

## **Procedure for application and installation of Natural Gas Services**

1. The customer must contact Utility Services to obtain an estimate for the installation of a new Natural Gas service line.
2. The customer will need to supply a copy of the development permit, the BTU load and sizing of service for the location, along with the service address, the legal land location and contact number or email address.
3. Utility staff will visit the site to take measurements and decide where service will run.
4. Utility Services will then create the estimate and send the information to the customer by email.
5. Once the customer receives the estimate, they will need to go to the main County building to fill out a Natural Gas application and contract, and to pay the deposit for the future Natural Gas service installation.
6. Once the application and contract are filled out and the deposit has been paid, the Natural Gas utility staff will then install the service line on the property.
7. The gas fitter doing the piping for the home must do an air test and fill out a Service Completion Notification with the total BTU rating for each appliance.
8. The Gas fitter must complete and email a copy of the Gas Permit and Service Completion Notification to Utility Services for the work done in the home.
9. The system must be inspected by a Safety Code Officer before service will be turned on.
10. Once service is activated and all requirements have been fulfilled, Utility Services will complete final billing and send to the customer.