

Indiana commercial natural gas service/meter alteration application



Please complete this form if you need to alter an existing CenterPoint Energy Indiana commercial or industrial natural gas service and/or the associated meter. In order to process your request, please complete all required fields (*) and mail a copy of your completed application to: **CenterPoint Energy, ATTN: New Service Center, P.O. Box 209, Evansville, IN 47702-0209.** You may also submit your application via fax at **888-287-2770** or e-mail at **NewService@CenterPointEnergy.com.**

Important!

Before submitting your application, review the important information found on the last page.

Please consult your **professional plumbing contractor** to ensure the information you include on this application is accurate and all required information (*) has been provided.

Need help?

For assistance, call **800-990-1930** to speak with a CenterPoint Energy representative.

APPLICANT

1. Applicant

Applicant name*		Point of contact name*	
Contact daytime phone*		Contact e-mail address	
()			
Billing address*	Billing city*	Billing state*	Billing zip code*
Are you the property owner?*	CenterPoint Energy account number for this service (if known)		
<i>If 'No', please have the property owner call to grant authorization.</i>			
Yes	No		

SERVICE

1. Location information

Service address*		City*	State*	Zip code*
			IN	
County*	Township	Nearest major cross street	Subdivision	Lot number

2. Service request details

Service type*	Structure type*						
Commercial Industrial	Commercial house meter Production/industrial	Barn/pole barn Medical	Gas grain dryer Restaurant	Garage Warehouse	Hotel/overnight Other _____	Retail/office	Sign
Is this service part of a multi-unit project?*		Total current square footage of heated space*		Are you adding heated square footage?			
Yes No				No Yes (Provide amount) _____			
Additional natural gas meters requested*				Preferred request completion date* (see last page)			
<i>If relocation only, choose '0'</i>				_____ / _____ / _____			
0 1 Other _____							

3. Customer-owned facilities

Please indicate if any of the following apply. If you make a selection below, please locate and mark the facilities prior to installation. **It is the customer's responsibility to mark all facilities prior to service installation—CenterPoint Energy is not responsible for damage to unmarked private facilities.** (Please read "Facilities" section on last page of this document before submitting your application.)

Customer-owned facilities* (check all that apply)						
Septic/sewer Sprinklers	Sewer lateral Private electric	Underground fuel tank Customer-owned Cable	Well Other _____	Pet fence	Drains/downspouts None	
Potential surface obstructions*				Additional Comments		
Concrete Shed	Asphalt Steep hill	Grass Other _____	Ditches/ravines None			

NATURAL GAS SERVICE

About natural gas pressure

Elevated pressure above CenterPoint Energy standard gas delivery pressure ("CenterPoint Energy standard pressure") will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances. CenterPoint Energy Standard Pressure is 7" W.C. in Daviess, Dubois, Gibson, Knox, Pike, Posey, Spencer, Vanderburgh and Warrick counties. CenterPoint Energy Standard Pressure is 6" W.C. in all other Indiana counties.

1. Plumbing/HVAC contractor information

Contact name	Contact phone
	()

2. Existing natural gas service information

Existing gas pressure* (See "About natural gas pressure" at top of page)	
CenterPoint Energy standard pressure	2 psig (Pounds per square inch gauge) Other _____
Existing CenterPoint Energy natural gas meter location*	Reason for gas relocation and/or resize
Example: 5 ft. north from southwest corner of the building	Example: Remodeling

3. Natural gas equipment load

Please provide the gas equipment load details below. If you do not know this information, please consult your professional plumbing contractor. **You may submit your application without providing this information; however, it will be required before your order can be processed.**

Gas equipment type	Existing or new?	# of units	Estimated Btu/hr. input per unit	Required operating pressure †	Annual hrs. of operation per unit
<i>EXAMPLE: Gas furnaces A + B</i>	New	2	<i>90,000 (Btus) per unit</i>	<i>Standard pressure</i>	<i>800 (Annual heating hrs.) per unit</i>

† See "About natural gas pressure" at top of page

4. Natural gas service and/or meter alteration

If this request involves altering your gas service/meter, complete applicable sections below.

