



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY
Risk and Insurance Services
1200 Carothers
Tallahassee, Florida 32306-4481
Phone: 850.644.6895 Fax: 850.644.8842 Web: www.safety.fsu.edu

BUILDING INSURANCE REQUEST FORM

Building Location

Building Name: _____ Building Number: _____
Address: _____ Flood Zone Code: _____
City: _____ State: _____ Zip: _____ County: _____
Inside City Limits? Yes No
Responding Fire Department: City County Self None
 Other: _____

Building Information

Number of Stories: _____

Occupancy: Office Storage Educational Recreational
 Penal Farm Residential Number of Units: _____
 Other: _____

Exterior Walls: Frame Concrete Block All Metal Masonry-Solid
 Frame with Metal Covering Masonry-Hollow with Brick Veneer
 Frame with Masonry Veneer Masonry on Steel
 Other: _____

Sprinkler System Yes No

Roof Support Frame Poured Concrete Precast Concrete
 Other: _____

Roof Material: _____

Amounts of Insurance: Building: _____ Trailer: _____
Contents: _____ Rental Value: _____

Ownership: Is this building owned by an Agency, Board or Bureau of the State of Florida? Yes No
If Yes, provide the following:
Square Footage: _____ Construction Date: _____

Form Completed by

Name (please print)

Signature

Date

Completed forms can be sent via FAX, Campus Mail or Delivered to the address listed above.