BUILDING APPLICATION
NORTH DAKOTA INSURANCE DEPARTMENT
STATE FIRE AND TORNADO FUND
SFN 16259 (7-2019)

INSTRUCTIONS FOR COMPLETING FORM

1. Complete this entire form for all new buildings and additions to existing buildings. Return completed form along with items 3, 4, and 5 below.

2. If reporting building improvements to an existing structure, complete question #22 (Building Improvements) on page 2 of the application form. Return completed form along with items 4 and 5 below.

REQUIRED DOCUMENTATION TO INCLUDE WITH YOUR APPLICATION

3. **Diagram -** Provide one or more of the following types of diagrams for the building you are submitting for coverage: scale line drawing, building floor plan, architectural drawing or contractor's building plan. If these types of diagrams are not available, you may use the area under Question #23 of the application form to sketch a diagram of the building. You can also complete a sketch diagram on a separate sheet of paper and attach it to the building application. All diagrams MUST show building dimensions.

4. **Photos -** Provide clear, color photos of the interior and exterior of the building. Photos can be submitted in the following formats: color copies attached to the building application; or sent as e-mail attachments in .JPG or .PDF format. For examples of photos to include, please refer to the Photography Guide on our website: www.nd.gov/ndins/risk-advisories-and-policyholder-guides

5. **Building cost documentation -** Attach documentation to support the building value you are requesting. Acceptable forms of documentation include: itemized cost outline / spreadsheet (ex. G702 form; G703 continuation form); or an itemized contractor's billing / invoice.

If you have ANY questions on completing this form, or what type of supporting documentation to include, please contact our office at 701-224-1988 (local) or 800-421-1988 (toll free).

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Policy Number	Item Number	Effective Date	Policyholder		
Property Street Address			Owner's Mailing Address		
City	State	ZIP Code	City	State	ZIP Code
Contact Person			Telephone Number	Fax Number	
E-mail Address					

Type of Coverage Requested:

☐ Replacement Cost - (RC) or ☐ Actual Cash Value - (ACV) - Depreciated Value

- Building _____
(Do not include land value or detached property)

- Personal Property _____
(Content)

Describe use for building

Does mortgagee or loss payee apply to this property?

☐ Yes ☐ No - If yes, complete Company Name, Address and Email

Company Name				
Address	City	State	ZIP Code	Email Address

1. Check Construction Type

☐ Frame	_____ %	A building where the exterior walls, bearing walls and partitions, and the structural floors and roof, and their supports, are wood or light-gauge metal. This includes buildings where the wood or light-gauge metal has been combined with other materials to form composite components such as wood or metal studs with brick or stone veneer, stucco, or metal siding.
☐ Joisted Masonry	_____ %	A building that has the exterior walls constructed of masonry materials such as brick, hollow or solid concrete block, concrete, gypsum block, clay tile, stone or similar materials. The structural floors and roof are of wood or light-gauge metal.
☐ Pre-Engineered Metal	_____ %	A building that employs a system of pre-engineered rigid steel framing members. The exterior walls are of metal siding, sandwich panels, or masonry, and the roof is clad with metal roofing or sandwich panels.
☐ Steel Frame (Masonry)	_____ %	A building where the structural floors and roof are of unprotected non-combustible materials such as metal decking or concrete on metal decking and are supported by an unprotected structural steel frame, fire resistive exterior walls, or a combination of both.
☐ Protected Steel Frame	_____ %	A building where the structural floors and roof, and their supports are of non-combustible construction with a fire rating of not less than one hour.
☐ Reinforced Concrete Frame	_____ %	A building where the structural floors and roof, and their supports are of materials such as precast or poured-in-place reinforced concrete.

2. Number of Stories	**3. Total Square Footage of all Floors, Excluding Basement (Provide diagram in #23)**	**4. Height of Exterior Wall**

5. Basement ☐ Yes ☐ No

Finished _____ Sq. Ft.

Unfinished _____ Sq. Ft.

6. Crawl Space

☐ Yes ☐ No

_____ Sq. Ft.

7. Foundation

☐ 8' Deep ☐ Pier

☐ 4' Deep ☐ Skid

☐ Concrete Slab

8a. Approximate Year Built of Original Building

8b. Approximate Year Built of Each Addition

9. Roof Covering Material

☐ Asphalt shingles	_____ %	Age: _____	☐ Steel	_____ %	Age: _____
☐ Built-up, tar and gravel or rock	_____ %	Age: _____	☐ Wood shakes or shingles	_____ %	Age: _____
☐ Single-ply membrane	_____ %	Age: _____			

10. Heating System ☐ Yes ☐ No

☐ Boiler and piping only	☐ Geothermal heating	☐ Steam or hot water with convectors or radiators
☐ Electric baseboard or wall unit	☐ Heat pump	☐ Steam or hot water with suspended unit heaters
☐ Forced warm air	☐ In-floor heat (electric, boiler / re-circulating, other)	☐ Thru-wall units
☐ Gas, oil, or electric suspended unit heaters	☐ Solid Fuel-burning (wood, coal, other)	☐ Waste Oil

11. Air Conditioning System ☐ Yes ☐ No	**12. Electrical**	**13. Plumbing**	**14. Sprinkler System**	**15. Freight Elevators**
☐ Forced cool air ☐ Thru-wall units ☐ Heat Pump	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

16. Passenger Elevators ☐ Yes ☐ No

17. Fire Detection System ☐ Yes ☐ No ☐ Centrally-monitored system ☐ Smoke/heat detectors hardwired ☐ Manual pull stations ☐ Smoke detectors battery only ☐ Automatic suppression system - If yes, type: ☐ Wet ☐ Dry

18. Interior Finishes

☐ Ceilings

Drywall	%	☐ Floors Carpet	%	Hardwood	%
Suspended Tile	%	Ceramic Tile	%	Laminate	%
Acoustic Tile	%	VCT Tile	%	Other	%
Other	%	Sheet Vinyl	%		

19. Security System(s)

☐ Closed-circuit ☐ Trespass alarm (motion sensor; door/window monitoring) ☐ Electronic building access (key card)

20. Are security systems centrally monitored?

☐ Yes ☐ No

21. Unique/Additional Features: (Examples include but are not limited to: stages, exterior decking, emergency electrical generators, domed roof, marble floor, stained glass windows, permanently installed mechanical equipment, mezzanine, balconies, heating stack, fireplace)

Description	Cost

22. Building Improvements: (Examples include but are not limited to: wiring, plumbing, heating, siding, roofing, etc.) A copy of the construction invoice must be submitted for each building improvement.

IDENTIFY IMPROVEMENTS	YEAR	COST	IDENTIFY IMPROVEMENTS	YEAR	COST

23. Building Diagram Showing Exterior Dimensions. Refer to item #3 on the instructions page for examples of acceptable types of diagrams.

Does your application include the following?

☐ Diagram-refer to item #3 on the instructions page for acceptable types ☐ Receipts/documentation to support the insurable value being requested

☐ Interior/exterior photos of the building/property

Applications that are incomplete or lack required documentation will be returned.

Signature of Policyholder. This form must be signed and dated.	Date

If you have questions on completing this form, please contact our office at 701-224-1988 or 800-421-1988.

Return completed form and photos to:

North Dakota Insurance Reserve Fund
Underwriting Department
PO Box 2258
Bismarck, ND 58502
Email: FireandTornadoFund@NDIRF.com