



SEMCOENERGY

GAS COMPANY

Welcome to SEMCO ENERGY Gas Company!

Enclosed you will find an application for natural gas service. The first step to having your new service installed is to complete and return the paperwork with the specified payment. Please be sure to complete the customer drawing. This gives our field employees the information necessary to install your service in the correct location.

Please make sure you have included the required information listed below before returning your application:

- Signature (Pg. 1)
- Ready Date, if applicable (Pg. 2)
- Gas Appliances & BTU Load Info (Pg. 2)
- Customer Drawing, including sewer location (Pg. 3)
- Payment (\$200.00 Minimum Connection Fee, unless otherwise specified)

* Please make check payable to SEMCO ENERGY

IMPORTANT: Missing information may delay processing of your application and/or installation.

Application for Natural Gas Service and Meter(s)

For Office Use Only

ACCT # _____ Permit # _____ CAP # _____
(If applicable)

Service Address: _____

City: _____

Applicant Information Name and mailing address required. If builder is owner, please indicate.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Social Security #/Tax ID: _____
 Or
 Driver's License #: _____

Email: _____

Business Phone: (_____) _____

Contact Phone: (_____) _____

Preferred Contact Method: Phone Email

Birth date: Month _____ Day _____ Year _____

Additional Name on Account (If applicable): _____

Social Security #/Tax ID: _____
 Or
 Driver's License #: _____

Your Cost of Installation Includes:

Connection Fee: \$200.00	Service Line Length:
Excess Footage: \$6/ft. over 100'	_____ ft.
	-100ft.
	x \$6.00ft.
Estimate Excess Footage Cost = \$	
<i>(Billed after install)</i>	

Note: There could be additional charges for boring, easements, etc.
 Seasonal charges of \$6/ft. for the entire service line may be billed for applications received after Nov. 1st.

Customer Attachment Program (CAP) Only

Active CAP on this property: YES NO

Payment Options:

1. Optional CAP Buyout (Pay in-full): \$ _____
OR

2. Monthly surcharge: \$ _____ for _____ months.
+ \$200.00 Connection fee

Note: The monthly surcharge, if applicable, will appear on your gas bill if the 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 line is installed, whichever occurs first.

Current (CAP) footage included is 400 ft. Anything over 400ft. will be billed as excess footage at \$6/ft and will appear on your 1st gas bill after install.

Payment Instructions

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 your service.

There may be additional charges for boring, easements, etc.

Important Notes – Read Carefully Before Signing

Seasonal charges of \$6/ft will be billed for services installed from December 15th to March 15th unless a paid application has been received by November 1st and the job site is ready for construction (backfilled and framed) by November 15th. (These dates may not apply to Michigan's Upper Peninsula).

The installation charges will be billed for the entire service footage installed **from the gas main to meter**.

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

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

For most new construction, your meter will be installed and activated within five business days after the service line installation. Conversion customers must call to request a meter when ready. A \$50.00 meter turn-on fee will be charged on your first gas bill.

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.**

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

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

Authorization

I certify that I own or am the authorized representative of the person(s) who owns the property indicated in this application. I certify the information provided is accurate and will promptly inform SEMCO ENERGY Gas Company of any plan revisions. If installation requirements differ from what is submitted on this application, I understand these changes may result in an increased cost to me.

Signature: _____ Date: _____

Printed Name: _____

Site Information

Daytime Phone Number: ()

Name of Applicant *(Please Print)*

Site Information

Service Address: County:
 Lot #: Unit #: Building #: Apt #: State: Zip:
 City: Township:
 Nearest Cross Street:
 Square Footage of House: New Building: Existing Building:

Builder/General Contractor Information *(If applicable)*

THE APPLICANT AUTHORIZES THE BELOW NAMED CONTRACTOR TO ORDER, REQUEST AND SCHEDULE SERVICES AND AGREES TO BE RESPONSIBLE FOR ANY CHARGES RELATED TO THE SAME, INCLUDING, BUT NOT LIMITED TO, SEASONAL CHARGES AND EXCESS SERVICE LINE CHARGES.

Contact Name: Contact Phone: ()

Email:

Current Construction Stage: Finished Not Started Excavated
 Framed Fully Enclosed

Building Type: Frame Construction Mobile/Factory Building Structure Other *(Garage, Outbuilding, etc.)*
Estimated Date of Delivery

Date Ready *(Required)* _____

Note: Before service can be installed, the site must be READY, which means: the foundation is in and backfilled within 3 inches of final grade, the building is framed with door and window openings and there is no debris, dirt piles, construction materials, etc. in the path of the service line.

