

Certified Renovation Company Application Form

Company Information:

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

Contact Information for Certified Renovation Professional:

Name:				
Phone:		Email:		

Primary Contact Information:

Name:					
Mailing Address					
City:		Province:		Postal Code:	
Phone:		Email:			

Proof of meeting criteria:

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

- Sample of company's standard renovation contract
- Certificate of Insurance
- Current Clearance letter from WorkSafe BC
- Copy of company's safety plan

Code of conduct:

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

- Be a member of the local HBA.
- Provide clients with detailed written contracts.
- Offer a minimum warranty that:
 - Covers any defects in materials and labour or violation of the Building Code for 12 months for renovated portions of homes, other than the common property of a strata corporation, and 15 months for the common property of strata corporations; and
 - Covers defects in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery systems, as well as for the exterior cladding, caulking, windows and doors, that may lead to detachment or material damage to the renovated section of the home and violation of the Building Code for 24 months for all renovated sections of the home, including the common property of strata corporations.
- Carry a minimum of \$2 million liability insurance.
- Have worker compensation coverage.
- Carry or employ companies 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 CPD points per year.
- Maintain a safe worksite.
- Have a valid GST number; and
- Communicate with clients in a timely manner.

Please verify by checking the box that you agree to the CHBA BC Certified Renovation Company Code of Conduct

Applicant's Signature:

Date:

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