

**BUILDING INDUSTRY ASSOCIATION OF GREATER LOUISVILLE**



1000 N. Hurstbourne Parkway – Louisville, KY 40223-4012  
Telephone: (502) 429-6000 Fax: (502) 429-6036



**APPLICATION FOR REGISTERED BUILDER  
MEMBERSHIP**

The undersigned respectfully applies for Registered Builder membership in the Building Industry Association of Greater Louisville.

Applicant's Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ email address: \_\_\_\_\_ Metro IPL Contractors ID#: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Media Information:  
Website: \_\_\_\_\_ Facebook Link: \_\_\_\_\_ Instagram Link: \_\_\_\_\_  
LinkedIn Link: \_\_\_\_\_  
Twitter: \_\_\_\_\_ Pinterest: \_\_\_\_\_ Snapchat: \_\_\_\_\_  
Others: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_  
List of all principals or corporation officials:  
Name/Position: \_\_\_\_\_ Name/Position: \_\_\_\_\_  
Name/Position: \_\_\_\_\_ Name/Position: \_\_\_\_\_

Are you the/an owner of your company? \_\_\_\_\_ How many owners/partners in your business? \_\_\_\_\_ Percentage of ownership of applicant: \_\_\_\_\_%

Type of Business Organization:  
a. Corporation  b. Sole Proprietorship  c. Partnership  d. Other

Name(s) under which you build:  
\_\_\_\_\_  
\_\_\_\_\_

How long have you been in the residential construction business? \_\_\_\_\_ years. Over 5 years?  
YES  NO

Name of fraternal or other organizations to which you belong: \_\_\_\_\_  
\_\_\_\_\_

In what community activities have you participated? \_\_\_\_\_  
\_\_\_\_\_

What particular phase of association committee work interests you most?  
\_\_\_\_\_

List any educational background \_\_\_\_\_

Have you controlled and supervised all phases of building, including the financial and “on-site” responsibilities of a minimum of ten homes?

YES  NO

In what phase of home building have you been involved?

- a. Plan and design work? YES  NO
- b. Financing? YES  NO 
  - 1. Payment of accounts? YES  NO
  - 2. Obtaining construction or permanent financing? YES  NO
  - 3. Loan closing? YES  NO
- d. Purchase of materials? YES  NO
- e. Contracting of subs? YES  NO
- f. List present or past trade background (i.e. carpentry, plumbing, etc.)

Have you been a responsible party to a construction contract?

YES  NO

Do you also do remodeling? YES  NO

Number of dwelling units built in last 3 years \_\_\_\_\_; in last 12 months \_\_\_\_\_

List names and addresses of the last ten people you have built a house for or who have purchased a new home from you:

1. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

2. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

3. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

4. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

5. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

6. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

7. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

8. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

9. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

10. Name \_\_\_\_\_ Settlement Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Have you or your company ever been a party to [any litigation, judgment or bankruptcy proceedings](#) within the last five (5) years? YES  NO

If yes, explain briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any of your [business practices ever been investigated or questioned by the Better Business Bureau or any other authorities](#)? YES  NO

If yes, explain briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any [liens](#) or [unresolved complaints](#) filed against you, your business, or your homeowner/customer?  
[YES](#)  [NO](#)

If yes, explain briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of principal bank or financial institutions (including loan account numbers) with which you have recently placed loans:

a. Bank (Business Checking/Savings Account) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

b. Lending Institution (Construction Financing) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**FINANCIAL INFORMATION RELEASE AUTHORIZATION**

I hereby authorize the release of any financial information, including opinions issued by the financial institution, requested by BUILDING INDUSTRY ASSOCIATION OF GREATER LOUISVILLE (BIA), as specified: **Checking and Savings Deposit Verification & Credit Balances and Payment History**

I also authorize BIA to obtain a Consumer Credit Report and/or a Background Report on me. This authorization is valid for purposes of verifying information given pursuant to application I have submitted as covered under the Fair Credit Reporting Act. (FCRA)

A photocopy of this authorization may be deemed to be the equivalent of the original.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

