



Builder's Exchange of Billings

E-mail: bbx@billingsplanroom.com

Website: www.billingsplanroom.com

Thank you for your interest in the Billings Builders Exchange. We are the plan room in Billings. We receive plans and specifications from various Architects, Engineers and Government Agencies for commercial construction projects. We service Montana, Wyoming, North and South Dakota. We publish information on construction projects that we currently have and future projects in our plan room and our online service.

Offices of the Exchange are open from 8:00 a.m. to 5:00 p.m. and through the lunch hour each week, Monday through Friday. The plans and specifications that we have in our plan room are available to our members during office hours and are also available on our website 24 hours a day 7 days a week. These plans and specifications may be "checked out" week nights from 4:30 p.m. until 8:00 a.m. the following morning and on weekends from Friday to Monday, same times.

Please complete the attached Membership application and return it to our office along with your annual dues. By doing so you agree to the membership requirements. By-laws are available on our website, under our members section. Exchange Docs

We publish a Directory, Which can be accessed on our website (www.billingsplanroom.com) it contains an alphabetical and categorical listing to our members, along with a list of Architects, Engineers and all Government Agencies that service the Billings Builders Exchange, and a list of FAX numbers. Attached you will find a key to our classified listing. Please circle the categories that you wish to be listed under in the Directory, and return it with your application and your annual dues.

Now all plans, specs, Addenda and Plan holders Lists as well as bid results can be viewed on our website at www.billingsplanroom.com . When you return your application be sure to ask for your username and password.

We also sell advertising. For more information on our advertising, please call the Exchange Office.



PLANROOM PROCEDURES

To insure an efficient operation in the interest of all members:

1. **THE BUILDERS EXCHANGE MEMBERSHIP IS RESTRICTED TO A SINGLE BUSINESS AND THEIR EMPLOYEES ONLY. NOT SUPPLIERS OR SUBCONTRACTORS DOING BUSINESS WITH A MEMBER. ANY VIOLATIONS OF THIS RULE WILL RESULT IN MEMBERSHIP TERMINATION.**
2. Plans may be checked out overnight by members from 4:30 p.m. to 8:00 a.m. the next week-day morning; or from 4:30 p.m. on Friday to 8:00 a.m. the following Monday morning. It is very important that you return your plan **ON TIME**. It is not fair for someone who is here at 8:00 waiting to see a plan to wait until 8:30 or later to use it.
3. Members may only check out a set of plans **One** time. If a plan is available after you've checked it out once, you may only check that plan out again if no one else wants it. This enables everyone to get a chance to check out and use popular plans.
4. please return all materials to the bins around 4:30 to accommodate night reservations
5. Once you have check out a plan and brought it back at 8:00 a.m., you may not sit down and use that particular plan—thus giving everyone else a chance to use that plan.
6. If you are using a plan here at the Exchange and you decide to go to lunch, you surrender that plan for someone else's use. This is the reason we are open over the lunch hour—so that everyone has a chance to use all plans.
7. **Please don't write or color on Plans!!!** If you feel it is necessary to mark a plan, then it is your responsibility to let us make of copy of the plan sheet on our large copy machine. Also, try not to rip or tear plans and spec books. If you accidentally damage a plan sheet or spec page, **Repair it!!** These are **Not** our plans. They are on loan to us from the Architects and Engineers. We must return the plans to them. Please help us keep them intact.
8. All memberships are presumed to be renewed each year. In the extent you wish to cancel you are responsible for dues until the date of the notification. Non cancellation in no way voids obligation to pay for months you enjoyed membership and weekly bulletin privileges.

Please help us by abiding by these rules. We strive in being an organized, smooth operating plan room. Thank you for your cooperation.



Builder's Exchange
of Billings

QB	___	Chimp	___
Blue	___	Green	___
Access	___		

2050 Broadwater Ave, Suite A - Billings, MT 59102
Telephone (406) 652-1311 – Fax (406) 652-1391
E-mail: bbx@billingsplanroom.com
Website: www.billingsplanroom.com

**Annual Membership Dues are \$275.00 Per Year.
Your Dues are good for 1 year from the date you join.**

Date: _____

Name of Firm: _____

P.O. Box: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Online Login Information

First & Last Name _____
 Username: _____
 Password: _____
 E-mail: _____
 Username/Password must be at least 4 Characters

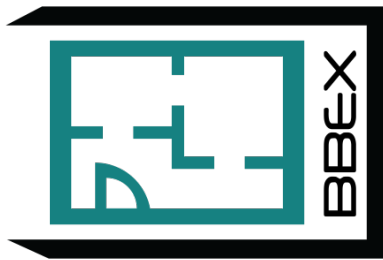
First & Last Name _____
 Username: _____
 Password: _____
 E-mail: _____
 Username/Password must be at least 4 Characters

Description of work you do – or the products you sell:

\$275- Membership Dues with an **E-mailed Bulletin** Allows you access to the Builder's Exchange as well as **full online access to view blueprints, specifications and addenda's**. You will receive an **Electronic copy of our Weekly Bulletin**. This will be e-mailed out on Thursday Morning.

