



Name of Applicant (Please Print)	Service Address	
Mailing Address (Street)	City	Zip
Mailing Address (City, State, Zip Code)	Cross Street/Subdivision/Lot/	Suite #
Home Phone No. (Include Area Code) Business Phone No. (Include Area Code)	County	Township
Attention Builders: Please indicate field contact person and phone/beeper number:		

DATE SERVICE IS NEEDED : _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

New building? ____ **Existing building?** ____
If new construction, indicate the status of the building site.

Basement ____ Framed ____ Completed ____

Is the foundation backfilled? Yes ____ No ____

If no, when will it be completed? _____

Check the appropriate response and show on your site plan if you have any of the following:

Septic Field/Well Yes ____ No ____

Underground Wiring Yes ____ No ____

Sprinkler System Yes ____ No ____

Other? _____ Yes ____ No ____

Total connected BTU load _____

* Attached load data sheet must be completed.

Number of meters required _____

Pressure required:

7" w.c. ____ 2# ____ 5# ____ 10# ____ Other ____

Pressure requests greater than 7" w.c. will be charged a \$300 initial fee and a \$100 annual inspection fee.

YOUR ESTIMATED COST OF INSTALLATION INCLUDES:

Minimum connection fee \$200

Excess service line charge (this charge will be based on load and line length - call for an estimate)

Elevated Pressure Charge (if over 7" w.c.)

Seasonal charges if applicable @ \$3.00/foot

Other charges

Optional Buyout \$ _____
⇔ OR ⇔

Monthly surcharge of \$ _____ for _____ months.

Note: The monthly surcharge, if applicable, will appear on your gas bill if buyout option is not taken and will commence on the date that the customer receives a gas meter or six (6) months following the date the service is installed, whichever occurs first.

IT IS YOUR RESPONSIBILITY TO HAVE YOUR SEPTIC FIELD, UNDERGROUND WIRING, SPRINKLER SYSTEM, INVISIBLE FENCE, SUMP PUMP LINE, OR ANY OTHER PRIVATE FACILITIES, ACCURATELY STAKED OR EXPOSED WHERE OUR GAS SERVICE LINE INTERSECTS.

SEMCO ENERGY GAS COMPANY AND ITS CONTRACTOR WILL NOT BE LIABLE FOR DAMAGES TO YOUR FACILITIES THAT ARE NOT ACCURATELY STAKED OR MARKED.

<u>GAS COMPANY USE ONLY</u>	
Service line footage:	_____
Line size required:	_____
Meter size required:	_____

IMPORTANT NOTES - READ CAREFULLY BEFORE SIGNING

✓ A site plan with meter and line locations indicated is required.

✓ Seasonal charges of \$3.00 per foot will be charged for services installed from December 15th to March 15th, unless a completed application with payment has been received by November 20th and the job site is ready for construction (backfilled and framed) by December 1.

✓ All pricing communications (written or otherwise) are estimates only. You will be billed for actual service footage installed.

✓ SEMCO ENERGY Gas Company will use the footage from the main tie-in to the meter location to calculate your bill. The main may or may not be on your side of the road, which will affect your total footage.

✓ Service line and main extension charges are subject to change at any time due to rate or regulatory changes.

✓ SEMCO ENERGY Gas Company will make restorations for work performed in the right of way. Final restoration of private property is the responsibility of the property owner.

✓ Call **(800) 624-2019** to request a meter when ready. A meter turn-on fee will be charged on your first gas bill.

✓ Customers will be charged tariff approved gas rates and monthly fees upon meter activation.

✓ In order to schedule your gas service for construction, a completed application must be received in our offices with your minimum connection fee of \$200.

The attached Load Data Form must be completed and returned with this application. The accuracy of the information

Customer Signature: _____

SSN/Taxpayer ID#: _____

Date: _____

Please Pay \$ _____ This application will not be processed if this amount is not paid. You will be billed for any additional charges after the installation of

You may cancel this application and get any connection fee you may have paid if you call SEMCO ENERGY Gas Company no later than three (3) business days following the above date. If you cancel after three business days, you may still offer defenses to limit damages or pursue any other rights you may have. If you have questions, call the Marketing Department at 1-800-860-4277, extension _____.



Read through carefully.

INSTRUCTIONS FOR COMPLETING YOUR COMMERCIAL APPLICATION FOR NATURAL GAS SERVICE CONNECTION

PLEASE CALL US IF YOU HAVE QUESTIONS CONCERNING THIS APPLICATION.

(800) 860-4277, extension _____.

BEFORE INSTALLATION

- ✓ Your gas meter cannot be placed within 3 feet horizontally of any source of ignition, vent, or air conditioning unit. Meters cannot be over a basement window, or under any windows or doors or any other openings into the house. Meters may not be located under decks.
- ✓ Place the enclosed sticker at your meter location.
- ✓ SEMCO ENERGY does not allow joint trenching with other underground facilities. The service line must be at least 3 feet away from a septic field and cannot run through it.
- ✓ A site plan with meter and line locations indicated is required for all commercial construction projects.
- ✓ Before service is installed for new buildings, the site must be within 3 inches of final grade with the foundation or basement installed and backfilled. Building must be framed with doors and windows cut out.
- ✓ Gas service piping should not be located under concrete and must be accessible from property line to meter. However, SEMCO ENERGY is able to bore under sidewalks and driveways and gas service may cross under them.

