INTERDEPARTMENTAL CORRESPONDENCE
CITY OF DULUTH, MINNESOTA

DATE: **REVISED May 6, 2008**

TO: **GENERAL NOTICE:** Public Works & Utilities
Engineering
Gas Division
Service Division
Utility Operations
Customer Service

FROM: Eric R. Shafer, P.E.
Chief Engineer of Utilities

SUBJ: **GAS SERVICE APPLICATIONS - SEASONAL CUTOFF – REVISED DATE**

1. The seasonal cut-off date for all gas services applications will be **October 15** of each year. Applications for gas services will not be accepted after **October 15,** except for a verified failed existing heating unit, which may be accepted on a case by case basis.

2. If conditions allow for additional service installations, after the deadline, then service applications may be accepted on a case by case basis.

3. Applications for gas service may be accepted after **October 15th,** provided the owner provides all trench excavation and backfilling at no cost to the City. Trenches shall be constructed per current **City of Duluth Standard Construction Specifications.**

4. Remind all applicants, that the building must be marked for gas riser location and any grading from the street to the building must be completed, including the foundation backfill by **November 1st**. The Engineering Division will inspect all applicants' sites, to confirm whether grade is established and foundation is backfilled, prior to gas service installation. **After November 1st , if the above conditions are not met, the owner must provide all excavation and backfill for the gas service installation at no cost to the City. This includes the cost for any ground thawing necessary.**

5. Temporary meter sets and/or gas services for newly constructed buildings are by Engineering Division approval only.