How to Apply for Gas Service Line Installation

Who should receive the service application?
The Gas Marketing Office. You should submit one application per building.
Irene Peterson: peterson@charlottesville.org or (434) 970-3812 or fax (434) 970-3817

How do I submit a service application?
Call, email or fax the Gas Marketing Office your service application. Contact the Gas Marketing Office to request a digital copy of the service application, or visit http://www.charlottesville.org/gas.

When should I submit a service application?
You should submit a service application once you have all the information listed below.

What information do I submit in a service application?
In order to successfully submit a service application, ALL of the following information must be provided:

**Service Address:** We will **NOT** accept any applications without a valid service address. Ex. 305 4th Street NW

**Location:** Neighborhood or Subdivision name and Lot #.

**Connected Load:** The total gas input in BTUs. This number should correspond with the list of appliances being used (see below).

**Gas Appliances Being Used:** A complete list of appliances and their hourly input (approximate BTU/hr)—we will cross reference the listed appliance inputs with the connected load number. Please make sure that these numbers are as accurate as possible. Piping will be sized in accordance to the load provided.

**Type of Building:** Residential (single family, duplex, townhouse, multiple family) or commercial.

**Gas Pressure:** Delivered gas pressure to the customer will be 7 inches of water column. Higher delivered pressure is restricted to commercial and industrial applications and must be requested in writing and subject to approval by the Gas Engineer.

**Name:** The official company name or the full name of the property owner.

**Contact Person:** Full name of the individual overseeing this particular job site and his/her phone number.

**Billing Information:** Please provide a company name, address and phone number if it is different from property owner.
Your project is ready for gas installation: what’s next?
Contact David Tomlin and Kenny Varner once final grade is established. Gas line installation will typically occur within three weeks after you contact David and Kenny.

David Tomlin: tomlind@charlottesville.org or (434) 970-3803
Kenny Varner: varner@charlottesville.org or (434) 970-3806

Gas Line Installation
What conditions must be met at the job site when gas line installation begins?
Final grade has been established and curb and gutter on roads installed. Building exterior (siding, brick, veneer, etc.) is finished around the meter location. Trash, debris and material must be removed from the service line path.

Meter Installation
When will the meter be installed?
The gas meter will typically be set within three days after the service line has been installed.

Meter Inspection
How do I apply for inspections?
It is the builder’s responsibility to contact Inspections and request a permit PRIOR to installing gas piping inside the building. Depending on the location of your project, contact City Inspections (434-970-3182) or County Inspections (434-296-5832). Follow County Inspection protocol. For City Inspections, gas service must be inspected twice; once before the interior piping outlet is connected to the meter (mechanical inspection) and again for final inspection after the meter is connected to the interior piping outlet.

Unlock the Meter
When will the meter be unlocked?
Once the project passes final gas inspection AND the interior piping outlet is connected to the meter, City Inspectors will unlock the gas meter on site. County Inspectors, however, will have to contact Charlottesville Gas in order to have the meter unlocked. Gas service begins once the meter has been unlocked. For new construction, the builder is responsible for lighting appliances.

Backfill Date: Provide the most accurate date. Do not provide a sooner date than you anticipate, this will only slow down the process.
Gas Needed Date: Provide the most accurate date.
Meter Location Description: A general description of the meter location in relation to basic building features. Ex. “Front left of building.” Please reference the section entitled “Gas Meters” to learn more about meter location specifications and regulations.

Please be advised that any adjustment to the gas services after construction will be at the cost of the owner and will be scheduled at the convenience of the Gas Department.
Gas Meter Specifications

Gas Meters Dimensions

<table>
<thead>
<tr>
<th>Meter Type</th>
<th>A Meter Width (Typical)</th>
<th>B Fuel Line Height (Typical)</th>
<th>Meter Outlet Diameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>16”</td>
<td>32”</td>
<td>1”</td>
</tr>
<tr>
<td>425</td>
<td>24”</td>
<td>42”</td>
<td>1-1/4”</td>
</tr>
<tr>
<td>1000</td>
<td>26”</td>
<td>46”</td>
<td>1-1/2”</td>
</tr>
</tbody>
</table>

Regulator Relief Vent Clearances from Building Features

The regulator vent must be located a minimum of 1 foot horizontally and 3 feet of radial separation from any operable windows, doors, building vents, appliance intakes, exhaust features, and fireplace cleanouts. The regulator vent or vent outlet shall not be installed underneath any operable windows or doors on the first floor of the building.

When possible, the regulator vent should be located a minimum of 3 feet of radial separation from electric meters, electric equipment disconnecting boxes, electrical outlets, rotation electrical equipment etc. At no point should a regulator vent be installed less than 1 foot of radial separation from the specified electrical units.

Multiple Meter Identification

If multiple gas meters exist in one location, contractors must label each individual meter with a metal tag that clearly identifies the apartment # or unit #. The contractor is responsible for providing the metal tag because they are the most knowledgeable about which meter connects to which portion of the building. In order for the gas technician to unlock the meter, you must have each meter identified by a metal tag.
Guard Post Installation

Charlottesville Gas is responsible for determining if guard posts are required to protect meter set assemblies from potential vehicular damage. To avoid the need for guard posts installation, choose a meter location that is away from driveways or other areas where vehicles travel. The contractor is responsible for guard post installation and any related costs.

Guard posts located in commercial or industrial locations, street rights-of-way, and alleyways should be painted “caution” yellow.

Customer-Owned Buried Natural Gas Lines

The City does not maintain the gas piping from the meter to a structure or a gas burning appliance

- If the customer’s buried piping is not maintained, it may be subject to corrosion and leakage.
- Buried gas piping should be periodically inspected for leaks and corrosion (if the piping is metallic). If any unsafe condition is found, it should be repaired immediately. You can avoid underground corrosion by having your underground metallic pipe(s) relocated aboveground or replaced with an approved non-metallic type by a licensed plumber.
- A Customer-Owned Underground Natural Gas Line form needs to be filled out by the contractor before the meter can be unlocked.

Gas Main Installation

Gas mains will be installed when the following conditions are met in the construction area:

- Grade is within 6 inches of final or base grade in roadways.
- Curb and gutter must be installed if the gas main is going to be installed in or near the roadway.
- All sanitary sewers, drains, and storm sewers must be installed.
- A minimum below ground parallel separation is required of 5 feet from power, telephone, and cable TV. Sanitary sewer has a parallel separation of 5 feet in the City and 10 feet in the County.

Gas stubs will be installed for all road crossings if the developer has committed to all gas homes. Otherwise, the developer may install a conduit, at the developer’s expense, for future road crossings in order to eliminate disturbing asphalt when services are installed. The developer shall furnish as-built drawings of the conduit placement or permanently mark conduit locations. The conduit will be furnished by the contractor.