FINAL RESTORATION

- ✓ SEMCO ENERGY will make restorations for work performed in the right of way. Final restoration of private property is the responsibility of the property owner.

SPECIAL NOTES

- ✓ Your proposed service line route must be accessible from the property line to the meter.
- ✓ Meter must be in a safe location that is protected from vehicles.
- ✓ If SEMCO ENERGY determines that a main extension is necessary to serve your property, additional costs may apply and extra process time will be needed. A representative will call you to discuss any extra costs or delays.
- ✓ SEMCO ENERGY Gas Company will use the footage from the main tie-in to the meter location to calculate your final cost. The main may or may not be on your side of the road, which will affect your total footage. Call a representative for an estimated cost of installation.
- ✓ Seasonal charges of \$3.00 per foot will be charged for services installed from December 15th to March 15th unless payment has been received by November 20th and the job site is ready for construction (backfilled and framed) by December 1.
- ✓ Do not convert appliances until your service line is installed.
- ✓ A meter turn-on fee will be charged on your first gas bill.

OVERVIEW OF INSTALL PROCESS

1. **Complete the application form and the enclosed Load Data Form** and return with your payment to SEMCO ENERGY Gas Company in the envelope provided.
2. SEMCO ENERGY Gas Company will flag the proposed service line according to the site plan you have supplied.
3. Miss Dig will be notified by SEMCO ENERGY to advise other utilities of our proposed gas line installation. After 72 hours, the project is placed into the construction schedule.
4. Please call **(800) 624-2019** when you are ready to have a meter installed.
5. **The valve (located just past our meter on the customer piping side) should be turned on by a qualified person after all piping and appliances have been tested, inspected, and vented per code.**

SEMCO ENERGY GAS COMPANY

Customer Load Data Form

Customer _____ Contact _____
 Service Address _____ Title _____
 City _____ Zip _____ Tel: Office _____
 Account No: _____ LDC/Div: _____ Tel: Cell _____

EQUIPMENT DETAIL

Equipment Description	BTU/Hr	Equipment Description	BTU/Hr

Total BTU/Hr	
Total CFH	

CFH = Cubic Feet Per Hour, 1 CFH = 1,000 BTU/Hr

Note: Please indicate what equipment will/will not be operating at the same time, for accurate measurement purposes. Misrepresentations may result in additional meter changeout charges.

Customer/Representative acknowledges that SEMCO will provide a nominal Delivery Pressure of 7" wc at the outlet of SEMCO's equipment, unless Elevated Delivery Pressure is requested. Customer/Representative agrees that Customer's fuel system shall have been properly pressure tested and designed in accordance with all applicable codes and standards prior to SEMCO establishing service. Customer/Representative also understands that SEMCO will charge a one time initial fee and an annual inspection fee for nominal delivery pressures in excess of 7" wc. Customer/Representative is requesting that SEMCO provide an **Elevated Delivery Pressure** of _____ wc/psig at the outlet of SEMCO's equipment.

Customer/Representative Name (please print): _____

Customer/Representative Signature: _____ Date: _____

Marketing Representative Signature: _____ Date: _____

Remarks: _____

Internal Company Use Only:

Load Information			General Information		
Maximum Hourly Flow		CFH	Delivery Pressure		" wc / psig
Normal Hourly Flow		CFH	Dual Fuel Used	Yes / No	
Continuous Min. Hourly Flow		CFH	Pilot Gas Meter Required	Yes / No	
Processing Min. Hourly Flow		CFH	Bypass Required	Yes / No	
Seasonal Load Variance	Yes / No		Customer System MAOP		" wc / psig
Winter Load (Normal Hourly)		CFH			
Summer Load (Normal Hourly)		CFH			

TO BE COMPLETED BY DISTRICT OPERATIONS

SERVICE LINE PRESSURE DATA

- A. Maximum Service Line Pressure Available _____ psig
- B. Normal Service Line Pressure Available _____ psig
- C. Minimum Service Line Pressure Available _____ psig

High Pressure Service Regulator: Above Grade Buried Vault/Pit None

METER AND REGULATOR DATA

METER/INSTRUMENT

Meter No. = _____
 Meter Size = _____
 Meter Drive = _____ cf
 Reading In = _____
 Meter Pressure = _____
 Instrument Serial # = _____
 Device # = _____
 Pressure Range = _____
 Temperature Range = _____
 Uncorrected Read = _____
 Corrected Read = _____
 Meter Constant = _____
 Date Installed = _____

METER SET RELIEF #1

Relief Type = _____
 Location (before or after meter) = _____
 Size = _____
 Spring Range = _____
 Spring Setting = _____
 Date Installed = _____

METER SET REGULATOR #2

Regulator Type = _____
 Location (before or after meter) = _____
 Regulator Size = _____
 Serial # = _____
 Orifice Size = _____
 Spring Range = _____
 Spring Setting = _____
 Date Installed = _____

METER SET REGULATOR #1

Regulator Type = _____
 Location (before or after meter) = _____
 Regulator Size = _____
 Serial # = _____
 Orifice Size = _____
 Spring Range = _____
 Spring Setting = _____
 Date Installed = _____

METER SET RELIEF #2

Relief Type = _____
 Location (before or after meter) = _____
 Size = _____
 Spring Range = _____
 Spring Setting = _____
 Date Installed = _____

Customer Delivery Pressure _____ psig

Completed By: _____ Date: _____
Field Service Supervisor