

## REQUEST FOR GAS TAP & METER INSTALLATION

To assure that we properly size the service line and metering equipment to meet your load requirements for the home, please indicate if a 2 psi system is required and/or if the load for the equipment exceeds 275,000 BTU/Hr. If you have questions, or experience unusual circumstances that are not covered by the above explanations, please call us at 770-271-2137 or 770-945-6734 extension 1209. If you are an individual and/or homeowner fill out your information as the Contractor.

Company Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_\_

**JOB SITE INFORMATION:** Property is located: \_\_\_\_\_ Inside the City \_\_\_\_\_ Outside the City  
Subdivision: \_\_\_\_\_ Lot/Block/Suite: \_\_\_\_\_  
Site/Service Address: \_\_\_\_\_

Square Footage Heated Space \_\_\_\_\_ Gas Delivery Pressure (**circle one**) **7"W.C.** **2 PSI** **5PSI**

**CALCULATE TOTAL BTU'S**

- |   |   |
|---|---|
| <input type="checkbox"/> Central Furnaces Total BTU Input/Hr _____  | <input type="checkbox"/> Dual Fuel Systems Total BTU Input/Hr _____ |
| <input type="checkbox"/> Gas Logs Total BTU Input/Hr _____          | <input type="checkbox"/> Water Heaters Total BTU Input/Hr _____     |
| <input type="checkbox"/> Gas Cooking Total BTU Input/Hr _____       | <input type="checkbox"/> Gas Dryer Total BTU Input/Hr _____         |
| <input type="checkbox"/> Gas Grill Total BTU Input/Hr _____         | <input type="checkbox"/> Gas Light Total BTU Input/Hr _____         |
| <input type="checkbox"/> Pool Heater Total Input/Hr _____           | <input type="checkbox"/> Spa Heater Total BTU Input/Hr _____        |
| <input type="checkbox"/> Standby Generator Total BTU Input/Hr _____ | <input type="checkbox"/> Other – BTU Input/Hr _____                 |

**TOTAL BTU INPUT/HOUR** \_\_\_\_\_ **METER SIZE TO BE APPLIED FOR:** \_\_\_\_\_

### EFV APPLICANT INFORMATION FOR NEW/REPLACEMENT SERVICE LINES

Our natural gas system is required to comply with all Pipeline Safety Regulations as set forth in 49 U.S.C. 5103, 60112, 60104, 60110, and 60118; 49 CFR 1.53, Part 192.

An EXCESS FLOW VALVE is intended to stop the flow of gas should the flow exceed a set rate such as when the service line is broken by construction or other accidents.

**NOTICE !!!                      NOTICE !!!                      NOTICE !!!**

### CUSTOMER NOTIFICATION REGARDING CUSTOMER OWNER GAS SERVICE LINES

If you are a natural gas customer of the City of Sugar Hill please read the following notification.

### IMPORTANT NOTICE TO OUR CUSTOMERS

**Federal Regulation 192.16** requires that we notify you to exercise diligence regarding underground or buried gas piping. Buried pipe may be subject to leakage and/or corrosion (corrosion may occur on metallic pipe) and could potentially be subject to hazards if not maintained.

**Remember** that any and all gas pipe downstream (house side) of the gas meter belongs to you, the gas consumer, and the gas consumer is responsible for maintenance and operation of this portion of the fuel line system. We do not own the gas line beyond the gas meter; therefore, we do not routinely maintain or locate fuel lines. Commercial plumbers and/or heating contractors may be contacted if and when gas fuel lines need attention.

- Buried** gas piping should be –
- \*Periodically inspected for leaks:
  - \*Periodically inspected for corrosion if piping is metallic:
  - \*Repaired if any condition is discovered, or if the flow of gas should be shut off, and
  - \*When excavation is performed or is about to be performed near the buried gas piping, the piping should be located and marked in advance, and any excavating performed near the pipe should be done by hand.

This is a **NOTICE** only. If you have questions or comments regarding this correspondence, please contact the gas system representative at our business office at: 770-271-2137.

Thank you for allowing us to serve you.

City of Sugar Hill Gas Department  
5039 West Broad Street  
Sugar Hill, Georgia 30518  
Phone: 770-271-2137 Fax: 770-945-2145

**AGREEMENT FOR UTILITY LINE INSTALLATION  
CONTRACT FOR GAS SERVICE  
TAP & METER SET PROCEDURES**

In accordance with the City of Sugar Hill Policies, the utilities will be connected to the premises. These utilities will be subject to disconnect for non-payment of bills or noncompliance with the policies of the City of Sugar Hill.

This contract will remain in force until notice is received by the City to terminate services at this service location. When services have been terminated, a final bill will be issued the following month. At that time, any deposits are applied to the outstanding balance and any difference will be refunded or billed.

The undersigned owner or agent of the owner of the property described above (hereinafter "the Premises"), will and does hereby grant to the City of Sugar Hill, Georgia an easement to construct, operate, maintain and repair its lines and all equipment connected or used in connection with the extension of gas service requested by the undersigned owner upon, along, across, over, and under said premises. All service lines supplying the undersigned with the City utilities and all meters, valves and other equipment constructed or installed by the City in, on or under said premises, shall at all times be the sole property of the City, which shall have the right of access to the said premises to repair or service the same and upon the discontinuance of the service for any reason, to remove the same.

Once the utilities have been installed and service has begun to the property described above, the undersigned personally guarantees payment for this requested service, and represents and warrants that the undersigned is the owner of the premises or is the legally authorized agent of the owner and that the undersigned has full authority to execute this agreement and bind said owner.

The undersigned also understands that service lines and meters are set at the same time, therefore, the undersigned is making application for consumption use and he/she is responsible for full payment of service.

The undersigned acknowledges that the Rules and Regulations set forth below apply to all utility installations by the City of Sugar Hill and agrees to abide by these Rules and Regulations.

**THE CITY OF SUGAR HILL UTILITY DEPARTMENT WILL NOT INSTALL ANY NEW SERVICES UNTIL THESE STEPS ARE COMPLETED.**

- Yards must be within 6 inches of final grade and free from obstruction for use of trencher. (For example, free of construction material, debris, equipment, etc.)
- Applicant fuel line must be stubbed out of the house before the gas service is installed.
- The applicant is responsible for locating any underground utilities or underground structures on their property. This includes, but is not limited to septic tank lines, telephone lines, cable TV lines, power lines, or any other lines or structures. Please remember that you must allow a minimum of a 48 hour turnaround for underground locates.
- The City of Sugar Hill will not be responsible for any loss due to the cutting or damaging of such underground utilities or structures.
- The City of Sugar Hill will not be responsible for any settling, landscaping, or any other repair that results from line installation.
- The City of Sugar Hill will not remove any concrete, asphalt, rock, or any material other than soil, in order to install a line to any building or structure.
- Notify the City of Sugar Hill Utility Department 15 days prior to the date you wish for this service to be installed. CALL (770) 271-2137 to SCHEDULE SERVICE INSTALLATIONS.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
Owner or Owner's Agent

\_\_\_\_\_  
Notary Public

Print name: \_\_\_\_\_

Print title: \_\_\_\_\_