



VERMONT MUTUAL INSURANCE GROUP®

SUPPLEMENTARY HEATING QUESTIONNAIRE

NAME OF INSURED/APPLICANT:	POLICY/BINDER NO:
FULL LOCATION ADDRESS:	Building/Unit occupied as: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Seasonal

GENERAL (Complete for all supplemental heat types)

1. Manufacturer: _____ Model: _____ Year Constructed: _____

2. Type : Freestanding Fireplace Insert or Fireplace Stove Furnace add-on Other

3. Construction: Cast Iron Steel Sheet metal Barrel Other

4. Approved by: Underwriter's Laboratory None Other

5. Installed by: Heating Contractor Insured Other

6. Inspected & approved by: Municipal Building Inspector Fire Department Fire Marshall Other

7. Use of stove: Primary Supplemental Heat Source Only Heat Source Other

8. Fuel type: Dry wood seasoned at least 6 months Green wood seasoned less than 6 months Other
 Pellet Coal

9. Does the central heating system remain on? Yes No At what minimum temperature? _____ ° F.

10. Number of years occupant has burned wood? _____

	<p>WOOD OR COAL STOVE CLEARANCES</p> <ol style="list-style-type: none"> 1. What is the shortest distance to the wall: _____ 2. What is the shortest distance to the floor: _____ 3. Is the stove located on non-combustible floor material? <input type="checkbox"/> 4. Does floor protection extend at least 18" from side, back, and to the front? <input type="checkbox"/> 5. Is the stove spaced at least 36" from any combustible material? <input type="checkbox"/> 6. Is there at least 18" between the top of the stove pipe and the ceiling? <input type="checkbox"/> 	Yes	No
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<p>STOVE PIPE</p> <ol style="list-style-type: none"> 1. What is the shortest distance to the ceiling? _____ 2. If the stove pipe goes through the wall or roof, is a thimble installed? <input type="checkbox"/> 3. Does the stove pipe fit snugly into the thimble? <input type="checkbox"/> 4. Is the stove pipe routed so as not to pass through floors, closets, concealed space or connect to a chimney in the attic? <input type="checkbox"/> 5. Does the stove have an automatic draft regulator or a built-in damper? <input type="checkbox"/> If not, does the chimney have a damper located near the stove? <input type="checkbox"/> 	Yes	No	
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<p>CHIMNEY</p> <p>Type of Chimney used: <input type="checkbox"/> Masonry with tile liner <input type="checkbox"/> Masonry with stainless steel liner <input type="checkbox"/> Factory built type with approved UL Listing for use (UL 103 HT if woodstove) <input type="checkbox"/> Double brick with no liner <input type="checkbox"/> Masonry with no liner <input type="checkbox"/> Other: _____</p> <ol style="list-style-type: none"> 1. Was the chimney professionally installed? <input type="checkbox"/> 2. If an exterior metal chimney, is it installed with a clearance of at least 6" from the walls of combustible construction and at least 24" from any door, window or walkway? <input type="checkbox"/> 3. If a masonry chimney, is the flue tile and mortar in good condition? <input type="checkbox"/> Also, is the termination height of the chimney at least 3' above the highest point where it passes through the roof and at least 2' above any portion of the building that is within 10' of the chimney? <input type="checkbox"/> 4. At least once a year is the flue inspected and cleaned to prevent creosote buildup? <input type="checkbox"/> 5. Is there only one heating source for each flue? <input type="checkbox"/> 	Yes	No	<p style="text-align: center;">CHIMNEY CLEARANCE</p> <p style="text-align: center;">The chimney must extend at least 2 feet higher than any portion of the roof which is within 10 feet of the chimney.</p>
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COMPLETE FOR FIREPLACES	Yes	No
1. Is the fireplace used as a primary source of heat?	<input type="checkbox"/>	<input type="checkbox"/>
2. How often is the fireplace used? _____		
3. Is the flue regularly inspected and cleaned by a professional (at least once a year)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the chimney and fireplace free of cracks?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a sturdy fireplace screen in place to stop stray sparks?	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETE FOR PELLET STOVES	Yes	No
1. Was the unit professionally installed by a certified professional installer to the specifications of the manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a non-combustible pad underneath the stove as specified by the manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the stove an adequate distance as specified by the manufacturer's specifications from combustible surfaces and materials (such as drapes, doors)?	<input type="checkbox"/>	<input type="checkbox"/>
4. How is the pellet stove vented? <input type="checkbox"/> Direct vented through wall <input type="checkbox"/> Direct vented through ceiling <input type="checkbox"/> Vented to own flue/chimney <input type="checkbox"/> Other _____		
5. Fuel Type(s): <input type="checkbox"/> Premium Wood Pellets (ash content 1% or less) <input type="checkbox"/> Standard Wood Pellets <input type="checkbox"/> Corn Pellets <input type="checkbox"/> Other Biomass _____		
6. Will the unit be professionally cleaned & serviced before the start of each heating season?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the chimney and/or vent inspected & cleaned annually by a qualified chimney sweep or other qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

IMPORTANT

1. Dispose of ashes in a closed metal container away from the dwelling. Store ashes at least (1) month to fully cool prior to spreading outside.
2. Only dry, well-seasoned wood should be burned in your woodstove.
3. Have your chimney regularly cleaned and maintained.
4. A solid fuel appliance is required to have its own dedicated flue. It is not to share a flue with another gas or oil heating appliance.
5. Maintain your primary heating system at a minimum temperature of 55° Fahrenheit.
6. Combustible objects which ignite at low temperatures (e.g., drapes, furniture and paper products) must be kept at least 36 inches from the stove at all times.