**BUSINESS REFERENCES:** Please supply names and addresses of your PRINCIPAL heating, plumbing, lumber, electrical, contractors/suppliers, and other persons or companies who are familiar with your work and how you conduct your business (i.e., mortgage company, drywall, concrete suppliers, etc.):

- a. LUMBER: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- b. CONCRETE: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- c. MATERIALS: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- d. CONCRETE/MASONRY: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- e. PLUMBING: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- f. ELECTRICAL: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- g. HEATING/COOLING: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- h. OTHER: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REGISTERED BUILDER AGREEMENT**

**REGISTERED BUILDER COMMITTEE**

1. There will be established in the BIA a standing committee to be known as the Registered Builder Committee. This Registered Builder Committee shall be composed of twenty (20) members: the BIA President, the Chairman of the Registered Remodelers Executive Committee, fourteen (14) Registered Builder members and four (4) Associate Builder/Remodeler members. Any member of the BIA Executive Committee is invited to Registered Builder Committee meetings, but he or she will not be required to attend. If the BIA Executive Committee member is not a member of the Registered Builder Committee, he or she will not be permitted to vote.

2. This committee will be responsible for setting the requirements and approving all new builder member applications before their submission to the Association's Board of Directors for approval as Registered Builders, Registered Remodelers or Associate Builder/Remodelers.
3. The committee will be responsible to the Board of Directors for recommending actions to be taken against a builder who: fails to adhere to the provisions of the Registered Builder Program; the Registered Remodeler Program; the Production Builder Representative Program; the Associate Builder/Remodeler Program; does not abide by rules, policies, or decisions/requests of the Registered Builder Committee; violates BIA, HBAK, or NAHB bylaws; and/or violates the BIA code of ethics.
4. In the event the builder feels aggrieved by a decision of the Registered Builder Committee, such builder shall have the right to take the case of the Board of Directors. The aggrieved member has thirty (30) days from the date of the contested decision of the Registered Builder Committee to file a written appeal with the Board of Directors. The Board may, by a majority vote, take such action including reprimand, suspension or expulsion, as it may deem necessary in the best interest of the Association. The decision of the Board of Directors shall be final.
5. The Registered Builder Committee shall also be known as the Ethics Committee and such committee shall be composed as earlier defined.
6. The Registered Builder Committee and/or its representatives will be responsible for investigating and attempting to conciliate complaints filed against Registered Builders, Registered Remodelers, Associate Builder/Remodelers or Production Builder Representatives.
7. The Registered Builder Committee shall be responsible for monitoring the education credits required of Builder members. Builder members who are required to complete education credits but who have failed to meet their obligation shall be mailed letters 30 days before their renewal date in order to give them a chance to personally appear before the Registered Builder Committee or submit a written response as to why they did not meet this requirement.
8. Builders who have liens (for example: tax, judgment and mechanics) or credit issues filed against him/her will be contacted requesting an explanation of why the lien was filed and if the lien has been released. Builders with liens filed against them or their homeowners may be subject to disciplinary action by the Registered Builder Committee, up to and including termination of membership.
9. If the rules, policies or procedures of the BIA and/or the Registered Builder Committee conflict with the rules, policies or procedures of NAHB or HBAK, the rules, policies and procedures of BIA and the Registered Builder Committee shall govern and prevail.
10. The term "Builder" as used herein shall, unless the context would mean otherwise, mean a Registered Builder, a Registered Remodeler, a Production Builder Representative and/or an Associate Builder Remodeler (or any combination thereof). The term "Committee" as used herein shall mean the Registered Builder Committee.
11. The status of a member, whether that be: Registered Builder, Registered Remodeler, Production Builder Representative, or Associate Builder Remodeler (or any combination thereof) belongs to the individual and not to the company.
12. BIA contracts and warranties will only be distributed to Registered Builders, Registered Remodelers, and Associate Builder/Remodelers approved by the Registered Builder Committee through the email they have on file with BIA.

**A. REGISTERED BUILDER QUALIFICATIONS**

1. Applications for Registered Builder membership from builders who are currently building within the BIA jurisdiction shall meet the following requirements unless waived by the Registered Builder Committee:
  - a) Have a credit score higher than 600.
  - b) Have no current liens or unresolved complaints filed against them or their homeowner/customer.
  - c) Have two (2) Registered Builder sponsors who have personal knowledge of the applicant's business integrity and construction activity.
  - d) Have been engaged in the construction business for a period of at least five (5) years.
  - e) Have controlled and supervised all phases of building, including the financial and "on-site" responsibilities of a minimum of ten homes. For the purposes of this provision, being financially responsible means being a responsible party to a construction contract.
  - f) Submit names of ten (10) previous customers for purpose of reference – eight (8) of whom must respond that they would recommend the applicant to another client.
  - g) Appear before the Registered Builder Committee for a personal interview.

- h) Registered Builders approved after January 1, 1996, must obtain six (6) credit hours per calendar year of continuing education. The credit hour requirement begins the January of the year following the Builder's approval. Education courses must come from the BIA curriculum. The Education Chairman may, however, preapprove alternative courses where applicable. The fee for having outside courses approved will be \$20/hour. Also, new Registered Builder members must attend the BIA new member orientation and one of local code training courses as provided by the Education Committee. Both mandatory sessions must be completed within first year of membership. Registered Builders who teach continuing education classes will receive credit on a two (2) for one (1) basis for the number of hours they teach.
- i) Submit certificates of insurance for worker compensation and general liability.
- j) The Registered Builder Committee reserves the right to recommend or deny approval of applicants based on previous experience and/or other factors that may indicate that applicant is qualified/not qualified to represent the Association in a professional manner.
- k) New applicants must sign an agreement that they will abide by the rules and policies of the Registered Builder Committee as contained herein or as subsequently modified; abide by the Code of Ethics of the BIA, the bylaws of HBAK and NAHB; and abide by the decisions of the Registered Builder Committee.
- l) If a builder does not meet the qualifications as to time in the industry and/or number of houses built, the builder may be considered for membership as an Associate Builder/Remodeler.
- m) Becoming a Registered Builder is not an automatic process upon completing the Associate Builder/Remodeler program. Applicants who are (or have been) Associate Builder/Remodelers must apply to become Registered Builders.

***B. THE REGISTERED BUILDER AND THE REGISTERED BUILDER PROGRAM***

1. Each Registered Builder will be assigned a registration number which will be the official certification number and which will expire if, for any reason, the membership is terminated, canceled or expires.
2. Any Registered Builder who disaffiliates membership in the BIA, for any reason, voluntarily or involuntarily, automatically relinquishes the rights and advantages of the Registered Builder Program, use of its insignia, contracts, warranties and/or privileges, including but not limited to the right to attend and/or buy tickets to member only events and receive member education discounts. The former Registered Builder must then apply for reinstatement.
3. As a Registered Builder of the Association, the Registered Builder agrees to issue to the customer or owner a one-year limited warranty from the final inspection or occupancy of the owner, whichever comes first. This one-year limited warranty shall at least include provisions set forth in the BIA Home Owners Limited Warranty.
4. Each Registered Builder will have available professionally designed promotional materials including but not limited to decals, brochures, site signs, warranties, Your New Home booklets, etc.
5. Each Registered Builder will be provided with an official Registered Builder Certificate suitable for framing and displaying in their place of business.
6. Each Registered Builder agrees to present their business firm and/or themselves to the public as a Registered Builder by using the insignia when advertising to identify themselves as such and to use the promotional materials as they are available under the Registered Builder Program.
7. Any Registered Builder who leaves the Association with an unpaid bill to the Association (unless extenuating circumstances existed at the time) will not be re-considered for membership until the unpaid amount has been paid in full.
8. The Registered Builder Program will be reviewed on a continuing basis.

**Affirmations (Initial Each)**

\_\_\_\_ I hereby make application for Registered Builder membership and certify that above statements are true and correct and reference may be made to the persons named above.

\_\_\_\_ I certify that I have read and will abide by the [Articles of Incorporation](#), [By-Laws of the BIA](#), [Registered Builder Committee policies](#), [Code of Ethics](#), and any other rules, procedures, and regulations of the Association, and that I agree to promote the objectives of the Association.

