

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 *******

Is the above a satellite office? _____ Yes ******* _____ No

******* 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: _____

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> |
|----------------------|-----------------|-----------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ADMIN AREA (6-10-10) _____ IPIN DB – by: _____

_____ Member Notified _____ Accounting

Mail Email

Fax Walk-in



Digital Products and Remote Access Software Exemption Certificate

This certificate allows the buyer to make tax exempt purchases using the exemptions checked below. This certificate can not be used for purchases for personal use.

Exemptions claimed

Check all that apply (see page 2 for exemption descriptions):

- Purchased for use as an ingredient or component of a new product for sale. (Only available for digital goods, digital automated services, digital codes, or remote access software)
- Purchased to be made available at no charge to others. (Only available for digital goods, digital automated services, digital codes, or remote access software)
- Standard digital information purchased solely for a business purpose. (Only available for digital goods that qualify as standard digital information. Please see page 2 for more information).
- Purchased for concurrent use by the buyer in and out of Washington State. Buyer must report use tax for in-state use. (Only available for digital goods, digital automated services, digital codes, remote access software, or prewritten software)

Purchases for resale

- Purchased digital goods, digital automated services, digital codes, prewritten software or remote access software to be resold in the regular course of business without intervening use. After December 31, 2009, Laws 2009, ch. 563 requires resellers to have a reseller permit.

Seller's Information

Business Name: Spokane Regional Plan Center

Buyer's Information

Business Name: _____ Tax Registration Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Type of Business: _____

I certify that the purchase(s) I am making qualify as indicated above. I understand that misuse of this certificate will result in taxes due, interest, and possible penalties.

Print name of person authorized by the buyer to sign the exemption certificate.

Signature of authorized buyer.

Date

This certificate is valid for as long as the buyer and seller have at least one sales transaction within twelve consecutive months. RCW 82.08.050 (7)(c).

Reminder to Sellers: As of July 26, 2009, sellers of digital products or remote access software must file the state excise tax return electronically. Go to dor.wa.gov to file online.

Seller must retain a copy of this certificate. Do not send to Department of Revenue.

Exemption Information

General Information

Sales of digital products are subject to sales tax. Digital products are digital goods or digital automated services. Examples of digital goods include music and movies that are transferred electronically, regardless of whether downloaded, streamed or otherwise accessed.

Sales tax also applies to prewritten computer software and remote access software.

Certain goods or services are not considered “digital products” even though they may be transferred electronically. For example, services performed primarily as a result of human effort in response to a customer’s request are not a digital product even if transferred electronically. Other examples include internet access, telecommunication services and payment processing services. For more information about digital products please see <http://dor.wa.gov/digitalproducts>.

Exemptions

Purchases for the following purposes are not subject to sales tax when the buyer provides a valid exemption certificate:

- **Purchased for use as an ingredient or component of a new product for sale:** A business must be purchasing digital products, digital codes or remote access software that will become an ingredient or component of a new product.
- **Purchased to be made available at no charge to others:** A business must be purchasing digital products, digital codes, and remote access software to make available free of charge for others to use or enjoy.
- **Standard digital information purchased solely for a business purpose:** Standard digital information consists primarily of data, facts, or information that is not generated for a specific client or customer. “Business purpose” means the information is relevant to the buyer’s business needs. This exemption does not apply to purchases for personal or household purposes or for any activity conducted by a government entity. This exemption also does not apply to purchases of digital automated services, prewritten software, or remote access software.
- **Purchased for concurrent use by the buyer in and out of Washington State:** A business may purchase digital products, digital codes, prewritten computer software, or remote access software for concurrent use by its employees located inside and outside the state. A business claiming this exemption must report and pay use tax on that portion of the digital products, digital code, prewritten software, or remote access software used in Washington. The taxable amount is determined by the number of users in this state compared to users everywhere. Generally, digital products and remote access software are used in Washington when the buyer first accesses, downloads, possesses, opens, stores, enjoys, or receives the benefit of the service in this state. A buyer may not claim a multiple points of use exemption for personal use.

Purchases for Resale

Sales tax does not apply to purchases for resale of digital products, digital codes, prewritten software, and remote access software. The buyer must give the seller a completed resale certificate when the sale occurs. The seller must keep the certificate, or a copy of the certificate, in their records for five years. If you are buying a digital product this exemption certificate may be used instead of a resale certificate. Sales tax applies unless the buyer provides this exemption certificate or a resale certificate.

As of January 1, 2010, the resale certificate will be replaced by the Reseller Permit. You may apply for a Reseller Permit from the Department beginning October 2009. For information about the Reseller Permit, visit dor.wa.gov.

How to report and pay use tax

Use tax is based on the value of the goods when first used in Washington, which is generally the purchase price. The state tax rate is 6.5%. Local rates vary depending on your location. To determine the correct rate, refer to the Local Sales Tax Rates & Changes Flyer or the Tax Rate Lookup Tool available at dor.wa.gov.

To pay use tax:

- **Online:** Use our secure online application which provides simple filing steps and payment methods.
- **By paper:** Complete and mail a Consumer Use Tax Return.

For tax assistance visit dor.wa.gov or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.