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.
*Virginia Fuentes*: fuentesv@charlottesville.org or (434) 970-3686 or fax (434) 970-3817

How do I submit a service application?
Call, email, or fax the Gas Marketing Office your service application.

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 Gary Orme once final grade is established. Gas line installation will typically occur within three weeks after you contact David and Gary.

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

---

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.