



APPLICATION PROCEDURE

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.
- Type of home, i.e. bi-level.
- Estimated Site Ready Date (Refer to Step 3 for requirements).
- Pre-payment required at time of application.

ENROLMENT REQUIREMENT

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 website: 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.

SITE REQUIREMENTS

Step 3: Ensure the following conditions are met at all times during construction, to avoid delay of gas service installation.

- Street Address must be clearly visible from the road at all times.
- Final grade marked on basement wall.
- Gas Riser location marked with proper clearance to meet specifications. Must be on same side as utility service drops. Service drops will not be moved under any circumstances
- 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.
- Sump Pump Discharge cannot be located on the same side as utilities. Refer to attached **Drawing 6-558** as per Municipality.
- In urban areas, gas installation will follow within 15 working days for frost free conditions and 20 working days for frozen ground conditions not including days lost due to site being found in improper condition. For rural areas, contact the local ATCO Gas office.
- Once the Builder has confirmed the site is ready for service and service installation crew arrives on site, if conditions are not met there will be a \$150 Mobilization charge for each additional site visit required for ATCO Gas to return to site.

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.



GAS METER REQUIREMENTS

Step 4: Ensure the following conditions are met, to avoid delay of gas meter installation.

- Address clearly marked on building. If more than one house line is installed, addresses must be permanently marked on each house line before meters installed.
- All rough piping completed to within 18" of all appliances.
Refer to attached Gas Meter Location and Specifications Diagram.
- Gas permit required. If more than one house line, each address requires a gas permit.
- Site must be enrolled with Energy Provider.
- Applicant to fax **Gas Connection Request form** to 780-799-7970 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

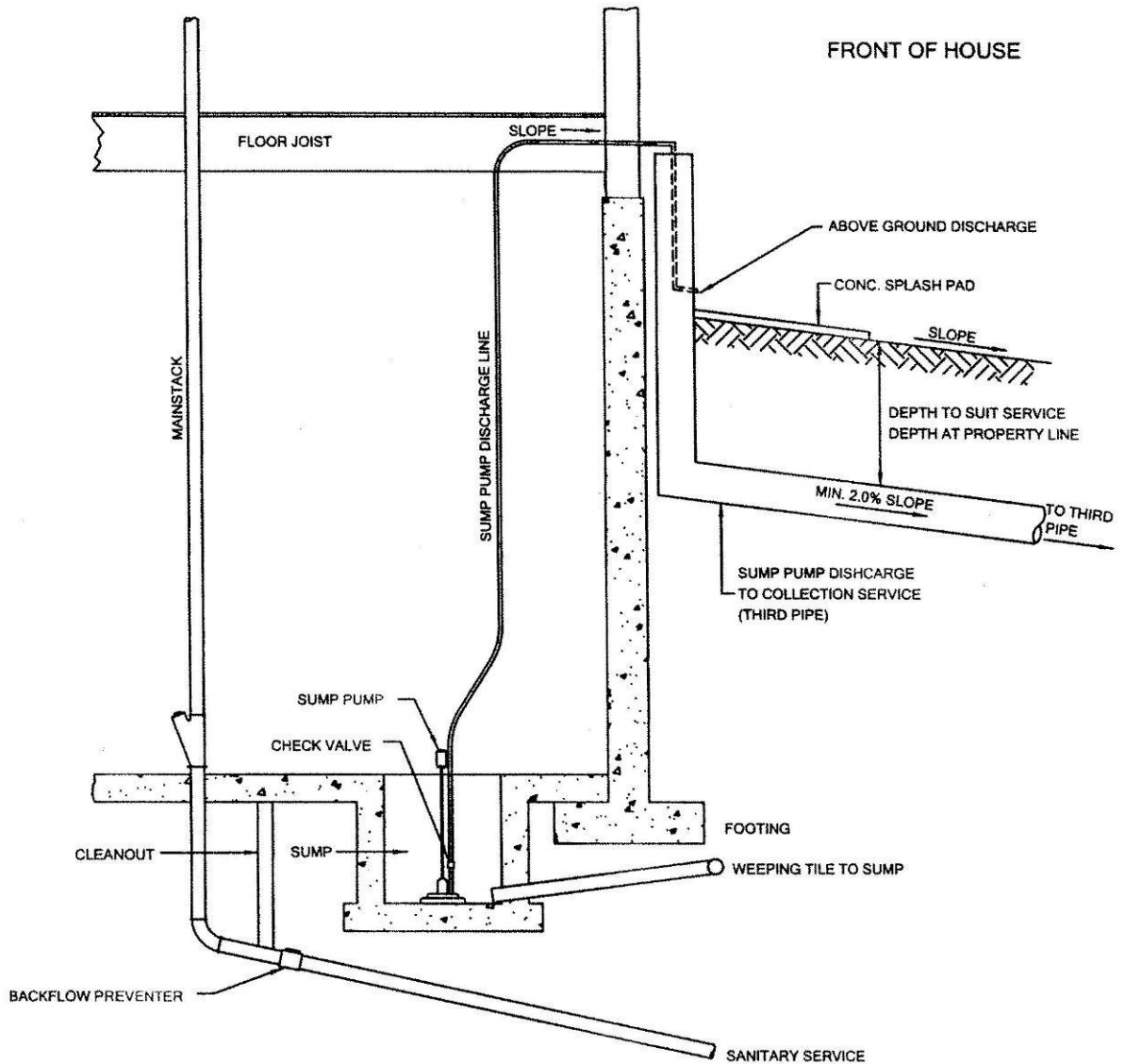
- Must be in an accessible location where it can be easily read and maintained, within first 3m (10') of building.
- Restrictions for minimum clearance from the service regulator requirements are illustrated in attached **Gas Meter Location and Specifications Diagram**.