a. Relocation of service

<p>1.</p>	<p style="background-color: #cccccc; margin: 0;">Preferred CenterPoint Energy natural gas meter location*</p> <p>Three items are required: (1) In the diagram at left, please mark one of the four boxes to specify the preferred location for your CenterPoint Energy natural gas meter; (2) Below, specify the distance (in feet) to the nearest corner of the building; and (3) Below, specify the distance (in feet) to the middle of the nearest street.</p> <p>2. Distance of gas meter to nearest corner of building: _____ ft.</p> <p>3. Distance of gas meter to middle of street: _____ ft.</p>
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b. Resizing of service

Complete this section only if your CenterPoint Energy natural gas service and/or the associated meter needs to be resized. If this request involves relocating and resizing your gas service/meter, complete this section and the "Relocation" section above.

Requested natural gas pressure* (See "About natural gas pressure" at top of page)	
CenterPoint Energy standard pressure	2 psig (Pounds per square inch gauge) Other _____
Current total Btu load	Added Btu load

Only complete applicable section(s)

Only complete applicable section(s)

IMPORTANT INFORMATION

Please review the following information before submitting your application:

Formal design requirements

If formal design is required, the lead time for installing gas facilities may be longer. Formal design is required if one or more of the following conditions are met:

- Total connected load over 900 CFH (cubic feet per hour) at standard delivery pressure (1 CFH = 1,000 BTUs)
- Total connected load over 1,390 CFH at 2 psig delivery pressure
- Multi metered exceeds 550 CFH
- Easement/permits required
- Any service off a high pressure line (farm taps)
- Natural gas main extension required
- Length of service over 1,000 feet

If a formal design is required:

Our engineering department may contact you to discuss and/or schedule a site visit meeting to discuss the location of the meter(s), the service line route, the load sheet and easements. If an easement is required, you are responsible for providing the deed to the engineer that scheduled your site visit.

Installation site-ready checklist

The date that your site is ready determines when construction can start. The site is ready when the following criteria have been met:

- Site must be within 6" final grade
- Basement/foundation in and backfilled
- Clear 8' wide path
- Gas service install-meter location(s) meets code and is marked or stubbed
- Clearly mark/stake the location of all private underground utilities located on your property

Construction schedule estimated processing time is 4-6 weeks pending weather conditions, road restrictions, permitting requirements, property site ready and required permits have been obtained.

Meter sets and inspections

CenterPoint Energy may not install and/or connect meter(s) at time of service installation. Before we can connect you to CenterPoint Energy's natural gas and/or electric system, a house line inspection from your city or county may be required.

A credit check and deposit may also be required before meter(s) are connected.

If you are in an area that requires an inspection (see list below), you are responsible for contacting the county or city to set up the inspection. The inspector will contact CenterPoint Energy when the inspection is complete. If your area does not require a county inspection, contact CenterPoint Energy at 800-990-1930 to have a meter(s) installed once your plumber has completed work.

The following Indiana counties require an inspection:

- Posey County
- Spencer County
- Vanderburgh County
- Warrick County

If your preferred request completion date or site ready date changes, please contact CenterPoint Energy at 800-990-1930.

Facilities

By submitting this form, you are indicating that you have read and agree to comply with the following statement:

Prior to service installation and/or performance of improvement request by CenterPoint Energy, **You, as the property owner, are responsible for locating and marking all existing private buried facilities including sprinkler systems and septic facilities ("Facilities") at the Service Address provided above.** By submitting this Application, You agree to indemnify, defend, hold harmless and release CenterPoint Energy and its respective shareholders, directors, officers, administrators, managers, employees, servants, agents successors and assigns from or against any injuries, including death, damages, fines, claims, lawsuits, penalties or expenses, including reasonable attorneys' fees, arising from Your failure to locate and mark all of your Facilities at the Service Address provided above. This indemnification obligation shall not apply to the extent liability is caused by the negligence or wrongdoing of CenterPoint Energy. Please note that CenterPoint Energy is responsible for having utility facilities located at Your address prior to our installation of gas and electric facilities.

Checking order status

To check the status of your request you may contact us via email at NewService@CenterPointEnergy.com or by phone at 800-990-1930.

Programs and services are operated under the brand CenterPoint Energy by Indiana Gas Company, Inc. d/b/a CenterPoint Energy Indiana North and Southern Indiana Gas and Electric Company d/b/a CenterPoint Energy Indiana South in their respective service territories.