The Dues for one year are payable in advance, which will entitle you to Full Access to our website as well as Plan-room services at the Builders Exchange.

The Builders Exchange Membership is RESTRICTED to a single business and their employees ONLY. Not suppliers or subcontractors doing business with a member. Any violations of this rule will result in membership termination.



Builders Exchange of Billings
2050 Broadwater Ave Suite A
Billings, MT 59102
Phone: 406-652-1311 Fax: 406-652-1391
bbx@billingsplanroom.com website: www.billingsplanroom.com

010000 Plans Exchange	061300 Wood Framing	133400 Metal Buildings
010100 Architect	061500 Wood Truss	135000 Instrumentation
010200 Engineer	061600 Lumber Products Wood	136000 Solar Heat: Energy
010200 Supplier	062000 Finish Carpentry	142000 Elevators
010300 Specialty Contractor	064000 Cabinets and Counter Tops	210000 Fire Protection
010400 Issuing Office	064100 Millwork	220000 Plumbing
011000 Building Materials	064500 Soffit & Fascia	220010 Plumbing - Supplies
011500 Environmental	071000 Water Proofing	220700 Mechanical Insulation
012000 Consultants	072000 Building Insulation	230000 HVAC
012500 Factory Representatives	072400 E.I. F. S.	230010 HVAC - Supplies
012600 Insurance: Bonds, Financing	073000 Roofing	230593 Testing Adjusting Balancing HVAC
013000 General Contractors	073100 Roofing - Supply	230900 Temperature Controls
014000 Small Engine: Repair	074000 Siding	233100 Sheet Metal Installation
015000 Generators: Standby Power	076000 Gutters- Downspouts	235200 Boiler Work
015100 Temporary Water Systems	078000 Fire Proofing	235500 Pump
015500 Traffic Control	079000 Joint Sealants	236000 Refrigeration
017000 Final Construction Cleanup	079100 Caulking - Tuckpointing	236010 Refrigeration - Supplies
017500 Surveying	082000 Doors & Hardware	260000 Electrical
018000 Disaster Restoration	082100 Overhead Doors	260010 Electrical Supplies
019000 Drafting Service	085000 Windows	260050 Renewable Energy
0195000 Rental Equipment	088000 Glass and Glazing	270000 Communications
0196000 Unions	092000 Drywall	275000 Commercial Audio - Video
021000 Water Treatment	092100 Stucco and Plaster	280000 Security System
022600 Asbestos - Haz. Materials - Abatement	093000 Tile	280010 Controls
024000 Demolition	095000 Acoustical Ceilings	310100 Helical Piers
030050 Concrete - Supply	096000 Flooring - Floor Covering	310105 Tunneling, Boring
032000 Concrete - Reinforcement	099000 Painting	310110 Drilling, Trenching, Boring
033000 Concrete	099100 Paint Supply	312300 Excavation
034000 Pre-Cast Concrete	099200 Wall Covering	312500 Erosion Control
035000 Gyp-Crete	099300 Overlay - Coatings	313600 Gabions Wall & Structures
038000 Concrete Cutting	100000 Specialties	320100 Asphalt Paving
040000 Masonry: Brick - Stone	101400 Signage	321000 Bridge Contractor
041000 Masonry Supply	103000 Fire Place Supply Installation	321700 Striping
050900 Welding	105000 Fixtures: Furniture Shelving	321726 ADA Truncated Domes
051000 Steel Erection	107500 Flagpoles	323100 Fencing
051100 Steel Fabrications and Metals	110000 Appliances	328000 Landscaping - Irrigation
052100 Joists	110500 Equipment	330000 Sand & Gravel
054000 Cold Formed Metal Framing	114000 Food Service Equipment	330100 Sitework - Utilities
061000 Laminated Wood Products	120000 Office - School Furniture	333100 Water and Sewer
061100 Lumber Yard	122000 Window Coverings	412200 Hoists- Cranes
061200 Structural Insulated Panels (SIPS)	130000 Swimming Pool - Spa	

*Please Circle the Trade Listings that you would like to be listed in for our Members Directory.