



New Commercial
Customer Natural Gas
Service Application
Packet





498 S. Main Street, Suite C, Montrose, PA 18801

Office 570-278-5863, Fax 570-278-5865

lginfo@leatherstockinggas.com

Dear Customer:

Welcome to the Leatherstocking Family! We're excited that you're making the switch to natural gas.

Won't it be nice to never have to worry about running out of propane again, forgetting to order your oil, or high electric winter heating bills? Better yet, you save money over more expensive fuel choices while supporting local jobs, the local economy, and an American energy source.

The information in the remainder of this packet will assist you in your Leatherstocking journey to become the newest member of our family of customers.

Please let us know if you have any questions or we can be of assistance.

Sincerely,

Your Leatherstocking Family

INSTRUCTIONS

Please complete and return the

- ✓ Application (page 4)
- ✓ Contractor Certification/ Customer Acknowledgement Form (page 5)

via email, USPS mail, or fax to: *Leatherstocking Gas*
498 S. Main Street, Suite C, Montrose, PA 18801,
Fax 570-278-5865 or lgcinfo@leatherstockinggas.com.

The remaining information in this packet is for educational purposes and is yours to keep.

Customer Letter.....	page 2
Instructions/Contents.....	page 3
✓ Application.....	page 4
✓ Contractor Certification/ Customer Acknowledgement Form.....	page 5
Chimney Maintenance Plus.....	page 6
Natural Gas Checklist	page 7
Your Gas Meter Info.....	page 8



498 S Main St Ste C
 Montrose PA, 18801-1353
 Phone: 877-451-9276 Fax: 570-278-5865
 Email: lgcinfo@leatherstockinggas.com

Commercial Request for Gas Service in Pennsylvania

Owner Information

Business Legal Name:					
Federal Tax ID:		Tax Status:	<input type="checkbox"/> Taxable	<input type="checkbox"/> Tax Exempt (Submit certificate with form)	
Service Address:					
Service City:		Service State:	PA	Service Zip:	
Correspondence Contact:					
Correspondence Name:					
Correspondence Address:					
Correspondence City:		Corr. State:		Corr. Zip:	
Corr. Primary Phone:		Corr. Alt. Phone:			
Corr. Email Address:					

Billing Information (If Different Than Correspondence)

Billing Contact:					
Billing Name:					
Billing Address:					
Billing City:		Billing State:		Billing Zip:	
Billing Primary Phone:		Billing Alt. Phone:			
Billing Email Address:					

Service Information (Check All That Apply)

Structure Function:	<input type="checkbox"/> Retail Store <input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Warehouse <input type="checkbox"/> Industrial <input type="checkbox"/> Housing <input type="checkbox"/> Other:				
Request Type:	<input type="checkbox"/> Conversion to Natural Gas <input type="checkbox"/> New Construction <input type="checkbox"/> Change to Existing Natural Gas Meter(s)				
Work Requested:	<input type="checkbox"/> New Service Line <input type="checkbox"/> Modify Existing Service <input type="checkbox"/> Owner or Occupant Change for Existing Service				
Requested Work Start Date:		Requested # of Meters:			
Requested Meter Location(s):					
Anticipated Gas Use:	<input type="checkbox"/> Heating System <input type="checkbox"/> Water Heater <input type="checkbox"/> Range <input type="checkbox"/> Fireplace <input type="checkbox"/> Dryer <input type="checkbox"/> Other: <input type="checkbox"/> Generator <input type="checkbox"/> Pool Heater <input type="checkbox"/> Grill <input type="checkbox"/> Industrial Process:				
Gas Load Information:	Hourly:	MCFH or BTUH (circle one)	Daily:	MCFD	Annual: MCF

Owner Authorization (Signature Required)

Leatherstocking Gas Company (LGC) offers the following delivery pressure options. LGC will provide a single service regulator, thus providing only one delivery pressure from our meter. Requests for delivery pressure greater than 5 psig, if granted, require welded steel piping throughout the distribution system after our meter. Your gas fired equipment must be rated to accept an established maximum allowable operating pressure (MAOP), which refers to the maximum pressure your internal piping, equipment, regulators and related items can withstand without harm. MAOP is normally a minimum of at least one and one half times the requested delivery pressure.

Please indicate your desired delivery pressure:

- Standard Pressure: 7" water column
- Fixed Factor Billing: 2 PSIG (not available on loads in excess of 5 million BTU)
- Elevated Pressure: > 7" water column (typically 2 psig delivery with 5 psig MAOP for load exceeding 5 MBH, 5 psig delivery with 10 psig MAOP, or 10 psig delivery with 20 psig MAOP; additional monthly charge applies)

Gas service is to be furnished by LGC under its rules, regulations, and general schedules on file with the Public Utility Commission (PUC) and available for inspection in the office of LGC. Applicant will be billed in accordance with the PUC Classification Rates and Tariffs. The undersigned authorizes credit investigation, credit reporting, and indemnifies LGC from any resulting liability. The gas service line installed by the Leatherstocking Gas Company, LLC (LGC) from an existing main to the meter set is at no cost to the owner. However, **payment for the service will be required if you do not begin to use gas within 6 months from the date of installation unless other arrangements can be made.**

By signing below you agree to all conditions outlined above and that you have been provided with and will follow the requirements in all attachments to this application (such as the Natural Gas Installation Checklist and The Importance of Chimney Cleaning, Gas Odor Detection, etc.).

Owner Signature:		Date:	
------------------	--	-------	--

Contractor Certification/Customer Acknowledgement

MUST be completed, signed, and returned to Leatherstocking Gas prior to customer service being activated.



Customer or contractor may complete natural gas appliance spec information at the top.
 Contractor must complete pressure test portion in the middle and sign.
 Leatherstocking will inspect contractor work and sign.
 Customer signs bottom of form.

498 S. Main Street, Suite C
 Montrose, PA 18801
 Office 570-278-5863 Fax 570-278-5865
 lginfo@leatherstockinggas.com

Natural Gas Appliances	Input BTUH	Brand Name	Efficiency
Furnace or Boiler (circle)			
Cooking Range			
Hot water heater			
Fireplace			
Dryer			
Pool or Spa Heater			
Generator			
Other (specify)			
Other (specify)			

Contractor Pressure Test - duration is required to be 15 minutes at minimum

	Diameter		Length (feet/inches)		
Pipe Installed	inches		(feet/inches)		
Pipe Installed	inches		(feet/inches)		
	Test Date	Time	Gauge Pressure	Read By	Remarks
Start of Test			psi		Start Test
1 st Reading*			psi		Pressure Held
2 nd Reading*			psi		End Test

- 1) *A minimum of two (2) readings shall be taken not less than 15minutes apart.* Test pressures shall be in accordance with the National Fuel Gas Code. The test pressure to be used shall be no less than 1-1/2 times the proposed maximum working pressure, but no less than 3 psig (20 kPa gauge), irrespective of design pressure.
- 2) The results of this test shall be deemed valid for a period of two (2) years from the date of the test barring any changes to the piping system.
- 3) In activating the service, an initial inspection by Leatherstocking Gas will be done at no charge. We will visually check for the following items that appear in plain view prior to gas being turned on: a) correct and complete piping; b) proper venting systems; c) adequate air supply; d) adequate clearance to combustibles. At least one appliance must be installed and operable prior to turn on of gas. Leatherstocking will not perform any other inspections, nor will it test or light any appliances.
- 4) **Contractor Certification: I certify that I have tested the piping described above and that it is free of any leaks, in accordance with all applicable codes and standards, including but not limited to, manufacturer's installation instructions, the National Fuel Gas Code, and the state or local Fire Prevention and Building Codes, and Leatherstocking's specifications and requirements for gas installations and is adequate to serve gas to the appliances installed at the above-mentioned location.**

Company _____ Contractor Name (print) _____

Contractor Signature _____ Date _____ Phone _____

Leatherstocking Inspector Signature _____ Date _____

CUSTOMER ACKNOWLEDGES AND AGREES

by signing below to the following:

- 1) Leatherstocking Gas will install gas piping to my home or other building. The piping will be installed in a trench approximately 18 – 24 inches in depth from the main to my dwelling or other building. For new home construction the area where the service will be located must be within 6 inches of final grade prior to installation.
- 2) Customer is responsible for the installation of their house piping from the meter outlet.
- 3) All raking, seeding, additional fill, and watering are the responsibility of the home owner.
- 4) Leatherstocking Gas has no responsibility for any gas appliances and related gas equipment. This includes interior piping and fittings that I, my contractor, or builder installed or will install in the future. I take full and complete responsibility for the gas appliances and other gas equipment such as interior piping and fittings.

Customer Name (print) _____ Customer Signature _____

Service Address and City _____ Date _____

✓ Natural Gas Service Installation Checklist

The following checklist is in accordance with requirements of the National Fuel Gas Code and Leatherstocking Gas, and is for you and your contractor's information.

Please assure the following:

- LGC service personnel must have access to the inside of the building to perform inspections
- You must know your dwelling's total BTUH load for proper facility sizing
- The electric service must be energized prior to gas meter installation

Service Installation:

- If Leatherstocking Gas Company or its representative has installed a new service on your property, you will be responsible for final raking, seeding and watering of the disturbed area
- All meters shall be installed outdoors
- A minimum of one permanent piece of gas equipment must be installed and ready to operate prior to meter activation

Venting Installation:

- All flues must be rigid, tight, and cemented at the point of entry to masonry chimneys
- All single, wall-vent pipes must have a clearance of six inches from any combustible material
- Double wall piping (Type B) must be used when installed along the outside wall of the structure (for most commercial establishments) and must have a clearance of one inch from any combustible material
- