



CONVERSION ACCOUNT SET-UP / METER SET FORM

EACH SECTION BELOW MUST BE COMPLETED IN ITS ENTIRETY OR THIS FORM WILL BE RETURNED

Homeowner Name(s):		What Type of Conversion <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
Billing (if Different From Property Address):	City:	State:	Zip Code:	County:
Homeowner Email:		Homeowner Phone:		
Property Address:	City:	State:	Zip Code:	County:
Contact: Contractor / Company:		Contractor Contact Number:		
Conversion from:				
<input type="checkbox"/> Electric to Natural Gas <input type="checkbox"/> From Oil to Natural Gas <input type="checkbox"/> From Other Source to Natural Gas				

INITIAL NEXT TO THE FOLLOWING ITEMS, SHOWING THEIR COMPLETION AND EMAIL FORM TO:
ContractorServices@washgas.com

ATTENTION CUSTOMER:

- Gas service, rack and/or meter bar installed. (In WSSC service territory meters must be locked after installation) _____
- Home address/house number clearly marked on the property. _____
- Meter location made safely accessible and clear of any debris or other hindrances. _____

In Addition:

- Homeowner will be notified by Washington Gas upon receipt of this form and will be provided the anticipated meter set scheduling window. The meter technician will attempt to make contact when en route to perform the meter installation, however, you are not required to be at the premise during installation.
- After meter installation, homeowner must contract their licensed plumber to turn the meter on and introduce gas.

If any of the above 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.

ATTENTION LICENSED PLUMBER: In accordance with code, the follow items must be complete prior to introducing gas to the customer owned house line:

- House line must be connected to the meter bar.
- Pressure reducing regulators must be installed on 2psi house lines.
- All interior gas lines must have a valve and be capped and/or must be connected to equipment. All 2psi house lines must have approved regulators installed.
- 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.
- In WSSC service territory the WSSC inspector will unlock the WGL meter when the interior piping passes county inspection.

NOTE IT MAY TAKE 3 TO 5 BUSINESS DAYS TO SET THE METER.

Property Address: _____	Unit #: _____
City: _____	State: _____ Zip Code: _____ County: _____
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	2psi Yes <input type="checkbox"/> No <input type="checkbox"/> Requested Meter Set Date _____

Account Holders Signature _____

Date _____

Please note with the submission of this form you are giving Washington Gas permission to set up your Washington Gas account.