

Virginia Department of Public Utilities
618 2nd Street South
PO Box 1048
Virginia, MN 55792

Application for Natural Gas Service

Customer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Service Address: _____

Name of contractor or individual performing installation: _____

Intended Use: Residential Commercial

List what is being installed (furnace, boiler, fireplace, etc.): _____

Will natural gas be your primary heat source? Yes No If no, please list: _____

Will natural gas be your hot water source? Yes No If no, please list: _____

Delivery Pressure: 7 inches w.c. standard 2 lb.

Total Input Capacity Required: _____ BTU/Hour

Will input capacity increase in the future? Yes No If yes, by how much? _____ BTU/Hour

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 Virginia Public Utilities Commission.

Signature: _____ Date: _____

Please include a check made payable to Virginia Public Utilities in the amount of \$200.00 for the General Facility Fee. (Fee effective 11/15/2001 – subject to change without notice)

Department Use Only

Service Order #: _____

Fee Received Copy to Director of Outside Distribution Original to Accounting Supervisor

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Customer Checklist

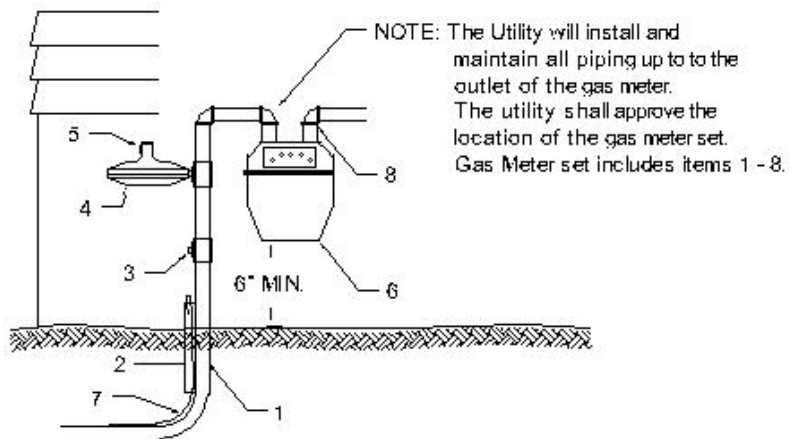
- Service Location** - Stake the location where you would prefer the gas service to enter the building. It should be clearly marked "Gas Service". Due to code requirements, the final location will be at the discretion of the Virginia Public Utilities.
- Mechanical Permit** - Ensure that your contractor/installer obtains a Mechanical Permit from the **City of Virginia Community Development, Permitting & Planning Department** prior to the installation of gas piping and equipment. They are located in City Hall at 327 1st St S and may be contacted at (218) 748-7500.
- Meter Installation** - After the gas service has been installed to your building by the Utility or a contractor, the Utility will hang a meter and regulator. The gas service will be shut off and locked until completion of the service connection.
- Service Connection** – Upon completion of the installation of your gas piping and equipment, your contractor/installer will be required to perform an air test. They will need to contact the City of Virginia Community Development, Permitting & Planning Department at (218) 748-7500 to request a "Gas Inspection". The contractor/installer must be present during the inspection. Upon passing the air test, the inspector will unlock your valve. At this point, monthly service charges as well as any consumption will begin billing on your account.

**VIRGINIA DEPARTMENT OF PUBLIC UTILITIES
POLICY**

Subject: GAS SERVICE POLICY			Index: CUSTOMER SERVICE	
			Number: 100.80	
Effective Date: 05/15/2013	Supersedes: 01/01/10	Page: 1 OF 2	Prepared by: WH, NG	Approved by: Commission - 3/25/13

1.0 PURPOSE:
To outline the Department's policies on gas service installation and maintenance.

2.0 REFERENCE:
City Code 3.04 subd 8 (Customer's Responsibility)



The Virginia Department of Public Utilities will be responsible for the operation, maintenance, and discontinuance of service from the meter to an including the connection at the main.

In areas where the gas distribution system is being rebuilt, gas services which are no longer being utilized to serve customers shall be abandoned in place and recorded on Department drawings.

- 1. 3/4" Steel Riser
- 2. 3/4" PVC Sleeve - 12" long
- 3. 3/4" Mueller Lock Cock (Riser valve)
- 4. Vent
- 5. Gas Regulator
- 6. Temperature Compensating Meter
- 7. Tracer Wire #12 Coated Copper
- 8. Meter Outlet (at Spud)

3.0 POLICY:

1. The Department of Public Utilities will install and maintain all piping and equipment up to the outlet of the gas 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.