

**Lightning Protection Institute**

25475 Magnolia Drive; P.O. Box 99

Maryville, MO 64468

Phone: 800.488.6864 or 660.582.0429

Fax: 660.582.0430 Email: [LPI@lightning.org](mailto:LPI@lightning.org)Website: [www.lightning.org](http://www.lightning.org)

## **Dealer/Contractor Membership Packet**

Thank you for your interest in joining the Lightning Protection Institute.

Please print out, complete, sign and notarize, then mail us the following Application packet along with your check for your first year's dues and initiation fees (Affiliates pay \$500 + \$250 = \$750). Subsequent year's dues will be \$500 for Affiliate which is billed each May and are due by June 30. An Affiliate company does not have Master Installers or Master Installer Designers on staff; if your company does have a Master Installer or Master Installer Designer on staff stop this application and apply as a Dealer/Contractor.

Please note as part of the application process you are to provide three (3) business references on the attached forms. References should be provided by you with your application. In addition, it is required by LPI Bylaws that you provide evidence of third party inspection of three (3) completed lightning protection installations. You may provide either a UL Master Label, or an LPI Master Certificate for each to meet this requirement. The Bylaws state you have 24 months after application to provide these project certifications, but it is LPI Board policy that these be received by our office prior to their voting to approve your membership. You will remain an "applicant" until all items are received.

As soon as we have all information, your complete application packet and reference information will be distributed to the LPI Board of Directors to vote on your membership. Once approved by 75% vote of our Directors, we will advise you of your Affiliate membership with a certificate and additional information on lightning protection. At that time we will also add your company to our website to be viewed by the public at [www.lightning.org](http://www.lightning.org).

Please note that application to approval times may vary depending on your references response time and LPI Board of Directors response times. If you have any questions about this Application process, please email us at [LPI@lightning.org](mailto:LPI@lightning.org) or call us at 800-488-6864.



*APPLICATION FOR*  
**DEALER/CONTRACTOR MEMBERSHIP**

1. (a) Full Name of Applicant Company:

\_\_\_\_\_

Name under which business is conducted, if different:

\_\_\_\_\_

How many years have you been in business under this name? \_\_\_\_\_

How many years has your company been installing lightning protection systems? \_\_\_\_\_

Address of Principal Place of Business:

\_\_\_\_\_ (Number and Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

\_\_\_\_\_ (e-mail address) \_\_\_\_\_ (web site address)

Mailing Address, if different:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Toll Free: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(b) How many years of experience do you personally have installing lightning protection?

Please explain in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) Person to contact for further information concerning this Application Form: (note: this is not a reference)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(d) Person authorized to receive all Lightning Protection Institute communications and responsible for disseminating the same within Applicant's Organization:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. If Applicant is a Corporation, give date and place of Incorporation:

\_\_\_\_\_

(Date)

\_\_\_\_\_

(State of Incorporation)

3. (a) Is Applicant a successor to another entity (Sole Proprietorship, Partnership or Corporation) which has been engaged in the manufacture, distribution, and/or installation of lightning protection systems?  Yes  No

If Yes, complete sections b and c:

(b) Full name of Predecessor Entity, address and date succession occurred:

\_\_\_\_\_

(Name of Predecessor Entity)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City)

\_\_\_\_\_

(State)

\_\_\_\_\_

(Date of Succession)

(c) Has Applicant merged with or acquired another entity (Sole Proprietorship, Partnership, or Corporation) engaged in the business of manufacture, distribution and/or installation of Lightning Protection Systems?  Yes  No

If Yes, describe briefly: \_\_\_\_\_

\_\_\_\_\_

4. List any other individuals employed by or associated with applicant who would be involved in the activities of the Lightning Protection Institute:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Provide three (3) business or industry related references in the format on the attached document with your application.

6. LPI Bylaws include the following for new applicants:

*Applicants for membership in Classes I, II and III shall be admitted under the following probationary provisions, which shall apply for twenty-four (24) months following the date of admittance.*

*1) The probationary member shall submit all information necessary to conduct an inspection of at least three (3) lightning protection systems for which the probationary member has furnished or is furnishing components, installation and/or system design services. Information shall include the name, location, date of installation, name of the installer, if other than the member, copy of specifications, if any, and the drawing of the system installed along with photographs of concealed portions of the system as required by the LPI Inspection Program. Presentation of UL96-A Master Label Certificates or LPI-IP Certificates shall be accepted and submitted with payment of initiation fees or annual dues.*

*2) The probationary member may attend Institute meetings and serve on committees, but may not hold any Institute office or serve as chairman of an Institute committee during the first twelve (12) months of the probationary period.*

*The LPI office will not process the application for vote by the LPI Board of Directors until you have submitted the 3 project certifications per Board direction. They may be attached to the application submittal, or we will hold the submittal until project certifications are received.*

# Code of Ethics

## Lightning Protection Institute

### Fundamental Principle

- 1) I will make primary the protection and safety of people and property.
- 2) I will be honest and impartial, and will serve with devotion, my clients and the general public.
- 3) I will strive to increase the competence and prestige of the Institute.
- 4) I will conduct myself honorably, responsibly, and ethically so as to enhance the honor and the reputation of the Institute and its members.

### Relations with Clients

- 1) I will act in professional matters as a faithful agent of the client.
- 2) I will inform each client of any business connections, interests, or affiliations which might influence my judgment or impair the equitable character of my services.
- 3) I will not disclose information concerning the business affairs or technical processes of any present or former client.
- 4) I will respect and protect the client's property.

### Relations with Peers

- 1) I will endeavor to aid the professional development and advancement of the lightning protection industry.
- 2) I will not compete unfairly with others; will extend my friendship and confidence to all Institute members and to those with whom I have a business relationship, without bias toward race, religion, or gender.
- 3) I will endeavor to insure the integrity of the Institute's certification programs.

*I hereby state that I have read the above Code of Ethics of the Lightning Protection Institute, and I and my company agree to abide by said Code of Ethics while a member of the Lightning Protection Institute.*

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*Company*

*Date*

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*Signature*

*Print Name*





# Company Contact Information

Fill-out the contact information below EXACTLY as you wish it to appear in our records, please PRINT NEATLY.

## **1. General Contact Information:**

*(LPI will send technical letters, updates, and list you in our internal database with this address.)*

Your Name: \_\_\_\_\_

Here is a sample of how the address label will appear.

Company's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attn: John M. Smith  
Company Name  
123 Lightning Way  
Sample, FL 12345

## **2. Billing Address:**

*(LPI will mail your annual dues invoice to this address.)*

Company's Name: \_\_\_\_\_

Here is a sample of how the window envelope will appear.

Department (if none write "n/a"): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Name – *Accounts Receivable*  
123 Lightning Way  
Sample, FL 12345

## **3. Contact Information to be shown on our Website:**

*(LPI will list EXACTLY how you wish your name to appear those who view you at our website www.lightning.org. If you leave a space "blank" below, that space will be blank on your listing. \*Remember this information is how the public will be able to contact you so please fill-out this section accordingly.)*

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

Here is a sample of how a company will appear.

Main Contact Person: \_\_\_\_\_

Street or Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Toll Free: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Main contact Email: \_\_\_\_\_ Company Website: \_\_\_\_\_

**Company Name**  
John M. Smith  
123 Lightning Way  
Sample, FL 12345  
U.S.A.  
**Phone Number:** (111) 222-3333  
**Toll Free Number:** (800) 333-4444  
**Fax Number:** (222) 333-4444  
**E-mail:** jmsmith@companyname.com  
**Website:** www.companyname.com  
**Membership Type:** Dealer/Contractor  
**(MI)** John M. Smith

By signing below, I attest that the contact information provided above is accurate to the best of my knowledge. If any of this information changes or is listed incorrectly on the Lightning Protection Institute website, I understand it is my responsibility to contact the LPI to have their records updated.

Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*If you have any questions, please contact us by phone at: **1-800-488-6864**



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Website: www.lightning.org

Date: \_\_\_\_\_

From: \_\_\_\_\_ (name of person writing reference)

\_\_\_\_\_ (Company name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Phone) \_\_\_\_\_ (E-mail)

Re: \_\_\_\_\_ (applicant company name)

\_\_\_\_\_ (applicant company address)

Message: The above applicant has listed you as a business reference for membership in the Lightning Protection Institute. Please complete this sheet and return to the applicant for submittal with their membership request. We greatly appreciate your time in this matter.

1) How long have you known the applicant listed above? \_\_\_\_\_

2) What is your relationship to the applicant? \_\_\_\_\_

3) Please describe the quality of work provided by the applicant:

\_\_\_\_\_

4) How would you define the applicant's reputation/character?

\_\_\_\_\_

5) Please provide any additional comments regarding your knowledge of the applicant and this company:

\_\_\_\_\_

\_\_\_\_\_

Signed:

Company:

\_\_\_\_\_

\_\_\_\_\_

(3 Business references are required with application for membership)