Natural Gas Service Requirements

Natural Gas Equipment:	Furnace/Boiler: Qty <input type="text"/> BTU <input type="text"/>	Dryer: Qty <input type="text"/> BTU <input type="text"/>
	Water Heater: Qty <input type="text"/> BTU <input type="text"/>	Range: Qty <input type="text"/> BTU <input type="text"/>
	Other: Qty <input type="text"/> BTU <input type="text"/>	Total: <input type="text"/>
	Other: Qty <input type="text"/> BTU <input type="text"/>	
	Other: Qty <input type="text"/> BTU <input type="text"/>	

(Generator, Pool Heater, Grill, etc.)

Additional fees could apply if BTU load is incorrect.

HVAC Contractor Information *(If applicable)*

Contact Name: Contact Phone: ()

Email:

Service Address:

City:

Example Drawing

Be sure to include the following information in your drawing:

- A = Distance your service line should be located away from the house. (minimum three (3) feet)
- B = Distance from front corner of house to meter location.
- C = Distance from the front corner of house to road edge.

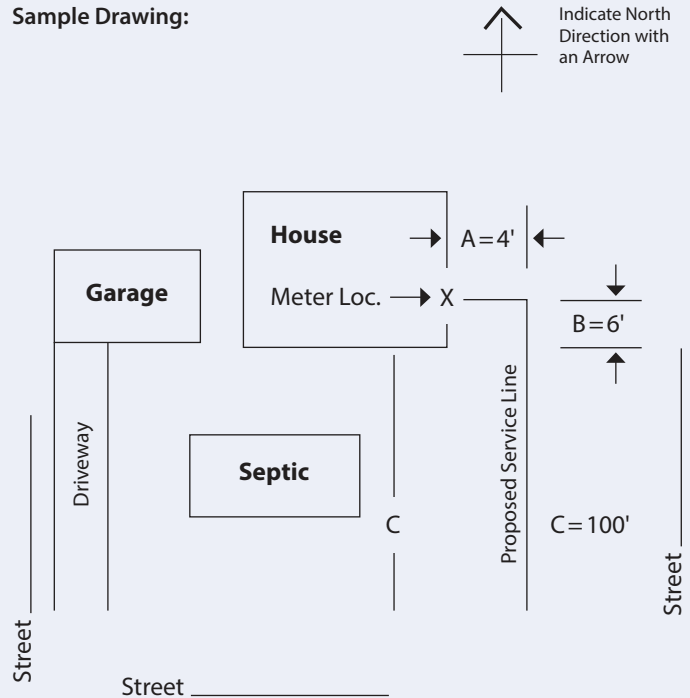
Your bill will be calculated using actual footage from the main tie-in to the meter location. The main may or may not be on your side of the road, which will affect your footage.

- Location of the driveway and garage
- Other underground facilities
 - ✓ Sewer Lateral
 - ✓ Sprinkler System
 - ✓ Well
 - ✓ Septic
 - ✓ Electric Dog Fence
 - ✓ Underground Electrical
 - ✓ Wetlands/Creeks
 - ✓ Underground Tank/Fuel Lines
 - ✓ Trees/Hills/Retaining Walls etc.
- Name of nearest cross streets
- Include preferred meter location and preferred gas line route
- Sewer connection

Gas meters cannot be located:

1. In living quarters, garages, carports, boiler rooms, or unventilated or inaccessible locations
2. In contact with ground or in a depression below the general ground level
3. Near a driveway unless adequately protected from passing vehicles
4. Closer than 36" to any ignition source including an electric meter assembly
5. Near any building opening
6. In areas subject to ice and snow damage, or vehicular damage

Sample Drawing:



