

## APPLICATION FOR MEMBERSHIP

**Access to the Spokane Regional Plan Center's planroom and online service requires the completed application be received at the Plan Center office, along with payment for the first quarter dues and initiation fee.**

### Fee Schedule:

Initiation Fee..... \$25.00  
 Reinstatement Fee..... Varies (call Plan Center for details)  
 Standard Membership..... \$105.00 per quarter (planroom access to plans, specs, & addenda)  
 Upgraded Membership..... \$225.00 per quarter (online access to plans, specs, & addenda)

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

Billing Address \_\_\_\_\_  
Street or Box Number City State Zip

Physical Address \_\_\_\_\_  
(If Different From Billing Address) Street or Box Number City State Zip

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Owner \_\_\_\_\_ Email Address \_\_\_\_\_

Website Address \_\_\_\_\_ Company Email \_\_\_\_\_

Contractors License # \_\_\_\_\_

- *The applicant certifies that any changes in the operation of the firm affecting this application form will be made known to the Plan Center.*
- *Service is exclusive to members and their employees and cannot be shared.*
- ***To maintain the integrity of their usernames and passwords, members should review and update passwords each time an employee is terminated or leaves their organization.***

Is applicant a principal of the firm? \_\_\_\_\_ Yes \_\_\_\_\_ No <sup>\*\*\*</sup>

Is the above a satellite office? \_\_\_\_\_ Yes <sup>\*\*\*</sup> \_\_\_\_\_ No

<sup>\*\*\*</sup> If this is a satellite office or applicant is not a principal of the firm, application and membership expenses are approved by:

\_\_\_\_\_ (signature of principal of firm).  
Signature/Print Name

Corporate Address \_\_\_\_\_  
Street or Box Number City State Zip

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**General Classification:**

- General Contractor
- Subcontractor
- Material or Equipment Supplier
- Architect or Engineer

**Business Ownership Type:**

- Individual/Sole Owner
- Partnership
- Corporation
- Joint Venture

**Minority Contractor?**

- Yes
- No

If Yes, Type: \_\_\_\_\_

**Brief description of business:** \_\_\_\_\_

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**Please select one category from the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Architect                              | <input type="checkbox"/> Irrigation Contractor           |
| <input type="checkbox"/> Asbestos Abatement Contractor          | <input type="checkbox"/> Landscaping Contractor          |
| <input type="checkbox"/> Asphalt Contractor                     | <input type="checkbox"/> Manufacturer                    |
| <input type="checkbox"/> Association                            | <input type="checkbox"/> Masonry Contractor              |
| <input type="checkbox"/> Casework / Millwork Contractor         | <input type="checkbox"/> Mechanical Contractor           |
| <input type="checkbox"/> Communications / Technology Contractor | <input type="checkbox"/> Owner                           |
| <input type="checkbox"/> Concrete Contractor                    | <input type="checkbox"/> Painting Contractor             |
| <input type="checkbox"/> Construction Manager                   | <input type="checkbox"/> Plumbing Contractor             |
| <input type="checkbox"/> Consultant                             | <input type="checkbox"/> Pools Contractor                |
| <input type="checkbox"/> Demolition Contractor                  | <input type="checkbox"/> Professional Contractor         |
| <input type="checkbox"/> Developer                              | <input type="checkbox"/> Restoration Contractor          |
| <input type="checkbox"/> Electrical Contractor                  | <input type="checkbox"/> Roofing Contractor              |
| <input type="checkbox"/> Elevator Contractor                    | <input type="checkbox"/> Security Contractor             |
| <input type="checkbox"/> Engineer                               | <input type="checkbox"/> Service Provider                |
| <input type="checkbox"/> Excavation Contractor                  | <input type="checkbox"/> Sheet Metal Contractor          |
| <input type="checkbox"/> Fencing Contractor                     | <input type="checkbox"/> Signage Contractor              |
| <input type="checkbox"/> Fire Protection Contractor             | <input type="checkbox"/> Sitework Contractor             |
| <input type="checkbox"/> Flooring Contractor                    | <input type="checkbox"/> Steel Contractor                |
| <input type="checkbox"/> Food Service Contractor                | <input type="checkbox"/> Sub / Specialty Contractor      |
| <input type="checkbox"/> General Contractor                     | <input type="checkbox"/> Supplier Type _____             |
| <input type="checkbox"/> Glass & Glazing Contractor             | <input type="checkbox"/> Temperature Control Contractor  |
| <input type="checkbox"/> HVAC Contractor                        | <input type="checkbox"/> Plan Center / Builders Exchange |
| <input type="checkbox"/> Insulation Contractor                  | <input type="checkbox"/> Municipality                    |
| <input type="checkbox"/> Interiors Contractor                   | <input type="checkbox"/> Agency                          |

**Please provide the names of two Spokane firms, preferably Plan Center members, who are known to you and can be used as a recommendation:**

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

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

**How did your company learn about the Spokane Regional Plan Center?**

- Advertising
- Our Website
- Previously A Member

Recommended by: \_\_\_\_\_

Other: \_\_\_\_\_

**Membership Access:**

The applicant certifies that any changes in the operation of the firm affecting this application form will be made known to the Plan Center. Service is exclusive to members and their employees and cannot be shared. To maintain the integrity of their usernames and passwords, members should review and reassign passwords, if necessary, each time an employee is terminated or leaves their organization.

**Cancellation & Payment Policy:**

\_\_\_\_\_ ***Applicant, by his/her signature understands that membership will continue unless the Plan Center receives written notification of cancellation from the member. The Board of Directors reserves the right to cancel membership at any time.***  
(initial here)

Applicant further agrees to promptly pay all dues and other obligations as they come due. Dues and advertising fees are billed quarterly. Incidental fees and charges are billed monthly.

Applicant further agrees to abide by all Bylaws as they are now in effect and all amendments thereof, as long as applicant retains his/her/its membership.

**Disclaimer:**

There is no warranty, express or implied, that the information, contained in the printed weekly bulletin & newsletter, online bulletin, or on the Spokane Regional Plan Center website (hereinafter “the Spokane Online Plan Room” or “the Online Plan Room”) is accurate, correct, reliable, timely, free from defects or errors, known or unknown, existent or latent. For bidding purposes, you must verify the status of each project with the project or awarding agency to be sure you have all necessary information. Not all projects for the area are necessarily listed.

Spokane Regional Plan Center makes all possible efforts to maintain our plan room and internet system and its connection. Spokane Regional Plan Center cannot guarantee that the online services will be uninterrupted, timely, secure or error free, or that defects will be corrected. Spokane Regional Plan Center disclaims any liability from access delays or interruptions to our website; data non-delivery or misdelivery; events beyond our control; development or interruption of your internet connection or access; errors, omissions, misstatements or misinterpretations; or any act or omission caused by you or your agents.

The information at the Plan Center or on the Spokane Regional Plan Center’s website is provided for the use of Spokane Regional Plan Center members, replication other than for estimating purposes is strictly prohibited. Spokane Regional Plan Center reserves the right to control or limit access to the on-site Plan Room or the Online Plan Room. Access may be denied at any time for any reason. Access will be denied to any individual or company who makes use of the Plan Room or Online Plan Room for improper purposes. Access will be denied to anyone who uses obscene, abrasive or otherwise questionable language in the Plan Room or on the internet system.

The United States Copyright laws prohibit the distribution or copying of copyright materials without proper authorization. Spokane Regional Plan Center will not tolerate any use of the Plan Room or the Online Plan Room, which in any way violated the United States Copyright laws. Users must report to the Spokane Regional Plan Center any use of the Plan Room or Online Plan Room which may amount to a copyright infringement. If in its sole discretion, the Spokane Regional Plan Center determines that any information has been loaded onto the Spokane Regional Plan Center’s website in violation of the Copyright laws, the Spokane Regional Plan Center will delete that information. Any user who, without authorization, loads copyrighted information on the website shall indemnify and hold the Spokane Regional Plan Center harmless from any and all resulting claims and liability.

You agree to these terms and conditions, and you waive and release all claims against the Spokane Regional Plan Center arising out of or related to your use of the information received at the Spokane Regional Plan Center or on the Online Plan Room.

Date \_\_\_\_\_ Signature/Title \_\_\_\_\_

Print \_\_\_\_\_

**Please complete this page to establish a User ID for each employee who will access the Plan Center online.**

**COMPANY NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MEMBERSHIP LEVEL:** \_\_\_\_\_ Standard \_\_\_\_\_ Upgrade

**ADMINISTRATIVE CONTACT:**

- This person is responsible for contacting SRPC to add or remove personnel.
- This should be the owner/principle of the firm or their designated representative.

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

Username: *(first initial followed by last name, no space)* \_\_\_\_\_

Password: *(5+ digits, alpha/numeric, no symbols/spaces)* \_\_\_\_\_

Email Address: \_\_\_\_\_

**ADDITIONAL USERS:**

- Please provide a list below of all other employees who will access the website.
- Email addresses are used for Nightly Email Updates and Addenda Notification.
- Usernames: first initial followed by last name *(add middle initial when necessary)*
- Passwords: duplications are not accepted *(5+ digits, alpha/numeric, no symbols/spaces)*

<u>Employee Name</u>	<u>Username</u>	<u>Password</u>	<u>Email Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

ADMIN AREA (2-1-2010) \_\_\_\_\_ IPIN DB – by: \_\_\_\_\_

\_\_\_\_\_ Member Notified \_\_\_\_\_ Accounting

Mail  Email

Fax  Walk-in