

## APPLICATION FOR MEMBERSHIP

Access to the Spokane Regional Plan Center’s Plan Room and Online Plan Room service requires a completed application with payment for the first quarter dues and initiation fee. Membership dues are billed quarterly (unless annual billing is requested) and will continue until the member provides written notice of cancellation. Applications are deemed approved only upon the affirmative vote of the Board of Directors. Email to: Membership@plancenter.net

### Current Fee Schedule:

Membership Fee	<i>(online access to plans, specs &amp; addenda)</i>	\$ 255.00 per quarter
Initiation Fee	<i>(required)</i>	\$ 25.00

## 1. APPLICANT INFORMATION

**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** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Name of Owner** \_\_\_\_\_ **Website Address** \_\_\_\_\_

**Company Email** \_\_\_\_\_ **Contractors License #** \_\_\_\_\_

**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:** \_\_\_\_\_

**Is applicant a principal of the firm?** \_\_\_\_\_ Yes \_\_\_\_\_ No \*\*\*

Is the address listed 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

Please select one category from the following to indicate type of business you operate.

- |   |  |
|---|--|
| <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 become aware of the Spokane Regional Plan Center?

- |  |  |
|--|--|
| <input type="checkbox"/> Advertising           | <input type="checkbox"/> Internet Search/Website |
| <input type="checkbox"/> Contacted by Us       | <input type="checkbox"/> Previously a Member     |
| <input type="checkbox"/> Recommended by: _____ |  |
| <input type="checkbox"/> Other: _____          |  |

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

**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.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

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

**Additional Users:**

- Must be employees of member company.
- Email addresses are required for Nightly Email Updates and Addenda Notification.
- Usernames: first initial followed by last name (auto generated by system)
- Passwords: duplications will not be accepted (5+ digits, alpha/numeric, no symbols or spaces)

First Name	Last Name	Password	Email Address

**2. TERMS OF MEMBERSHIP**

Should the board of directors approve your application for membership, the following Terms of Membership shall apply to your privileges. Additionally, for an Upgraded Membership, or any membership category wherein the member has access to online content supplied by the Spokane Regional Plan Center, use of the online information is also subject to the terms of the Online Plansroom Usage Agreement, which is incorporated herein through this reference, and which must be acknowledged by the member prior to access.

**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.

Information in the Plan Room or Online Plan Room 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 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 the Online Plan room.

**Cancelation and Payment Policy.**

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

\_\_\_\_\_ Applicant agrees to promptly pay all dues and other obligations as they come due.  
(initial here) Dues are billed quarterly. Advertising fees are billed annually. Incidental fees and charges are billed monthly.

\_\_\_\_\_ Applicant agrees to abide by all By-Laws as they are now in effect and all  
(initial here) amendments thereof, as long as Applicant retains his/her/its membership.

**No Warranties.** There is no warranty, express or implied, that the information, contained in 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, members must verify the status of each project with the project or awarding agency to be sure the member has all necessary information. Not all projects for the area are necessarily listed.

**Loss of Internet Connection.** 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.

**Unauthorized Use of Copyrighted Information.** 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 violates 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.

**Limitation of Liability.** IN NO EVENT SHALL THE SPOKANE REGIONAL PLAN CENTER OR ANY OF ITS AFFILIATES OR SUBSIDIARIES BE LIABLE TO ANY ENTITY FOR ANY DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL OR OTHER DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION OR PROGRAMS OR OTHER DATA ON YOUR INFORMATION HANDLING SYSTEM) THAT ARE RELATED TO THE USE OF, OR THE INABILITY TO USE,

THE CONTENT, MATERIALS, SERVICES, OR THE FUNCTIONS OF THE WEBSITE, EVEN IF SRPC IS EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**Indemnification.** Applicant agrees to indemnify, defend and hold harmless the Spokane Regional Plan Center, its officers, directors, employees, and agents from any and all damages, losses, costs or expenses (including the payment of litigation costs and attorney fees) that arise from, are related to or concerning your use of the Plan Room or the Online Plan Room.