\_\_\_\_ [I understand and agree that as a condition of my acceptance as a Registered Builder member of the BIA, I am bound by the rules, requirements, and decisions of the Registered Builder Committee.](#) I understand that said rules and requirements are [subject to change](#) from time to time as deemed necessary.

\_\_\_\_ I understand that I, as an individual, am being approved as the Registered Builder member of the Building Industry Association of Greater Louisville and I further understand that I will be personally responsible to the Association even though I may build or conduct business under the name of a partnership, joint venture, corporation or other entity. [If more than one Registered Builder member owns an interest in or is employed by an entity engaged in the construction of houses or other buildings, whenever one of such owners or employees is suspended or expelled or otherwise disciplined by the Board of Directors, the same disciplinary action shall apply to every other such owner or employee of the entity even though such other owner or employee did not participate in the matter resulting in the disciplinary action.](#)

\_\_\_\_ I agree that [should I wish to withdraw I will pay all dues and indebtedness due the Association](#) and tender written resignation in writing to the Board of Directors.

\_\_\_\_ I further understand that in the event of my certification as a Registered Builder member of the BIA, I shall be entitled to the [full use and benefit of all materials of the Registered Builder program](#) and may under my own name, company name, or corporation name, use the benefits of the Registered Builder membership of the BIA.

\_\_\_\_ I further understand that the use of any trademark, sign or insignia connected with the Association is a privilege exclusive to members of the Association. [Any Registered Builder who disaffiliates membership in the BIA, for any reason, voluntarily or involuntarily, automatically relinquishes the rights and advantages of the Registered Builder Program,](#) use of its insignia, contracts, warranties and/or privileges, including but not limited to the right to attend and/or buy tickets to member only events and receive member education discounts. The former Registered Builder must then apply for reinstatement. Should disaffiliation occur, I agree to return any contracts, trademarks, signs or insignias connected with membership in the Association, and agree not to use said material in any manner whatsoever.

\_\_\_\_ I agree to obtain [six \(6\) credits of continuing education units](#) per calendar year.

\_\_\_\_ I agree to issue customers/owners a one-year limited warranty provided by the BIA or, in the least, include BIA's conciliation provision verbiage in my own one year limited warranty.

\_\_\_\_ I agree to indemnify, defend, and hold harmless the BIA and its officers, directors, committee members, agents, and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees or incidental damages, arising out of or resulting from the negligence or misconduct in connection with their work, actions, decisions, inquiries, and/or recommendations described in this application and/or in any rules or by-laws hereby incorporated by reference.

\_\_\_\_ I have attached copies of my company's worker's compensation and general liability Certificates of Insurance.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Firm Name

Two Registered Builder/Remodeler sponsors must sign below who have met applicant and thoroughly reviewed applicant's homes to assure their construction practices meet required code standards:

Registered Builder/Registered Remodeler Sponsor: \_\_\_\_\_

Registered Builder/Registered Remodeler Sponsor: \_\_\_\_\_

One year's dues plus application fee must accompany this application (see current dues schedule below).

### **DUES**

The dues of this Association shall be paid annually on the anniversary date of membership being approved by the Board of Directors at the rate of:

**ACTIVE REGISTERED BUILDER MEMBERS:** \$700.00 the first year (*which includes \$50.00 application fee*) and \$650.00 per year thereafter. Your dues check **MUST** accompany the application. Application fee is non-refundable.

**ASSESSMENTS:** In addition to the above annual dues, you will be billed \$25.00 per building permit for single family homes and \$3.50 per building permit on multi-family dwelling units, payable at the time building permit is issued for said units. There is a limitation of \$1,250.00 in assessments per member during any one calendar year.

Dues for membership in the National Association of Home Builders and the Home Builders Association of Kentucky are included in the above dues, and shall be paid by this Association from its treasury at the rates fixed and under the terms stated in the By-Laws of those Associations (*or amendments thereto currently in effect.*)

*\*Upload certificates of insurance for worker compensation and general liability.*

*\*Collect Credit Card Information for dues & application fee of \$700.*