

Procedure for application and installation of Natural Gas Services

1. The customer must contact the Natural Gas utility foreman to obtain an estimate for the installation of a new Natural Gas service line.
2. The customer will need to supply 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 be run.
4. The Natural Gas utility foreman will then create the estimate and send the information to the customer by fax or email.
5. Once the customer receives the estimate he/she will need to go to the main County building to fill out a 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 fax or email a copy of the Gas Permit and Service Completion to the Natural Gas utility foreman 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, the Natural Gas utility foreman will complete final billing and send to the customer.