NYSEG Residential Natural Gas Service Package Contents

PACKAGE CONTENTS
Form A: Residential Natural Gas Service Request Form
Form B: Natural Gas Service Commitment Letter
Form C: Proposed Natural Gas Service Location Drawing
Form D: Natural Gas Appliance Inspection Certificate

CUSTOMER RESPONSIBILITIES
1. Complete forms A, B, and C and return them electronically to NYSEGESI@nyseg.com or fax to 844.515.1573 or use the pre-addressed envelope that is included with this package of information. Note: Forms A and B require a signature.

2. Select a contractor and arrange to have existing equipment converted to natural gas or new natural gas equipment installed. Note: All work must be in compliance with the National Fuel Gas Code; the New York State Fuel Gas Code; NYSEG policies; all other applicable federal, state and municipal codes and regulations; and manufacturer’s instructions.

3. Complete Form D. Please have the completed form on hand so we can pick it up at the time service is turned on. Note: Form D must be signed by both you and your contractor.

Note Regarding Joint Trenches: Customers who want to provide their own trench must obtain approval and trench design requirements from the NYSEG gas field planner assigned to their service before digging. A joint trench is where utilities in addition to natural gas service is being installed. Requirements of those other utilities should be considered in the design of trenches provided by customers. Please provide a minimum of three days advance notice for installation for your natural gas service. Note: 12 inches of horizontal separation is required between natural gas lines and other utilities in a joint trench.

Questions about this package of information? Contact us at 1.800.572.1111, Monday through Friday, 7 a.m. to 4:30 p.m. Using the automated system, press 3 for “Start or Stop Service, New Construction or Upgrades” and then press 3 again for “New Construction or Upgrading Service.” Your call will be directed to a customer representative who will help you.
NYSEG Residential Natural Gas Service Request Form

CUSTOMER INFORMATION
Name ________________________________________________________________________________________________________
Address ______________________________________________________________________________________________________
City _____________________________________________________ State __________________ ZIP ________________________
Telephone ______________________________________________________________________________________________________

PROJECT LOCATION > If different from address above
Address ______________________________________________________________________________________________________
City _____________________________________________________ State __________________ ZIP ________________________

PROJECT INFORMATION
Describe the nature of your project: ◯ New Service ◯ Relocation ◯ Temporary Service
This request is for a: ◯ New Home ◯ Addition ◯ Existing Home ◯ Square Feet_________________
Is a general contractor or HVAC contractor involved in this project? ◯ Yes (please provide contact information below) ◯ No
General Contractor ________________________________________________________
Address ______________________________________________________________________________________________________
City _____________________________________________________ State __________________ ZIP ________________________
Contact Name ______________________________________ Telephone ____________________________________________________

HVAC Contractor ________________________________________________________
Address ______________________________________________________________________________________________________
City _____________________________________________________ State __________________ ZIP ________________________
Contact Name ______________________________________ Telephone ____________________________________________________

METER DELIVERY PRESSURE REQUESTED
◎ Standard (7 inches water column) ◯ Elevated (14 inches water column) ◯ Elevated __________________________ (Please specify)
If elevated pressure is requested, please explain why. ________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

continued on back...
### Natural Gas Equipment

Please itemize the input British thermal units (Btu) for each appliance.

#### Space Heating

<table>
<thead>
<tr>
<th></th>
<th>Existing (If Applicable)</th>
<th>New</th>
<th>Total Btu/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Furnaces</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Boilers</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Fireplaces</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Space Heaters</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
</tbody>
</table>

#### Cooking

<table>
<thead>
<tr>
<th></th>
<th>Existing (If Applicable)</th>
<th>New</th>
<th>Total Btu/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ranges</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Ovens</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
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<tr>
<td><strong>Outdoor Grills</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Outdoor Ranges</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
</tbody>
</table>

#### Other

<table>
<thead>
<tr>
<th></th>
<th>Existing (If Applicable)</th>
<th>New</th>
<th>Total Btu/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Heaters (with tank)</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Tankless Water Heaters</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Pool/Spa Heaters</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Outdoor Gas Light</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Clothes Dryer</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Quantity Btu/hr</td>
<td>Quantity Btu/hr</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Connected Btu/hr

Submitted by (Signature) ________________________________

Name (Please print) __________________________ Date __________

All work must be in compliance with the National Fuel Gas Code; the New York State Fuel Gas Code; NYSEG policies; all other applicable federal, state and municipal codes and regulations; and manufacturer’s instructions.

