

Certified Renovation Company Application Form

Company Information

Company Name					
Primary Contact					
Mailing Address					
City		Province		Postal Code	
Phone		Email			
Local HBA			GST Number		

Contact Information for Certified Renovation Professional

Name				
Phone		Email		

Proof of meeting criteria

1. Sample of company's standard renovation contract
2. Certificate of Insurance
3. Current Clearance letter from WorkSafeBC
4. Copy of company's safety plan

Please check box to indicate you have included the documents required for the application.

Code of Conduct

You must agree to the CHBA BC Certified Renovation Company Code of Conduct, stating that you will:

- Work for a company that is a member of the Canadian Home Builders' Association;
- Abide by the Canadian Home Builders' Association's Code of Ethics;
- Provide clients with a detailed written contract;
- Offer a minimum one-year warranty on all work not covered by manufacturer's warranties;
- Carry a minimum of \$2 million liability insurance;
- Have valid WorkSafeBC coverage;
- Use or employ companies and trades that carry applicable trade licences;
- Obtain applicable building and other permits and inspections as required in the local area for which work is being undertaken;
- Employ a Certified Renovation Professional in a position of authority who completes 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite;
- Have a valid GST number; and
- Communicate with clients in a timely and professional manner.

Please check box that you agree to the CHBA BC Certified Renovation Company Code of Conduct.

Applicant's Signature
(You may type your Signature)

Date

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Please email the completed application with supporting documentation to:
certification@chbabc.org.