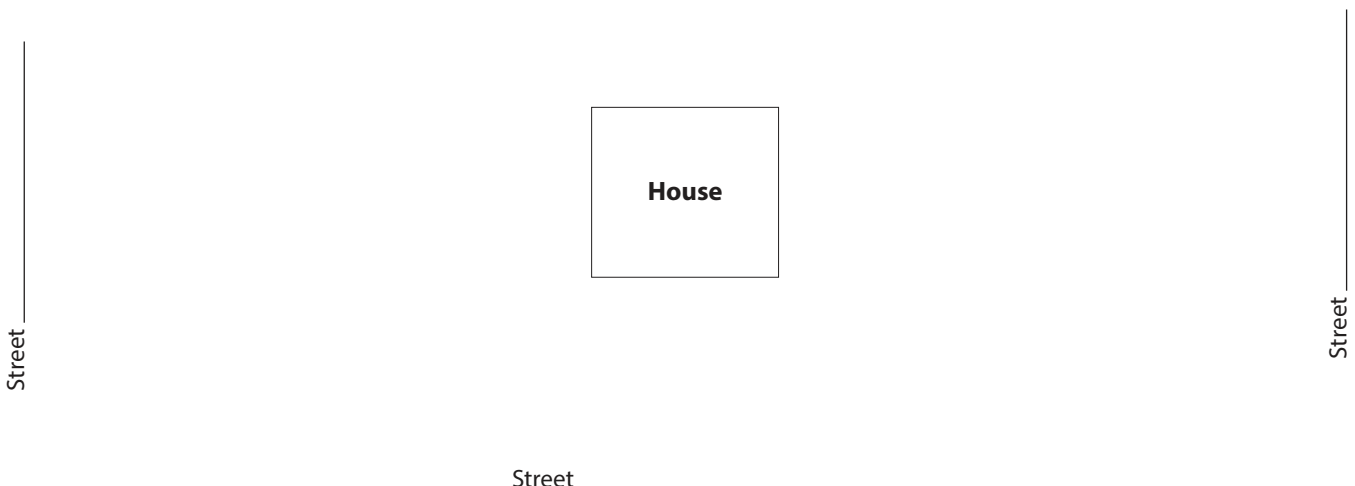
Gas meters shall be located in ventilated spaces readily visible and accessible for examination, reading, replacement, and maintenance.

Customer Drawing *(Required)*

Estimated service line length _____

Lot Number _____

Indicate North Direction with an Arrow



Place the meter location sticker on the building in your preferred location.



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What you do after SEMCO ENERGY Gas Company has installed the outdoor natural gas line

- If necessary, schedule a licensed plumbing and heating contractor to convert your appliances and change any piping in your home.
- SEMCO employees do **not** convert appliances, do **not** install inside piping, and do **not** light any appliances.
- SEMCO requires that the contractor connect the inside piping to the outside meter bar and disconnect any propane energy source. At least one appliance must be ready to light by the contractor before the natural gas can be turned on.
- Plan for your contractor to meet with the SEMCO employee who will turn on your gas.
- Schedule your meter installation—Call SEMCO at 1-800-860-4277
Chesterfield area: ext 2804 Port Huron area: ext 5018 Holland area: ext 5777
Niles area: ext 5686 Battle Creek area: ext 5502 Upper Peninsula area: ext 5902
- Plan to reseed any areas disturbed by service line installation.
- Enjoy the money you save by connecting to natural gas!

Thank you for choosing SEMCO ENERGY Gas Company

Installation Steps

1. Complete and return an application for natural gas service with your minimum connection fee of \$200.00, unless otherwise specified.
2. If this is an existing home and you are converting from another fuel source to natural gas, contact a licensed heating and cooling contractor for a cost estimate for converting your appliances.

If you have additional questions, call:

East Michigan	Amy Howison	800-860-4277 ext 5042	amy.howison@semcoenergy.com
West Michigan	Cindie Erwin	800-860-4277 ext 5768	cindie.erwin@semcoenergy.com
Upper Peninsula	Erik Lindsay	800-860-4277 ext 5920	erik.lindsay@semcoenergy.com
Central Michigan	Aaron Pollman	800-860-4277 ext 5510	aaron.pollman@semcoenergy.com
Southwest Michigan	Rachelle Adamczyk	800-860-4277 ext 5677	rachelle.adamczyk@semcoenergy.com



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IMPORTANT NOTICE FOR CONVERSION CUSTOMERS

Thank you for your interest in natural gas. Please start the conversion process by filling out the application and mailing it back with a check.

Do not convert your appliances until after the service line has been installed and you have an appointment scheduled with SEMCO ENERGY Gas Company. To schedule an appointment for the **meter set** please call **800-624-2019** **after your service line has been installed.**

SEMCO ENERGY Gas Company will need to inspect the customer piping to verify the disconnection of propane prior to setting the meter. The internal piping must be plumbed out of the wall and connected to the meter bracket as pictured below. All appliances must be converted or replaced prior to meter installation. Two gaseous fuels **cannot** be used in the home at the same time.

SEMCO ENERGY Gas Company will perform a leak test on piping at the time of meter installation. SEMCO ENERGY Gas Company will **not** light a newly installed furnace or converted appliances. This will be the responsibility of a licensed contractor. Most conversions require a mechanical permit; please check with your local municipality.



The above picture is SEMCO's Meter Bar Assembly and SEMCO's responsibility, in yellow. It will be installed when the service line is installed.

The orange piping is the customer's responsibility.