

## Checklist for Grain Elevator Warehouse License

Items For Applicant	Submit the following items to the PSC for processing of a license.	Have you included the following?
SFN9470 Application for Warehouse License	<b>SFN9470 Application for Warehouse License</b> (completed, signed & notarized)	<input type="checkbox"/>
	<b>License Fee</b> (See enclosed License Fee schedule for appropriate amount.)	<input type="checkbox"/>
	<b>Copy of the Scale Ticket?</b> ( <i>grain</i> = consecutively numbered, licensee name, location received, depositor name, type of grain, percent of dock, test weight, gross weight, tare weight, net weight) ( <i>bean</i> = date, location received, depositor name, address, kind of beans, foreign material, splits, check seed coats, total pick, moisture, gross weight, total dock, net weight, "All storage contracts terminate...", "This warehouse not responsible for returning identical percent of check seed...")	<input type="checkbox"/>
	<b>Copy of the Warehouse Receipt?</b> (consecutively numbered, location, date, name, address, kind, grade, "All storage contracts terminate...", "This grain is received...")	<input type="checkbox"/>
	<b>If applicable, a copy of all Credit-Sale Contracts to be used by the warehouseman?</b> (consecutively numbered, seller's name, address, conditions of delivery, amount, kind, price per unit or basis of value, payment date, duration, disclaimer, indemnity fund assessment)	<input type="checkbox"/>
	<b>If partnership, a copy of the agreement?</b>	<input type="checkbox"/>
	<b>Storage and Handling Policy?</b> (compensate for differences in quantity, kind, quality, and grade for beans. For all provide for receiving, redelivery and storage.)	<input type="checkbox"/>
	<b>Diagram and Bin Chart of the Facility?</b>	<input type="checkbox"/>
SFN7573 Grain Elevator Warehouse Bond	<b>SFN7573 Grain Elevator Warehouse Bond</b> (signed and notarized) (See enclosed Bond Schedule for appropriate bonding amount.) <i>Note: Attorney-in-Fact must attach valid power of attorney from surety.</i>	<input type="checkbox"/>
SFN16698 Certificate of Insurance on Grain	<b>SFN16698 Certificate of Insurance on Grain</b>	<input type="checkbox"/>
Warehouseman's License Fee and Bond Schedule		
Applicable Laws		
Checklist for New Warehouse License		

**\*\*\* IMPORTANT NOTICE TO APPLICANTS \*\*\***

- A complete application package must be submitted.
- Every business organization or sole proprietor using a trade name other than its given name must be registered and in good standing with the North Dakota Secretary of State. Please contact their office at [www.nd.gov/sos/](http://www.nd.gov/sos/) or call them directly at 701-328-4284 for assistance in getting your name registered.