

To begin the process of adding natural gas to your property, please read the instructions before completing the Gas Service Request Form on pages 3-4.

The details below outline the information needed by project type (Residential/Homeowner, Multifamily, Commercial and Builder).

Please provide all of the necessary information required for your project type to ensure your project is able to move forward.

### **Gas Service Request Form Information:**

#### *Residential*

Customers adding natural gas to a residential property must complete the following numbered sections on the Gas Service Request Form:

1. Individual or Company Requesting Information
2. Project Details
3. Project Type
4. Meter Location
5. Service Category
6. Equipment Information
8. Gas Pressure Requested at Meter Outlet
9. Contact Information
10. Details

#### *Multifamily*

Customers adding natural gas to a multifamily property must complete the same sections listed above. For section 5, please select the property type and add the number of units.

#### *Builders*

Customers adding natural gas to a property must complete the same sections listed above. For section 5, please add the number of units for each property type and the anticipated build-out schedule.

#### *Commercial*

Customers adding natural gas to a commercial property must complete all sections of the form – sections 1 through 10. For section 5, please select the building type.

### **Important Information**

Please be mindful that the items listed below are required for complete job submittal.

For multifamily, new construction subdivision and commercial jobs with a load < 1,700 CFH:

- Civil Site Plan or Property Plat showing the desired meter location
- Electronic Site Plans: Civil Site Plan in Auto-CAD (file format) for New Construction (architectural and engineering plan showing building footprint, named travel ways, proposed gas lines and meter locations, drainage facilities sanitary sewer lines, water lines, lighting and landscaping
- Auto-CAD plan view drawing if meter location is inside.

For residential and commercial jobs with a load > 1,700 CFH:

- **Electronic Building Plan View:** A top view of a level's internal appearance and arrangement in Auto-CAD showing the proposed location of gas building entry point, regulator/meter location and above grade regulator vent route to atmosphere.
- **Gas Riser Diagram:** A vertical plan view showing all gas piping, regulator location, gas meter location/s, gas appliance location, gas appliance ratings.
- **Proposed address list** for individual units or lot list
- **Recorded Plat, Deed Information (Deed book and Page):** These items are needed for preparation of Easement Documents.
- **Meter Locations:** Meters must be located at least 1 foot from operational windows or doors and any sources of ignition, e.g. air conditioning compressor, generator, etc.
- **Gas Pressure Requirements:** This includes the gas pressure requirements of your appliances. If unsure, please consult with your appliance installation contractor.

### **Permitting Process & Construction**

#### *Permitting Process*

- It takes 10 business days to apply and submit a permit package to the respective city/county
- We allot 60 days for receipt of permit approval. Your project will be released to our underground construction team upon permit receipt.

#### *Construction*

- Construction can start when they have received an approved permit and when the job site is within 6" to final grade.

**Note:** All construction activities should be coordinated with our construction supervisors before we install our gas facilities. Coordination should start when the design is complete and the BCA is authorized. You will be contacted by one of our construction coordinators when the project design is complete and authorized.

**Important: Submission of all documents, completion of design in our work management system and a financial evaluation of the project are required before we can generate a Customer Agreement. Once the Customer Agreement is signed by the customer and any required contribution is paid, the project will be authorized and the permit process will begin.**

**1. Individual or Company Requesting Information**

Company:		Fax No.:
Contact Person:		Phone No.:
Address:		Email:
City:	State:	Zip Code:

**2. Project Details**

Project Name:	E-mail:	Phone No.:
Address:	Closest Intersection:	
City:	State:	Zip Code:
For Large Projects: Configuration Type		

**3. Project Type**

Existing Property      New Construction      If existing customer, please give Washington Gas Account #

**4. Meter Location\***

(Note: Washington Gas Operating Procedures dictate that all single meter installations are to be located on the exterior of the building wall).

Inside                      Outside

**5. Service Category**

Please provide as much of the following information as is available when filling out this request.

*Residential:*                      Single Family                      Townhouse                      Market Enhancement                      New Construction

*Commercial:*  
 Office Building                      Dry Cleaner                      Industrial Processing                      Restaurant                      Food Store  
 Motels/Hotels                      Religious Building                      Warehouse                      Light Industry                      School  
 Medical Building                      Retail                      Other \_\_\_\_\_

*For Multifamily:*  
 Garden Apartments                      High Rise Apartments                      High Rise Condominiums  
 Total Number of Units: \_\_\_\_\_

*For Builders:*  
 Number of Units: Single-Family: \_\_\_\_\_ Townhouse Homes: \_\_\_\_\_ Multifamily: \_\_\_\_\_  
 Average Square Footage of Homes: \_\_\_\_\_  
 Unit Build-Out Schedule: 2020 \_\_\_\_\_ 2021 \_\_\_\_\_ 2022 \_\_\_\_\_ 20\_\_\_\_

(A separate Gas Service Request Form will be necessary for each different configuration and multifamily building.)

**6. Equipment Information For Residential, Commercial, Multifamily, Builders:**

List proposed equipment by type and BTUH input rating. List boilers redundancy and efficiency. List make-up air units by BTUH input rating and CFM supplied. List existing equipment that will continue to be utilized in the left columns. List new/added equipment in the right columns.

For Commercial: List absorption air conditioning by BTUH input and tonnage supplied.

Qty.	Existing Equipment Description	BTUH Input Rating	Qty.	New Equipment Description	BTUH Input Rating
	Total BTUH Input (All Equipment–New and Existing): Total BTUH				

[For additional space click here.](#)

<p><b>7. Type of Gas Service Requested*</b>          Firm                      Interruptible, alternate fuel _____           (Please contact Washington Gas for interruptible service requirements)</p>	<p><b>8. Gas Pressure Requested at Meter Outlet</b>          4" W.C. – Low pressure          7" W.C. – Standard pressure          2 PSIG – Medium/High pressure          Other _____ PSIG</p>
---	---

**9. Contact Information\***

Local Contact:	Phone No.:	General Contractor:	Phone No.:
Architect:	Phone No.:	Developer:	Phone No.:
Engineer:	Phone No.:	Owner:	Phone No.:

**IMPORTANT**

Please include two copies of site plan and additional mechanical drawings showing location of water, sewer, and other underground utilities, and desired location of gas service line and meters. Please see page one for all required documents needed for a complete submittal. Note that the cost evaluation cannot begin until all of the requested information is received.

**10. Details**

**Send Request to:**

Today's Date:
Gas Service Construction Start Date (If Necessary):
<b>Date Gas Piping Installation Required:</b>
Signature:
E-mail address:
Contact for customer commitment letter, if different from above:  Name:  Email:

**A SIGNATURE IS REQUIRED.**