

VIRGINIA PUBLIC UTILITIES

Steam Conversion to Natural Gas

Customer Checklist

Natural Gas Conversion

- Submit an Application for Gas Service – Forced Conversion to the Utility.
- Obtain contractor quote (two quotes required for Utility 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 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 you or your contractor will be required to perform an air test of the piping from the meter to the furnace or boiler. **You or your contractor should contact the City of Virginia Engineering office at 218-748-7500 to request a “Gas Inspection”**. 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 2nd 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.
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. In the event that gas service is requested and installed to the property, and the Property Owner converts to a primary heat source other than natural gas, the Property Owner will be billed the actual cost of the installation.

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: _____

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

Natural Gas Service Capacity Information

(To be completed by the contractor)

(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.

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

Please indicate the hot water source:

Natural Gas

Electric

Other _____

Virginia Department of Public Utilities

618 2nd 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



Steam Conversion Loan Program

In an effort to assist property owners with converting heating systems from steam to another heat source, the Virginia Public Utilities has a loan program for funding conversions.

Terms:

Rate:	0%
Term:	Up to ten (10) years
Payments:	Monthly or Assessed (at owner's discretion)
Eligible Costs:	Any mechanical contractor costs associated with the steam and hot water heating conversion, including the cost of asbestos removal and electrical upgrades, if required as part of the conversion costs. Where an owner does their own improvements, only material costs will be eligible for reimbursement.
Funding Limits:	\$600,000
Advances:	Up to 50% up-front, remainder upon execution of Completion Certificate and Mechanics Lien Waiver; All advances will be directly to contractor.
Assumable:	Yes

Loan Requirements:

- Completed Loan Application
- Two quotes from licensed contractors
- Both parties to a Contract for Deed will be required to execute the Promissory Note

Default:

- A pending assessment will be placed on the property upon the initial disbursement of funds.
- Failure to make timely loan payments will trigger the remaining loan balance being assessed to the property over the remaining life of the loan.

Property owners can obtain a loan application from our website www.vpuc.com, at the Department of Public Utilities, 618 Second Street South, Virginia, MN, or call (218) 748-7540 and a packet will be mailed to you.

618 South 2nd Street
P.O. Box 1048
Virginia, Minnesota 55792



Virginia Public Utilities

Phone: 218-748-7540
Fax: 218-748-7544
www.vpuc.com

Conversion Loan Application

Applicant Name: _____
SS or Tax ID #: _____ Phone: _____

Second Applicant Name: _____
SS #: _____ Phone: _____

Property Address: _____
Parcel #: _____
Utility Account #: _____

Mailing Address: _____
City: _____ State: _____ ZIP: _____

I am a(n): Owner Renter Contract for Deed Holder

➤ **Contract for Deed Owners**

Owner of Record: _____
Address: _____
City: _____ State: _____ ZIP: _____

Type of Owner: Individual/Proprietorship Partnership Corporation

Conversion Estimates - Two Quotes Required (attach copies)

	<u>Contractor Name</u>	<u>Quote Amount</u>
Quote 1:	_____	\$ _____
Quote 2:	_____	\$ _____

Which quote are you accepting? Quote 1 Quote 2

Loan Preferences

Payments Billed Monthly Assessed on Property Taxes
Number of Years: _____ (10 or less)

I/We certify that the information contained in this application are true, accurate and complete to the best of my/our knowledge and belief. I/We agree to the conditions pertaining to completion of work.

Applicant Signature
Date: _____

Second Applicant 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

2023 Steam Billing	Total Rebate
	\$ -

- Final Steam Conversion Inspection Complete**

Approved by: _____
Date: _____