
Associate	490.00
Affiliate	125.00

Total Amount Enclosed \$ _____

*We now take credit cards! Please note a convenience fee of \$15 will be added to your total.

Dues payments to HBIA are NOT deductible as charitable contributions for federal tax purposes. However, dues payments may be deductible by members as an ordinary and necessary business expense, subject to exclusion for lobbying activity. Because a portion of your dues is used for lobbying by the National Association of Home Builders and the Montana Building Industry Association, **\$57.00 is NOT DEDUCTIBLE for income tax purposes for 2014.**

Return this Application to: **HBIA 3180 Dredge Dr., Suite B Helena, MT 59602** - Questions – 449-3358

Fax: 406-449-0457

www.helenabia.com

build@helenabia.com