



HOMEBUILDER GUIDE TO NATURAL GAS SERVICE INSTALLATION

Step 1: Apply for natural gas service to your site at your local ATCO Gas Office

Information required:

- The exact legal description/civic address of your location; a copy of the legal survey plot plan
- Total BTU Load of all gas appliances
- Square footage of home
- Site Ready Date (Refer to Step 3)
- Pre-payment may be required at time of application

Step 2: Contact an energy provider of your choice immediately upon receipt of Site ID

- This is called "**enrolling**" your site and is notice to the retailer that this property is about to have a new service.
- Site ID is generated by ATCO Gas when new service application process is complete.
- Site ID may be obtained from web site: www.utilitynet.net.
- Approximately 5 working days after **enrolling** your site with your energy retailer, ATCO Gas receives notification.

The separation of the retail energy business from the energy delivery business means you are now dealing with two companies when it comes to providing natural gas to your new site:

- 1) The Energy Provider – You first choose an energy provider for gas at regulated rates, or alternatively, competitive rates. For a list of licensed energy retailers, refer to www.customerchoice.gov.ab.ca.**
- 2) Your Energy Delivery Company – ATCO Gas continues to deliver safe, reliable, natural gas to your home, office or business.**

Step 3: To avoid delay of the gas service installation, please ensure these conditions are met.

- Address clearly marked on building
- Building backfilled and property leveled within 8 cm (3") of final grade in area of service installation.
- Gas Riser location marked with proper clearance to meet specifications (see attachment). Must be on same side as utility service drops. Stub wall constructed on low basement foundations to accommodate riser mounting. Stub wall or basement wall .6m (2') above finished grade.
- All construction materials and obstructions must be removed from service pipe alignment and within 3m (10') radius of utility service drops.
- Deep utilities (water/sewer) must already be installed. Water c.c. clearly marked.
- Call 799-7950 or fax 799-7970 when site is ready, to confirm and schedule.
- Site is inspected and approved by an ATCO Gas representative when all conditions are met; gas installation will follow within 10 working days, not including days lost due to site being found in improper condition. **(If site is not ready, location will be tagged, unsatisfactory conditions will be identified and applicant to call 799-7950 when conditions rectified)**

In areas with 4-party joint trenching, gas meter must be located within 3m (10') of front corner of house with gas meter closest to the front and power meter a minimum of 1 meter beyond the gas meter.

In areas without joint trenching, meter location must be on the front or within 3m (10') of front corner of house and on the opposite side of power.

Step 4: To avoid delay of the gas meter installation, please ensure these conditions are met.

- Address clearly marked on building. If more than one house line is installed, addresses must be permanently marked on each house line before we will install the meters.
- Gas permit required. If more than one house line, each address requires a gas permit.
- Energy provider must be chosen
- Air test must be on house line. Minimum is 15 lbs. Gauge must be left on for servicemen to witness and remove. Minimum gauge requirement is 30 lbs. with 3" face and 2 lb. increments. (A common delay in getting meters set is air tests not holding when serviceman arrives on site. If air test fails, applicant is to call 799-7940 when retested and repairs made.)
- All rough piping completed to within 18" of all appliances. Gas line to start 14" to 18" to the right of the riser and within 18" above the riser. (On mobile homes, gas piping should extend past the trailer skirting.)
- Furnace vented
- Applicant to call 799-7940 or fax 799-7970 when all of the above is complete.
- Under normal circumstances, meter installation occurs within 5 working days of all above conditions being met, not including days lost due to site not being ready.

METER & RISER LOCATION – RESIDENTIAL & SMALL COMMERCIAL

Outside Meter Set Space Requirements

Restrictions for minimum clearance from the service regulator requirements are illustrated in Figure 804-1 and 804-2 (attached)

The service line and meter set may not be installed in the following restricted locations:

- Close to sump pump discharge .9m (3ft.)
(Sump pump to discharge at front of house). Refer to attached drawing 6-558.
- Under a porch, sundeck or bay window
- In a driveway or carport
- Under roof drain or water tap
- In front of a window

The meter set must be installed as outlined:

- In an accessible location where it can be easily read and maintained
- Where it is least likely to be subject to damage
- On the customer's property, securely attached to the building
- So that the supporting riser pipe is protected from the damage and not encased in concrete. (The sleeve must rise 100 mm (4 in.) above any concrete or ground cover)

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