

Instructions to Complete: GRAIN WAREHOUSE CAPACITY CHANGE REQUEST SFN 61463

- Complete one form per location.
- If you need to add temporary and permanent capacity, submit a separate form for each.
- This form is to be used only by locations **CURRENTLY** licensed as Public Grain Warehouses with the North Dakota Department of Agriculture (NDDA).

STEP 1: Licensee/Location Information

Completely fill in licensee/location information. Effective date refers to the date of the capacity change. If you need to increase your bond, then the effective date needs to coincide with the effective date on the bond rider.

STEP 2: Capacity Classification

Identify the classification of the capacity that will be added or deleted.

Permanent or Temporary refers to the length of time for which the capacity and bond increase is needed, NOT the storage facility structure. If storage is temporary, you must enter in the date the temporary capacity terminates which **MUST** coincide with your temporary bond rider if your surety company issues temporary bond riders.

Receiving Station, as defined in [N.D.C.C. § 60-02-01\(8\)](#), "Receiving station" means any facility other than an individually licensed warehouse that is used by a licensed public warehouseman to receive and temporarily store grain prior to transferring the grain to the warehouseman's primary licensed warehouse location or delivering it directly to market.

In accordance with [N.D.C.C. § 60-02-07.2](#), A licensed public warehouseman may establish a receiving station without a separate warehouse license for that facility if **ALL** of the following conditions are met:

1. The station is colocated with another licensed public warehouse, the operator of which will take delivery of the grain on behalf of the warehouseman who established the receiving station.
2. The storage space used by the receiving station is used solely by the receiving station and is not licensed as part of the warehouse that is located at that site.
3. The grain taken in by the receiving station is not commingled with other grain at that site.
4. The warehouseman establishing the station requests and receives commission permission to increase licensed capacity to include the space to be used at the receiving station.
5. Grain received at the receiving station is recorded on scale tickets issued by the warehouseman who established the station and is covered by that warehouseman's bond.

North Dakota Department of Agriculture
Grain Inspection
600 E Boulevard Ave. - Dept. 602
Bismarck, ND 58505-0020

6. Warehouse-receipted grain received at the receiving station is available for redelivery to the receipt holder at that location even if the station has been closed. A charge for redelivery must be stated in the warehouseman's redelivery policy.

The storage space used by a receiving station need not be physically disconnected from the facilities of the other licensed warehouse located at that site.

If this is a receiving station, fill in the colocated warehouse information. This warehouse will also be required to complete a capacity change request to remove the receiving station capacity.

STEP 3: Type of Capacity

Identify what type of capacity is being added/deleted. If the capacity/bin is identified by a number, please provide this number especially for bins.

STEP 4: Capacity Dimensions

Identify storage dimensions: Length x Width x Height

STEP 5: Capacity Location

Onsite Storage: Describe location of storage in relation to current storage. If ground storage, include the type of surface (asphalt, cement, clay, bags, etc.).

Offsite Storage: List address of storage along with the legal description (Range, Township, Section, Qtr, and Qtr).

STEP 6: Increase/Decrease

Identify if this storage is either an increase or decrease to the location's capacity.

STEP 7: Capacity

Enter in the capacity of each area being added/deleted.

FINAL STEPS

- If this is an increase to the location's capacity, a bond increase rider may be necessary.
- When adding permanent capacity, submit a bin diagram/layout. If possible, submit schematics of newly constructed bins for accurate dimensions.
- Updates to the insurance on grain policy may be necessary when adding capacity.

If you require any assistance, please contact the NDDA.

Telephone: 701-328-4761

Fax: 701-328-4567

Email Address: graininspection@nd.gov

Website: www.nd.gov/ndda



GRAIN WAREHOUSE CAPACITY CHANGE REQUEST

NORTH DAKOTA DEPARTMENT OF AGRICULTURE

SFN 61463 (6-2019)

In accordance with [N.D.C.C. § 60-02-44](#), unless an entire warehouse facility is used for nonpublic purposes, all physically connected portions of the facility must be licensed. A licensee may not change its physical capacity without prior commission approval. **Added capacity must be properly bonded and the contents must be insured. Additions not previously licensed must be accompanied by a diagram showing the location of the space involved and may involve changes to your insurance.**

| | | | |
|------------------|--------------------------|--|----------------------------------|
| Licensee Name | Location Name | License Number | Date |
| Location Address | | Current CORPORATE Capacity bu. | New CORPORATE Capacity bu. |
| City | State ND | ZIP Code | Current LOCATION Capacity bu. |
| Contact Name | Contact Telephone Number | Check One <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE | New LOCATION Capacity bu. |
| | | | Effective Date |

ONE FORM PER LOCATION. IF ADDING PERMANENT AND TEMPORARY STORAGE, SUBMIT A SEPARATE FORM FOR EACH

| Capacity Classification | | | Type of Capacity Include number if BIN | | | Capacity Dimensions L x W x H | Capacity Location Description / Address Range, Twnshp, Sec, Qtr & Qtr If Ground, Indicate Surface Type (asphalt, concrete, clay, bags etc.) | Increase Decrease | | Capacity |
|---|------|-------------------|---|-------|------|----------------------------------|--|-------------------------|-----|----------|
| PERM | TEMP | Receiving Station | BIN # FLAT | BUNKR | GRND | | | INC | DEC | |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| | | | | | | | | | | bu. |
| If utilizing a Receiving Station, it must be co-located with another licensed Public Warehouse. N.D.C.C. § 60-02-07.2 | | | | | | | Temporary Capacity Increase Terminates at 11:59 p.m. on: | Total Capacity Increase | | bu. |
| Warehouse Name/Location: _____ | | | | | | | DATE: _____ | Total Capacity Decrease | | bu. |

The undersigned hereby certifies that all information submitted is true and complete to the best of their knowledge.

| | | |
|-----------------------|-----------|------|
| Typed or Printed Name | Signature | Date |
|-----------------------|-----------|------|

FOR NDDA USE ONLY

| | | | |
|--|--|--------------------------------------|-------------------------|
| Verify Current Corporate Capacity bu. | Check One <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE | Verify New Corporate Capacity bu. | Capacity Effective Date |
| Current Bond Amount \$ | Check One <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE | New Bond Amount \$ | Bond Effective Date |

| REVIEW PROCESS | SYSTEM UPDATES | ATTACH | LICENSEE REQUIREMENTS |
|------------------|---|--|--|
| Inspector Update | Exam Hand <input type="checkbox"/> Complete | Statement of Capacities <input type="checkbox"/> | Bond Rider If applicable <input type="checkbox"/> |
| Admin Update | LARA <input type="checkbox"/> Complete | Bin Capacity Chart <input type="checkbox"/> | Updated Cert of Insurance If applicable <input type="checkbox"/> |
| Director Review | Grains <input type="checkbox"/> Complete | Bin Diagram <input type="checkbox"/> | Bin Diagram If applicable <input type="checkbox"/> |

Submit to: ND Department of Agriculture
Grain Inspection
600 E Boulevard Ave. - Dept. 602
Bismarck, ND 58505-0020

Telephone: 701-328-4761
Fax: 701-328-4567
Email Address: graininspection@nd.gov
Website: www.nd.gov/ndda