Please email an electronic copy of this application to NYSEGESI@nyseg.com or fax to 844.515.1573 or mail to NYSEG, Attn: Energy Service Installation, Customer Relations Center, P.O. Box 5240, Binghamton, NY 13902-5240. To reach us by phone, call 1.800.572.1111, Monday through Friday 7 a.m. to 4:30 p.m. Using the automated system, press 3 for “Start or Stop Service, New Construction or Upgrades” and then press 3 again for “New Construction or Upgrading Service.” Your call will be directed to a customer representative who will help you.
Dear Applicant,

Thank you for starting the process of obtaining natural gas service from NYSEG. To bring natural gas to your home, piping is installed in a trench approximately 18 to 24 inches deep that runs from the natural gas main in the street to your home. Upon completion, NYSEG restores the excavation by filling the trench with existing soil and raking. Final restoration of the trench from the property line to your home, including any additional fill, raking and seeding, pavement and sidewalk repairs, and landscaping, are your responsibility. Final restoration of the trench from the property line to the natural gas main in the public rights of way is done by NYSEG.

For new home construction, the areas where piping will be located need to be within 6 inches of the final grade before the natural gas service can be installed.

(A) EQUIPMENT INSTALLATION

Please check the appliance(s) you intend to convert or connect to natural gas and whether it will be within 3 months of gas service being installed at the address below or if you plan on installing the appliance in 1 to 3 years.

<table>
<thead>
<tr>
<th>Appliance</th>
<th>3 months</th>
<th>1-3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnaces or Boilers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fireplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Heaters</td>
<td></td>
<td></td>
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<tr>
<td>Ranges</td>
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<tr>
<td>Clothes Dryer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(B) SERVICE INSTALLATION

Please check the box that applies:

☑️ I am ready for natural gas service and wish to have the service installed as soon as possible once all other requirements, permits, etc. have been satisfied. (This form must be received before NYSEG can apply for any necessary permits.)

☑️ I am not ready for service now but would like to schedule the natural gas service to be installed on or before __________________________. (Date service desired)

PLEASE READ THIS SECTION CAREFULLY AND COMPLETELY

I agree in signing below to the following:

- I will complete installation/conversion of my equipment, checked in section A (above) within 3 months from the date said service is installed by NYSEG. I understand that if I do not, I will pay the full cost incurred by NYSEG for the installation of this service.
- NYSEG has no responsibility for my natural gas appliances and related natural gas equipment such as interior piping and fittings that I, my contractor or builder have installed or will install in the future, and I agree to take full and complete responsibility for my natural gas appliances and other natural gas equipment such as interior piping and fittings.
- I will install/cause to install and test all natural gas appliances and related natural gas equipment in accordance with the latest editions of all applicable codes and manufacturer’s requirements.
- NYSEG will only walk through and visually inspect my premises for the following non-standard conditions that appear in plain view: (1) improper use of piping materials, (2) missing or improper venting system, (3) inadequate appliance air supply and (4) inadequate clearances to combustibles. NYSEG will not perform any other inspection activity or test or light pilot lights on my appliances. I agree I will cause my contractor to perform an air pressure test on the gas lines to ensure the lines are completely sealed and to otherwise make the premises ready and able to take natural gas service in accordance with all applicable codes.

Applicant Signature ________________________________________________________________ Date __________________________

Service Address (Please Print) ________________________________ Telephone __________________________

Please sign and return this letter to start the installation process for your natural gas service. You may email an electronic copy of the signed letter to NYSEGESI@nyseg.com or fax to 844.515.1573 or mail to NYSEG, Attn: Energy Service Installation, Customer Relations Center, P.O. Box 5240, Binghamton, NY 13902-5240.
Considerations before selecting natural gas meter location:

- NYSEG reserves the right to approve/denigrate meter location.
- Meters cannot be located within 3 feet of any source of ignition (includes windows, doors, vents, etc.).
- Meters cannot be located within 2 feet of building openings.
- Meters must be installed outside of building and be readily accessible.
- Proposed service will be installed 18 to 24 inches deep.
- NYSEG will install up to 100 feet of service pipe from the street to the closest, suitable meter location at no cost for heating service. Additional fees will be assessed for locations that are chosen beyond this free allowance.
- The preferred location is near the electrical meter within 3 feet of the property line and not concealed by any significant landscaping.
- Meters cannot be located within 2 feet of building openings.
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- Meters must be installed outside of building and be readily accessible.
- Proposed service will be installed 18 to 24 inches deep.
- NYSEG reserves the final right to approve/designate meter location.

For building source, additional fees will be assessed for locations that are chosen beyond this free allowance.

Considerations before selecting natural gas meter location:

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- Meters must be installed outside of building and be readily accessible.
- Proposed service will be installed 18 to 24 inches deep.
- NYSEG reserves the final right to approve/designate meter location.

Please provide a small sketch of your existing building and proposed building along with any significant landscaping and known utilities.

Checklist of items to identify on map (see example illustration below to the right):

- Driveway, sidereal, patios (non-grass areas)
- Home, garage and porches
- Property lines and dimensions to home
- Trees, shrubs, flower beds, etc.
- Underground water/sewer lines and leach field (if known)
- Utility poles and concrete (see example illustration below to the right)

Instructions:

Please provide a small sketch of your existing building and proposed building along with any significant landscaping and known utilities.

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Instructions:

Please provide a small sketch of your existing building and proposed building along with any significant landscaping and known utilities.
NYSEG Natural Gas Appliance Inspection Certificate

This document must be completed/signed prior to your service being turned on. Do not return it with Forms A, B and C. Please have the completed form on hand or located conspicuously so we can pick it up at the time service is turned on.

I hereby certify that, to the best of my knowledge and understanding, all natural gas appliances, along with the natural gas piping, chimney/vent system and related appurtenances, that have been installed by me or my designated contractor, are installed in accordance with all applicable codes and standards including the National Fuel Gas Code; the New York State Fuel Gas Code; NYSEG policies; all other applicable federal, state and municipal codes and regulations; and manufacturer’s instructions.

I also acknowledge all natural gas piping installed by me or my designated contractor has been subjected to and passed the pressure test requirements as outlined in applicable code.

Customer Name ____________________________________________ Signature ______________________________________________

Service Location (Street/City) __________________________________________________________________________________________

Daytime Phone ____________________________________________ Evening Phone ____________________________________________

Contractor Name ____________________________________________ Signature ______________________________________________

Daytime Phone ____________________________________________ Evening Phone ____________________________________________

Please check and complete the following information for each natural gas appliance that you are installing at this time. Please include the Btu input of the appliance, the brand name and tell us what fuel was being used for this purpose prior to this installation, if any.

<table>
<thead>
<tr>
<th>Natural Gas Appliance</th>
<th>Btu Input</th>
<th>Brand Name</th>
<th>Previous Fuel</th>
<th>Date Connected</th>
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</thead>
<tbody>
<tr>
<td>Furnaces or Boilers</td>
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<td>Range</td>
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<td>Oven</td>
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<td>Outdoor Grill</td>
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</table>

NYSEG USE ONLY

Name ____________________________________________

Turn-on Date ____________________________ By (Employee ID) ____________________________

Natural Gas Meter Number ____________________________  ☑ Residential  ☑ Nonresidential