



**Each section below must be completed in its entirety or the form will be returned.**

**METER SET REQUEST FORM**

E-mail to: ContractorServices@washgas.com

|                       |       |                        |               |
|-----------------------|-------|------------------------|---------------|
| Today's Date          |       | BCA Number             | Tax ID Number |
| Company Name          |       | Billing Street Address |               |
| City                  | State | Zip Code               |               |
| Billing Contact       |       | On-Site Contact        |               |
| On-Site Email Address |       | Mobile/Call Ahead #    |               |

**Initial next to the following items, showing their completion:**

- Gas service, rack and/or meter bar installed. \_\_\_\_\_
- The interior gas piping (house line) must be connected to the meter bar. \_\_\_\_\_
- Pressure reducing regulators must be installed on 2psi house lines. \_\_\_\_\_
- All interior gas lines must be valved and capped. \_\_\_\_\_
- The interior gas piping must pass a county/city inspection (1st and/or 2nd if applicable) and the inspection tag must be located on-site. \_\_\_\_\_
- The permanent address should be affixed to the home with lot number visible in yard and/or county permit displayed in the front window. \_\_\_\_\_
- Building must be unlocked and provide safe access. If lockbox available, provide code \_\_\_\_\_ for access. \_\_\_\_\_

**If any of these items are not completed upon the first meter set attempt, this may cause delay and the meter set will be rescheduled based on Washington Gas availability.**

| Meter Set Address, City, State | Commercial/<br>Residential | Lot # or Suite<br># | 2 PSI<br>Yes or No | Completed Gas Inspection Date | Expected Meter Set Date |
|--------------------------------|----------------------------|---------------------|--------------------|-------------------------------|-------------------------|
|--------------------------------|----------------------------|---------------------|--------------------|-------------------------------|-------------------------|

**PLEASE BE ADVISED THAT IT MAY TAKE UP TO 7 DAYS TO SET METER(S).**

Thank you, The Office Staff