**Governing Law.** This Agreement shall be governed by the laws of the State of Washington without regard to conflict of law provisions or choice of law rules. Applicant also agrees that this Agreement is entered into between Applicant and the Spokane Regional Plan Center in Spokane, Washington, which shall be the venue for any legal actions. The United Nations Convention on the International Sale of Goods shall not apply to this Agreement.

**Severability.** If any provision herein is found to be illegal or unenforceable by a court of competent jurisdiction, all terms, not otherwise found to be illegal or unenforceable, shall survive and remain in full force and effect.

**No Waiver.** A waiver by either you or Spokane Regional Plan Center of any term, condition or breach of this Agreement shall not subsequently waive that term, condition or breach of this Agreement.

Through your signature below you attest that (a) any information provided by you is true and correct to the best of your knowledge, (b) you have the authority to bind the company or individual(s) you are applying on behalf of, and (c) you have read and understand the foregoing terms and agree to be bound by the same.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature/Title: \_\_\_\_\_

Print: \_\_\_\_\_

**\* Applications are deemed approved only upon the affirmative vote of the Board of Directors.**

**Please complete the "Digital Products and Remote Access Software Exemption Certificate" on the following page, and include your UBI Number as the Tax Registration Number.**

ADMIN AREA	_____ Member Notified	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
(1-1-2018) _____ IPIN DB – by: _____	_____ Accounting	<input type="checkbox"/> Fax	<input type="checkbox"/> 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 cannot be used for purchases for personal use.

## Exemptions claimed

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

- Purchased to be made available free of charge to the general public. (Only available for digital goods, digital automated services, digital codes, or remote access software).
- Digital goods purchased solely for a business purpose. (Only available for digital goods. 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 of standard financial information by qualifying international investment management companies.

## Purchases for resale or Purchases of Components

- 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. For purchases made after December 31, 2009, you must enter your reseller permit number: \_\_\_\_\_
- Purchased for use as a component of a new product for sale. (Only available for digital goods, digital automated services, digital codes, or remote access software). For purchases made after December 31, 2009, you must enter your reseller permit number: \_\_\_\_\_

## Seller's Information

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

## 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, possible penalties, and including, if applicable, the 50 percent penalty of the tax due for misuse of the reseller permit. Misuse may also result in the reseller permit being revoked.

\_\_\_\_\_  
*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 keep a copy of this certificate. Please do not send to the 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, online advertising, data processing 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 to be made available free of charge to the general public:** A business must be purchasing digital products, digital codes, and remote access software to make available free of charge for the general public to use or enjoy. “General public” generally means every individual and not a limited or restricted class of individuals, except that general public also includes: all individuals residing or owning property in a state, political subdivision of a state, or a municipal corporation; a group of individuals identified by minimal restrictions that any person can meet, such as a free registration requirement; and library patrons.
- **Digital goods purchased solely for a business purpose:** “Business purpose” means the digital goods are 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. For information on reporting and paying use tax, visit us online at <http://dor.wa.gov/content/FindTaxesAndRates/UseTax/>
- **Purchases of standard financial information by qualifying international investment management companies:** Applies to the purchase and use of standard financial information by a qualifying international investment management company. The bill provides definitions for both “standard financial information” and “qualifying international investment management company” and limits the amount of qualifying purchases to \$15 million dollars in a calendar year. The standard information may be provided in a tangible format (e.g. paper document), on a tangible media (e.g. DVD, USB drive, etc.) or as a digital product transferred electronically. Reference: Engrossed Substitute Senate Bill (ESSB) 5882 Part VII (Chapter 13 Laws of 2013)

### Purchases for Resale or Purchases of Components

Sales tax does not apply to purchases for resale of digital products, digital codes, prewritten software, and remote access software. Sales tax does not apply to purchases of digital products, digital codes, or remote access software for use as a component of a new product for sale. “New product” means a digital product, an article of tangible personal property, or remote access software. The buyer must give the seller a copy of their reseller permit or other valid exemption certificate when the sale occurs. The seller must keep a copy in their records for five years. Sales tax applies unless the buyer provides this exemption certificate or a reseller permit.

As of January 1, 2010, the reseller permit replaced the resale certificate. You may apply for a reseller permit from the Department or find more information at [dor.wa.gov](http://dor.wa.gov).

For tax assistance or to inquire about the availability of this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.