

Virginia Department of Public Utilities
618 2nd St S
Virginia, MN 55792

Application for Natural Gas Service

(please print)

Customer Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Phone #: _____

Forced Conversion – If this is a forced conversion from steam – there is NO CHARGE!

Address where service is requested: _____

Intended use: _____ Residential _____ Commercial

Describe what is being installed (furnace, boiler, gas fireplace, etc.):

Total Input Capacity Required: _____ BTU/Hour

Delivery Pressure: _____ 7 inches w.c. (standard) _____ 2 lb.

Do you anticipate that the input capacity will increase in the future? _____ Yes/No

If yes, by how much? _____ BTU/Hour

By what date do you require service (minimum 72 hours excluding holidays and weekends): _____
This is not a guarantee that your service will be installed by that date

Name of contractor or individual who will be doing the installation in your home or business:

Having read and being familiar with the attached policies for natural gas service, including applicable fees associated with the installation of natural gas service and, in the case of voluntary steam conversion, the costs associated with the disconnection of the steam service, I hereby agree to fully comply with those policies to the satisfaction of the Public Utilities Commission.

Authorized by: _____ Date: _____

Please include a check made out to the “Department of Public Utilities” in the amount of \$200.00 for the General Facility Hookup Fee. (Fee Effective 11/15/01 – Subject to Change Without Notice)

For department use only:

Fee Received \$ _____ SWO # _____ Forced Conversion (No Charge)

GSOC Made _____

Informed customer that gas line has been installed (leave door hanger if not home)

Customer Information – Natural Gas Service

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Customer Check List

- Area Location** - Stake or mark spot where you want the gas service to enter the building. It should be clearly marked “Gas Service” . This location must be approved by the Public Utilities Engineering Department.
- Meter Installation** - After the gas service has been installed to your building the utilities contractor/installer has completed installation of your piping in the building, **contact our business office at 218-748-7545** to request that a meter be installed on the service. The Public Utility will hang a meter and regulator, but the gas will remain off.
- Service Connection** – After your contractor/installer has put on the air test (it must be on 12 hours prior to our inspection), **contact the City of Virginia Engineering office at 218-748-7500** to request a “Gas Inspection”. **The installer must be present.** Upon passing the air test, the inspector will unlock your valve (at this point, monthly service charges as well as any consumption will start to be billed to your account).

Summary of New Gas Service Extension Policy

- 1) **All natural gas installations and hookups shall be charged actual cost of labor and materials for service line and main installations.**

Effective Date: 1/1/05

- 2) **A general facility fee, which buys into the existing natural gas infrastructure system cost, shall apply to each meter.**

Effective Date: 1/1/05

- 3) **Steam Disconnect Policy**

For those customers who are requesting natural gas service with the intent to convert from steam to natural gas, the Commission has adopted a policy regarding the voluntary disconnection of steam services. This policy includes a mandatory financial commitment to disconnect steam at the main (approx. \$2,000). Steam services in an involuntary abandonment area carry no requirement to disconnect at the main since this can be done with one disconnection for multiple dwellings.

Effective Date: 11/25/03