



COURSE OF CONSTRUCTION NOTIFICATION

Instructions: Please forward the completed form via email to foursquare.GGB@ajg.com
If you should have any questions please call 833-813-5580, dial 4 for customer service.

Foursquare Insurance Department approval is required for locations that are rented, leased, or purchased and are not listed on the a church's insurance property schedule.

Today's date: _____

Church Code # _____
Organization Legal Name: _____
Mailing Address: _____
City/ State/Zip Code: _____
Request By: _____
Phone: _____
Fax: _____
Email: _____

Licensed General Contractor: Yes _____ No _____ If yes, License # _____

Name of General Contractor: _____

Do you have a General Liability/Workers compensation Certificate from the Contractor naming your organization as additional Insured? **GL** Yes _____ No _____

WC Yes _____ No _____

Bond required by the City? Yes _____ No _____ If yes, please list: _____

Historical Preservation requirements? Yes _____ No _____

PROJECT DESCRIPTION

A) Complete Buildup: _____ Or B) Addition/Remodel: _____

Description of the Building (i.e. Sanctuary, Educational wing, church, etc.): _____

Location of Job site (Street Address): _____

Target Start Date: _____ Target Completion Date: _____

Estimated Replacement Cost: _____ *Hard Costs: _____ *Soft Costs: _____

Is coverage desired for Earthquake and Flood? Earthquake Yes/No? _____ Flood Yes/No? _____

Type of Construction: (select X applicable type)

Wood Frame	Walls are constructed of wood or other combustible material including when combined with other materials such as brick veneer, stone veneer, wood iron-clad or stucco on wood
Joisted Masonry	Walls are constructed of masonry materials such as clay, adobe, brick, gypsum block, hollow concrete block, stone, tile, glass or other similar materials and floor or roof are combustible
Non Combustible	Walls, floors and roof are constructed of and supported by metal, gypsum or other non-combustible material
Masonry Noncombustible	Walls are constructed of masonry materials as described in Joisted Masonry, but floor and roof are of metal or other non-combustible material
Fire Resistive	Walls, floor and roof are constructed of fire resistive materials having a fire resistance rating of not less than two (2) hours

Type of Roof (x): Composite _____ Wood Shingle _____ Title _____ Other: _____

Total Square Footage of Complete Addition remodel or Complete Buildup: _____

No. of Buildings _____ No. of Floors: _____ No. of Stories: _____

Basement : Yes _____ No _____

is this an addition sharing a wall Yes _____ No _____

Definitions:

*"Soft construction costs" are fees incurred in the construction of a building that are not directly related to labor and physical building materials. Typical soft costs include architecture, engineering, inspection and accounting fees. Permits, taxes and legal fees also fall into the category of soft costs"

Soft costs, also known as Delay in Opening Expenses, are usually covered and limited by special endorsements to builder's risk property policy".

*"Hard costs" are the tangible assets that comprise the construction project; quite simply, the costs of material and labor associated with a project - also known as "sticks and bricks."