The Service Line and Meter Set may not be installed in the following restricted locations:

- Under a porch, sundeck or bay window.
- In a driveway or carport.
- Roof drain and water tap cannot be located within 1 meter of gas riser.
- In front of a window.

The meter set must be installed as outlined:

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



NOTES:

(1) EVERY PART OF THE PLUMBING SYSTEM SHALL BE PROTECTED FROM FREEZING THROUGH THE USE OF AN APPROVED METHOD.

(2) WEeping TILES SHALL NOT TO BE CONNECTED TO THE SANITARY SYSTEM.

(3) BACKFLOW PREVENTORS SHALL BE INSTALLED BY LOT OWNERS ON ALL SANITARY SERVICES.

(4) ROOF LEADERS SHALL DISCHARGE TO THE SURFACE.

(5) SUMP PUMP TO DISCHARGE INTO THIRD PIPE AT FRONT OF HOUSE. SIDE YARD LOCATION IS NOT PERMITTED.

Scale:

N.T.S.

Drawn By:

Tim Schaap

Checked By:

Approved:

Date:

DEC. 2001



REGIONAL MUNICIPALITY OF WOOD BUFFALO

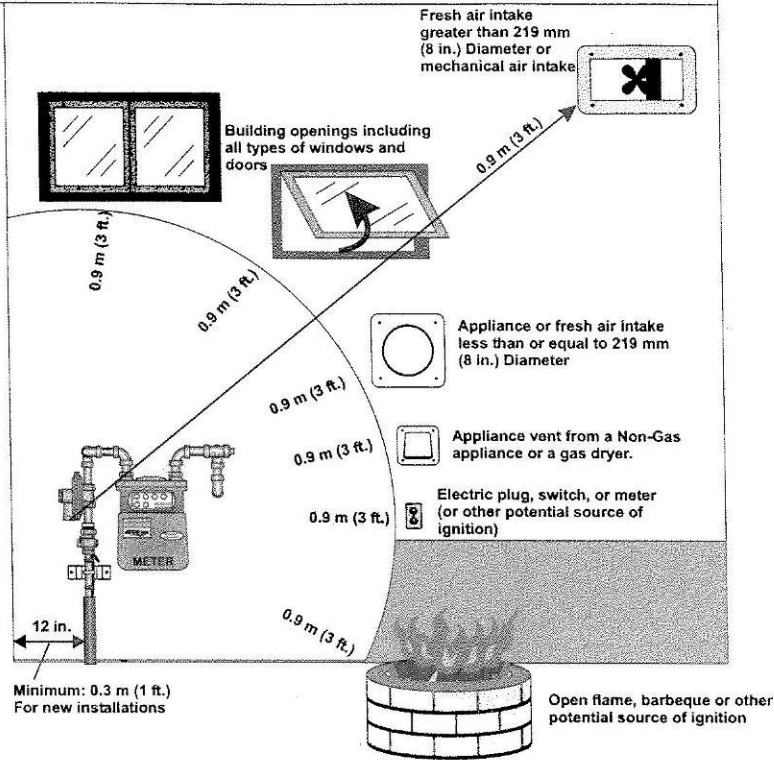
WEeping TILE DISCHARGE

Gas Meter Location and Specifications

Typical Right Hand Side Installation

Note: All distances are measured radially from the regulator vent termination point.

Minimum Clearance Requirements from the Service Regulator Vent (measured in any direction)



Typical Left Hand Side Installation

Note: All distances are measured radially from the regulator vent termination point.

