

THE GAS MAIN AND SERVICE INSTALLATION PROCESS

Steps to simplify service line installation

STEP 1

A Marketing Representative will be assigned to your project and will work with you throughout the process.

This process can take a minimum of 4 -12 weeks depending on the type and extent of the project such as:

- Gas Main and Service Installed
- Separation of Service
- Relocation of Service

Other circumstances that can influence installations are:

- Time of Year
- Gas Main and Service Availability
- Securing City Permits
- Weather Conditions
- Customer Response Time

STEP 2

The following information is required to expedite all projects:

The builder, contractor or customer's name, the address where service is being requested, the mailing address and the daytime telephone number.

A list of all new and existing gas appliances with corresponding load input information (BTU/hr).

Required minimum gas delivery pressure for the equipment.

Approved site/construction plans and project timeline.

Completed Tax Exemption Form (if applicable).

A gas service application completed by the builder, contractor or customer responsible for initially requesting gas service.

- Residential Application
- Gas House Heating Application
- Commercial and Industrial Application
- Entity formation documents filed with the Commonwealth of Pennsylvania

Additional items that may be required include:

- Drawing of internal fuel lines if requesting total connected load of 1400 CFH or 2 PSI of delivery pressure or greater
- Proof of Community Development Corporation (CDC) sponsorship
- Acceptable security (i.e., letter of credit)
- Executed contract

STEP 3

The Marketing Representative will process your service request to determine the correct size, the outside meter location and any upfront costs involved with the installation of your new gas service.

All contractual obligations between Philadelphia Gas Works and the customer must be fulfilled prior to beginning the Gas Service Installation Process.

All residential and commercial application forms, piping specifications and equipment installation requirements may be obtained from your Marketing Representative or online at PGW's website (www.pgworks.com, click on the Gas Service Request tab).

If you need to have gas service installed, please call the phone number listed below that best describes your type of property.

Residential

(215) 684-6730

Small Commercial

(215) 684-6740

Large Tract Residential

(215) 684-6701

Large Commercial/Industrial Major Accounts

(215) 684-6671



Call Before You Dig

In Pennsylvania, you are required to contact PA One Call (by dialing 8-1-1) at least three business days before beginning digging or any excavation project.

For more information visit:
www.paonecall.org

Philadelphia Gas Works
Marketing Department
800 West Montgomery Ave.
Philadelphia, PA 19122

www.pgworks.com



[Continue on back »](#)

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STEP 4

Ready...Set...Turn-on

Are you ready to have the meter installed and turned on?

When the Gas Main and Service Installation is complete, your Marketing Representative will meet with you to determine if your property or project is ready to have the gas turned on. To assist you in this process, a convenient check list has been compiled.

Initial Requirements:

- All gas equipment load input information must be confirmed.
- The appliance minimum delivery pressure must be verified.
- A gas service application and credit check must be compiled.
- Any unpaid bill or deposit must be paid (if applicable).

Piping Specifications:

- All piping must be installed per applicable piping codes. The most current International Fuel Gas Code is the standard for the installation of fuel gas piping and equipment. The latest NFPA's National Fuel Gas Code is the standard for any issues not addressed in the International Fuel Gas Code. A supplemental manual developed by PGW which further defines installation specifications is also available on PGW's website by accessing www.pgworks.com.
- Corrugated stainless steel tubing (CSST) or flex tubing must be installed according to manufacturers' specifications.
- Fuel lines must be sleeved through all exterior wall penetration.
- No bushings are permitted in the fuel line.
- All exterior black iron pipe must be painted.
- Drip legs are required at the vertical riser closest to the meter or any section of fuel line that is trapped.
- Fuel lines must be clearly marked on all multiple meter sets.
- Must pass a 3lb pressure test (if applicable).

Equipment Specifications:

- All heating units must be piped and vented according to manufacturers' specifications.
- All category 4 forced air furnaces require circulating air to be conducted into the blower housing from outside the furnace enclosure by continuous air-tight ducts.
- All automatic water heaters (AWH) must be piped and vented.
- If your gas appliances are located in a confined space, provisions must be made to introduce the proper amount of additional combustion, ventilation and dilution air to the space.
- Chimney cleanouts are required in all masonry and "B" vent chimneys.
- Chimney liner must be installed and the chimney should be clean and free of any debris.
- Fireplaces must be piped and vented (if applicable).
- A gas shut-off valve must be installed within six (6) feet of each appliance casing.
- A working thermostat must be installed.

Additional Requirements:

- The gas curb box must be visible and accessible.
- In some cases bollards will need to be installed to protect the meter set.
- Permanent electric must be installed.

The Marketing Representative assigned to your project can answer any questions you may have pertaining to this process. It is important that you refer to this check list before you call to schedule an appointment for a meter installation and service turn-on.

Adhering to this checklist will assist in keeping your project on schedule and save additional costs in the gas service turn-on process.

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