

# VIRGINIA PUBLIC UTILITIES

## Steam Conversion to Natural Gas

### Customer Checklist

#### Natural Gas Conversion

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- Submit an Application for Gas Service – Forced Conversion to the Utility.
- Obtain contractor quote (two quotes will be needed for VPU financing).
- Select the contractor.
- Stake the spot where you would prefer the gas service enter the building. Do this as early as possible as, in about May, our service line contractor will be making an initial determination of how the service line will best be installed. The stake should be clearly marked “Gas Service”. Because of building codes, the final location will be at the discretion of the Virginia Public Utilities. Because, in most areas of town the gas main is in the street, we will run the gas service to the face of the building or up the preferred side to a location where we can enter.
- Have that contractor complete the Natural Gas Service Capacity Information form and submit this to the Utility. The contractor should be obtaining a **Mechanical Permit** from the **City of Virginia Engineering Office** before the installation of gas piping and equipment.
- Submit the completed Forced Steam Conversion Acknowledgement form to the Utility
- Either:
  - 1) Submit a completed Loan application (attach at least two quotes) to the Utility, obtain a loan package from the VPU office, and complete the Promissory Note.
  - Or:
    - 2) Submit a rebate form.
- Contact the Utility when you and your contractor have determined an installation date, so we may prepare for your gas meter installation. After the gas service has been installed the Utility will work with you and/or your contractor to determine a proper time to hang a meter and regulator. Once the meter and regulator are installed the gas will be shut off and locked until completion of the **Service Connection** step.
- Submit a request for up to a 50% advance disbursement (if accessing VPU financing).
- Service Connection** – Upon completion of the installation your contractor will be required to perform an air test. **Your contractor should be contacting the City of Virginia Engineering office at 218-748-7500 to request a “Gas Inspection”.** City staff will conduct the air test and the installer must be present. Upon passing the air test, the inspector will unlock the gas valve. At this point monthly service charges as well as any consumption will start to be billed to your account.
- Contact the Utility, upon completion of the conversion, to schedule a time when we can chain off the steam service valve and perform final inspection. Monthly steam service fees will be discontinued upon completion of this final inspection.
- Submit a Certificate of Completion, the contractor’s invoice, and the contractor’s lien release form for final payment (if accessing VPU financing).

Virginia Department of Public Utilities  
618 2<sup>nd</sup> St S  
PO Box 1048  
Virginia, MN 55792

**Application for Natural Gas Service  
Forced Conversion**

(Complete this application if you want gas service installed to your building)

(Please print)

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Customer Phone #: \_\_\_\_\_

Service Address: \_\_\_\_\_

Intended use:      \_\_\_\_\_ Residential                      \_\_\_\_\_ Commercial

**Natural Gas Service Policies**

1. The Department of Public Utilities will install and maintain all piping and equipment up to the outlet of the gas meter at the cost of the customer. A general facility fee, which buys into the existing natural gas infrastructure system cost, shall apply to each meter.
2. The customer is responsible for ensuring the gas meter is protected from damage from ice, vehicles, etc. If the meter is damaged due to causes other than normal wear, the customer will be billed for repairs or replacement.
3. The Customer is responsible for installation and maintenance of all piping and equipment downstream of the meter outlet.
4. The Customer is responsible for ensuring the required maintenance of underground customer piping (buried underground downstream of the meter outlet; for example, garage services, pool heaters, or barbeque lines) is performed. This may include:
  - a. Locating and marking the pipe in advance of any construction activities
  - b. Monitoring the corrosion protection system, if the piping is subject to corrosion
  - c. Any other items required to maintain the integrity of the buried piping
  - d. In the interest of safety to all, notifying the Department of any new services to garages or outdoor appliances so that they can be mapped and included in the annual leak survey performed by the Utilities
5. In the event that the Department discovers a problem with the customer's piping which creates a safety issue, the Department may discontinue gas service to the premise until the safety hazard is corrected.
6. The Customer may contact the Department for assistance in ensuring the required maintenance of buried customer piping is performed. If the Department performs these services, the Customer may be charged. The Department may also direct the Customer to another source for these services.
7. Property Owners involuntarily terminated from the steam system shall bear no cost for gas service installation or any general facility fee.

**Having read and being familiar with the attached policies for natural gas service. I hereby agree to fully comply with those policies to the satisfaction of the Public Utilities Commission.**

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

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Virginia, MN 55792

**Natural Gas Service Capacity Information**

(Your contractor will need to complete this form so we can properly size the gas meter)

(Please print)

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Name of contractor or individual who will be doing the installation in your home or business:

\_\_\_\_\_

Total Input Capacity Required: \_\_\_\_\_ BTU/Hour

Delivery Pressure: \_\_\_\_\_ 7 inches w.c. (standard) \_\_\_\_\_ 2 lb.

Do you anticipate that the input capacity will increase in the future? \_\_\_\_\_ Yes/No

If yes, by how much? \_\_\_\_\_ BTU/Hour

By what date do you anticipate service (minimum 72 hours excluding holidays and weekends): \_\_\_\_\_

This is not a guarantee that your service will be installed by that date

Please indicate the Hot Water Source

Natural Gas

Electric

Other \_\_\_\_\_

# Virginia Department of Public Utilities

618 2<sup>nd</sup> St S

PO Box 1048

Virginia, MN 55792

Phone (218) 748-7540 • Fax (218) 748-7544

## Forced Steam Conversion Acknowledgement

Customer Name \_\_\_\_\_ Account Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Service Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

By signing below I acknowledge the following:

- Steam heat will remain live to the property until the Utility is able to permanently abandon the main line.
- Once permanently abandoned, the steam service line will become the entire responsibility of the property owner.
- Upon completion of the involuntary conversion, the steam meter shall become the property of the Utility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Virginia Public Utilities  
Completed Steam Conversion  
Rebate Authorization Form**

**Property Owner Name** \_\_\_\_\_  
**Service Address** \_\_\_\_\_  
**Account #** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_

- Apply my rebate to the above account**  
 **Send a check to the above mailing address**

I certify the steam conversion at the above property is completed and I have chosen to forgo a steam conversion loan at the above property

**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

*for office use only*

2017 Steam Billing	Total Rebate
	\$ -

- Steam Chain off complete**

**Approved by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_