New Gas Service Installation Guidelines

Columbia Gas of Massachusetts is pleased to have worked with hundreds of builders and developers to bring the clean comfort of natural gas to their projects.

Drawing on this experience, we have developed the following guidelines designed to help you properly complete the attached New Gas Service Installation Form.

Once a home/building in your development is ready for natural gas service, you'll need to complete a New Gas Service Installation Form for **each home/building**. After accurately completing the form, you can be confident that your gas service installation will be installed in a timely fashion.

Please note: we will not process this request until the foundation is in and backfilled to final grade. When these requirements are met, please fax the completed form to Columbia Gas of Massachusetts at **978-691-6480**.

Please follow these guidelines to ensure successful installation.

- Please accurately complete all necessary information and draw a sketch on the enclosed blank form indicating the proposed location of the new gas service, and clearly identify other underground utilities, septic system, and sprinkler system. We have also included a SAMPLE form on the back of this sheet for your reference. You must provide all information before the gas service can be scheduled for installation.
- When choosing the meter location and gas service route, please keep in mind the following:
  - ✓ The meter should be located within 10 feet of the front corner of your home.
  - ✓ We cannot cross a septic system.
  - ✓ We are able to cross underground electric and water services, but must have the locations identified.
  - ✓ Be sure you also identify your underground sprinkler system, if applicable.
  - ✓ There must be a three-foot clearance from the gas meter to any door or window openings, vents, electric meter, and any other sources of ignition. Greater clearances may be needed for some equipment. Check with your gas equipment installer for details.
  - ✓ Please review the enclosed "Natural Gas Meter Placement" information sheet and discuss the meter location with your gas equipment installer. This will reduce the likelihood of error and the additional cost you may incur to relocate the service after it has been installed.
- Meter and service sizes are determined by the BTU input information you provide. The BTU input of an appliance is usually found on a plate affixed to the appliance. Your installation contractor should also be able to provide you with this information.

Thank you in advance for providing this information accurately and with your attention to detail.

If you have any questions regarding the completion of the form, please call your builder/developer representative at **1-888-639-4270**.

Columbia Gas of Massachusetts
A NiSource Company

55 Marston St.
Lawrence, MA 01842
www.columbiagasma.com

Tel: 888-639-4270
Fax: 978-691-6480

New Gas Service Installation Form

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Sample Form

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Tel: 888-639-4270
Fax: 978-691-6480
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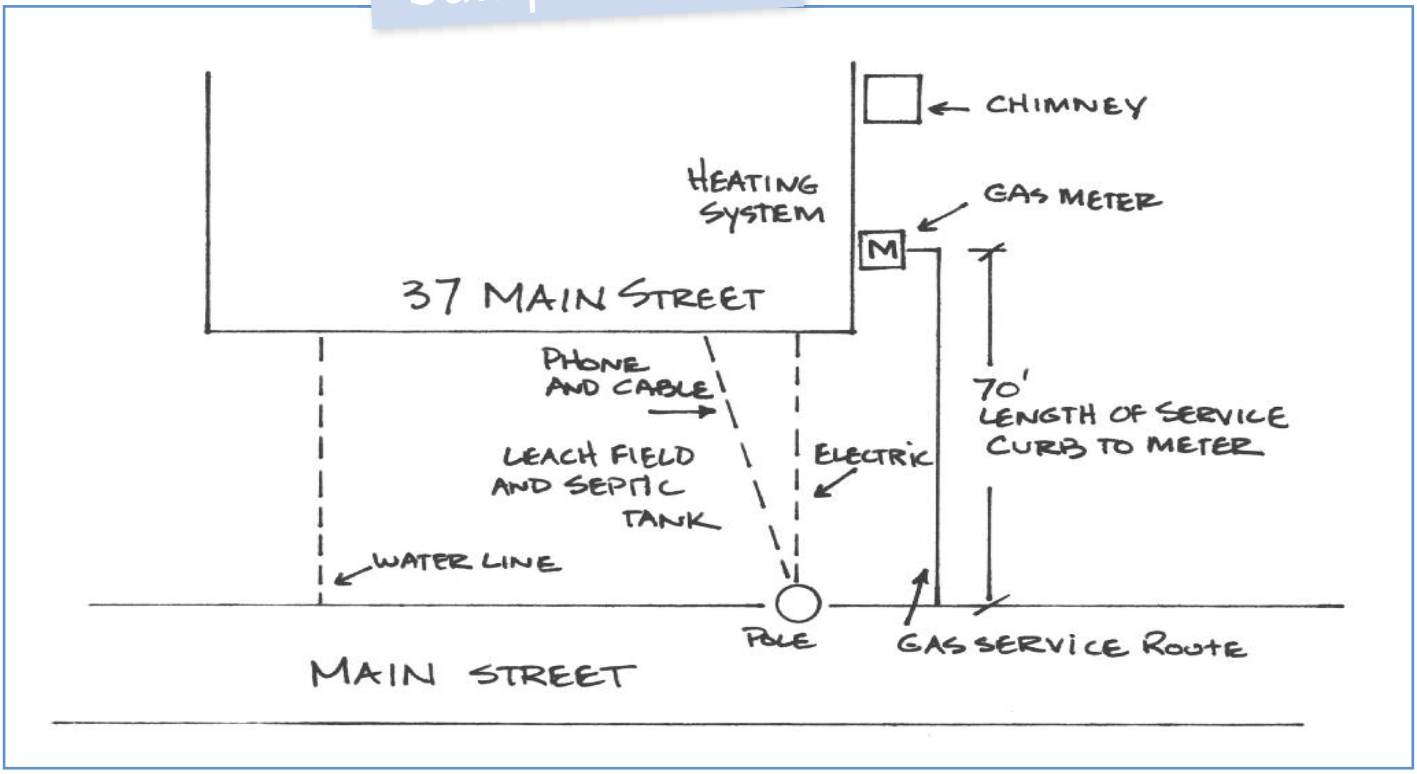

Please include in your drawing:

- ❑ House
- ❑ Street
- ❑ Gas Service
- ❑ Water/Well
- ❑ Sewer
- ❑ Septic
- ❑ Telephone
- ❑ Electric
- ❑ Cable
- ❑ Retaining Walls
- ❑ Underground Sprinkler
- ❑ Other obstructions

Comments _____

Sample Form

Builder/Developer Rodgers

Mailing address 139 Branch Rd City Agawam State MA Zip 01103

Contact Name John Rodgers E-mail address JohnR@connect.com

Development/Project Pioneer Square Lot # 37

Service Address 37 Main Street

City/Town Springfield State MA Zip 01128

Phone Office 413-227-9806 Cell 413-238-2246 Fax 823-781-9906

Length of service from street to meter location 85' Square footage of house 2,200

Gas Load Input (can be found on plate affixed to the appliance, or check with your contractor)
Enter total number of appliances and total BTU input. *(Necessary for proper meter and service size)*

Equipment	# of units	Total BTU input
Heating	1	90,000
Water Heater	2	80,000
Range	1	50,000
Dryer	1	25,000

Equipment	# of units	Total BTU input
Pool Heater	1	250,000
Gas Fireplace	1	25,000
Generator	1	200,000
Other		