



OUR LEADS. YOUR OPPORTUNITIES.

### Tri-City Construction Council

20 East Kennewick Avenue  
Kennewick, WA 99336

T: (509) 582-7424 | F: (509) 582-6815

[www.tricityplancenter.com](http://www.tricityplancenter.com)

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## APPLICATION FOR MEMBERSHIP

**Access to Tri-City Construction Council's plan room and online service requires the completed application accompanied with payment of Initiation Fee + Quarterly Dues.**

Fees:

Initiation Fee	\$100.00
Membership Fee	\$225.00 per quarter (online access to plans, specs & addenda)
Reinstatement Fee	Varies – call Plan Center for details

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

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

Physical Address \_\_\_\_\_  
Street or PO Box City State Zip

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

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

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

Contractors License No. \_\_\_\_\_

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.**

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:

- |   |  |
|---|--|
| <input type="checkbox"/> Architect                              | <input type="checkbox"/> Interiors Contractor            |
| <input type="checkbox"/> Asbestos Abatement Contractor          | <input type="checkbox"/> Irrigation Contractor           |
| <input type="checkbox"/> Asphalt Contractor                     | <input type="checkbox"/> Landscaping Contractor          |
| <input type="checkbox"/> Association                            | <input type="checkbox"/> Manufacturer                    |
| <input type="checkbox"/> Audio / Visual Systems                 | <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"/> Plan Center / Builders Exchange |
| <input type="checkbox"/> Consultant                             | <input type="checkbox"/> Plumbing Contractor             |
| <input type="checkbox"/> Demolition Contractor                  | <input type="checkbox"/> Pool Contractor                 |
| <input type="checkbox"/> Developer                              | <input type="checkbox"/> Professional Contractor         |
| <input type="checkbox"/> Drywall Contractor                     | <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"/> Framing Contractor                     | <input type="checkbox"/> Sub / Specialty Contractor      |
| <input type="checkbox"/> Food Service Contractor                | <input type="checkbox"/> Supplier - Type: _____          |
| <input type="checkbox"/> General Contractor                     | <input type="checkbox"/> Surveyor                        |
| <input type="checkbox"/> Glass & Glazing Contractor             | <input type="checkbox"/> Temperature Control Contractor  |
| <input type="checkbox"/> HVAC Contractor                        | <input type="checkbox"/> Traffic Control Services        |
| <input type="checkbox"/> Insulation Contractor                  | <input type="checkbox"/> Well Drilling                   |
| <input type="checkbox"/> Other - Type: _____                    |  |

Please provide the names of two firms 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 Tri-City Construction Council?

- Advertising
- Our Website
- Previously A Member

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

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

**Membership Access:**

Service is exclusive to members and their employees and cannot be shared. To maintain the integrity of usernames and passwords, members should review and reassign passwords each time an employee leaves their organization and / or they feel their password has been compromised.

**Cancellation & Payment Policy:**

\_\_\_\_\_ Applicant understands that membership will continue unless the Plan Center receives written notification  
(initial here) of cancellation from the member. All fees accrued to the date of cancellation are due and payable at time  
of cancellation. We reserve the right to cancel membership at any time.

\_\_\_\_\_ Applicant agrees to promptly pay all dues and other obligations as they come due. Billing is quarterly.  
(initial here) Incidental fees and charges may be billed monthly at the discretion of Tri-City Construction Council.

**Disclaimer:**

There is no warranty, express or implied, that the information, contained in the printed weekly bulletin, online bulletin, or on the Tri-City Construction Council website (hereinafter 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.

Tri-City Construction Council cannot guarantee that the online services will be uninterrupted, timely, secure or error free. Tri-City Construction Council disclaims any liability from access delays or interruptions to our website, data non-delivery or miss-delivery; events beyond our control; development or interruption of your internet connection or access; errors, omissions, misstatements or misinterpretation; or any act or omission caused by you or your agents.

The information at the Tri-City Construction Council Plan Center or on the Tri-City Construction Council website is provided for the use of Tri-City Construction Council members and replication other than for estimating purposes is strictly prohibited. Tri-City Construction Council 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. Tri-City Construction Council 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 Tri-City Construction Council any use of the Plan Room or Online Plan Room which may amount to a copyright infringement. If in its sole discretion, the Tri-City Construction Council determines that any information has been loaded onto the Tri-City Construction Council's website in violation of the copyright laws, the Tri-City Construction Council will delete that information. Any user who, without authorization, loads copyrighted information on the website shall indemnify and hold the Tri-City Construction Council 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 Tri-City Construction Council arising out of or related to your use of the information received at the Tri-City Construction Council or on the Online Plan Room.

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

Printed Name / Title \_\_\_\_\_

**Please complete this page to establish membership level and user information for each employee who will access the Online Plan Room.**

Administrative Contact:

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

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

Password: (4+ characters) \_\_\_\_\_ E-mail: \_\_\_\_\_

**ADDITIONAL USERS:**

Please issue the following **employees** user names and passwords (**Please Print Clearly**)  
 (Users must be employees of the member company)  
 (User Name will be the First Initial of the First Name, followed by Full Last Name)  
 (Password requires 4+ characters)

Users are automatically subscribed to TCCC Member Updates and Announcement & Event e-mails.  
 These e-mails will detail new virtual plan room features, additional member benefits, and upcoming special events.  
 Check here if you would prefer to Opt-Out of these e-mail communications.

1)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
2)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
3)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
4)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
5)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
6)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>
7)	_____	_____	_____	_____
	<b>First Name</b>	<b>Last Name</b>	<b>Password</b>	<b>Email Address</b>

**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.**

TCCC	_____ Database (by _____)	Paid by: _____
ADMIN	_____ Member Notified (by _____)	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
AREA	_____ Accounting (by _____)	
	_____ Scanned (by _____)	



# 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: TRI-CITY CONSTRUCTION COUNCIL

## 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.



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# CREDIT CARD PAYMENT REQUEST

(PLEASE PRINT CLEARLY)

Fax to: 509-582-6815 or E-mail to: [scott@tcplancenter.com](mailto:scott@tcplancenter.com)

If you would like to pay by Credit Card, please complete and return this form via fax or e-mail to have a Square invoice e-mailed to you.

Square invoice will be e-mailed to you to pay directly online.

PAYMENT AMOUNT \$ \_\_\_\_\_ INVOICE # \_\_\_\_\_  
(\$100 Initiation Fee + \$225 Quarterly Dues)

COMPANY NAME \_\_\_\_\_

YOUR NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

Most requests will be processed in the same day, but please allow up to 1-2 business days for the Square invoice to be delivered. Please add [invoicing@messaging.squareup.com](mailto:invoicing@messaging.squareup.com) to your Safe Senders List, Address Book, or Contacts to prevent this invoice from being marked as Spam.

Would you prefer e-mail delivery of all future invoices from Tri-City Construction Council?  
Check the box and sign below to Opt-In to receive paperless invoicing to your e-mail.

\_\_\_\_\_  
Signature Required

