

NEW GAS SERVICE CHECKLIST

Name: _____
Address: _____
Customer #: _____

This handy checklist has been prepared to help you complete the necessary steps to get your new gas service. All areas of this checklist must be initialed and dated by the appropriate office before a gas line will be installed, a meter set and utility service turned on. We take this opportunity to welcome you to our family of customers.

ENGINEERING – CITY HALL—ROOM 211 730-5200

Sign application for gas line from main to house. Confirm size of service required and meter location. Review seasonal cutoff date for installation. For new construction, gas service installation must be scheduled before yard is sodded.

 Date Initial

 Date Initial Are there private electrical utilities on site? Yes No

BUILDING INSPECTION - CITY HALL—ROOM 210 730-5240

Obtain permit(s)

 Date Initial

Call for inspection after installation

CUSTOMER SERVICES—520 GARFIELD AVENUE 730-4050

 Date Initial

Sign application for gas meter
If required, pay security deposit
If interested, obtain application for low interest loan

GAS DIVISION—520 GARFIELD AVENUE 730-4003

 Date Initial

Furnish furnace information

FURNACE INFORMATION REQUIRED

Customer # _____

On-demand gas water heater: Yes ___ No ___

Metering Pressure: 7" water column ___ 2 # elevated pressure ___

Make of furnace: _____ Model number: _____

BTUs - Input: _____

Purchased from: _____

Plumber/Installer's name: _____

Check one: Forced Warm Air ___ Forced Hot Water ___

Check one: Wall Vent ___ Roof Vent ___

Other gas appliances: _____

Primary heat source: Yes ___ No ___