

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

**Application for Natural Gas Service**

(please print)

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

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

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

Contact Phone #: \_\_\_\_\_

Forced Conversion – If this is a forced conversion from steam – there is NO CHARGE!

Address where service is requested: \_\_\_\_\_

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

Describe what is being installed (furnace, boiler, gas fireplace, etc.):

\_\_\_\_\_  
\_\_\_\_\_

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 require service (minimum 72 hours excluding holidays and weekends): \_\_\_\_\_

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

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

\_\_\_\_\_

**Having read and being familiar with the attached policies for natural gas service, including applicable fees associated with the installation of natural gas service and, in the case of voluntary steam conversion, the costs associated with the disconnection of the steam service, I hereby agree to fully comply with those policies to the satisfaction of the Public Utilities Commission.**

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

**Please include a check made out to the “Department of Public Utilities” in the amount of \$200.00 for the General Facility Hookup Fee. (Fee Effective 11/15/01 – Subject to Change Without Notice)**

For department use only:

Fee Received \$ \_\_\_\_\_  SWO # \_\_\_\_\_  Forced Conversion (No Charge)

GSOC Made \_\_\_\_\_

Informed customer that gas line has been installed (leave door hanger if not home)

## Customer Information – Natural Gas Service

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### Customer Check List

- Area Location** - Stake or mark spot where you want the gas service to enter the building. It should be clearly marked “Gas Service”
- Meter Installation** - After the gas service has been installed to your building and your contractor/installer has completed installation of your piping in the building, **contact our business office at 218-748-7545** to request that a meter be installed on the service.
- Service Connection** – After your contractor/installer has put on the air test (it must be on 12 hours prior to our inspection), **contact our business office at 218-748-7545** to request a “Gas Inspection”. **The installer must be present.** Upon passing the air test, we will unlock your valve (at this point, monthly service charges as well as any consumption will start be billed to your account).

### Summary of New Gas Service Extension Policy

#### 1) Gas Services

There will be a \$200 general facility hookup fee for residential gas services up to 90 feet long. Anything over 90 feet will be billed to the customer at current actual Virginia Department of Public Utilities installation cost.

Effective Date: November 25, 2003

#### 2) Main Extensions

Gas mains will be extended up to 125 feet free of charge. Anything over 125 feet will be billed to the customer at the current actual Virginia Department of Public Utilities installation cost and subsequent customers will be charged for main installed beyond 125 feet the Department installed. The customer will also pay the \$200 general facility hookup fee for their gas service extension.

Effective Date: November 25, 2003

#### 3) Commercial Mains and Services

Gas main and service extensions will be evaluated on an individual basis for commercial natural gas service requests with loads that are significantly greater than typical residential heating load. Evaluations will be based on installed cost of facilities and expected payback period for the installation and brought to the Commission for action.

Effective Date: November 25, 2003

#### 4) Steam Disconnect Policy

For those customers who are requesting natural gas service with the intent to convert from steam to natural gas, the Commission has adopted a policy regarding the voluntary disconnection of steam services. This policy includes a mandatory financial commitment to disconnect steam at the main (approx. \$2,000). Steam services in an involuntary abandonment area carry no requirement to disconnect at the main since this can be done with one disconnection for multiple dwellings.

Effective Date: November 25, 2003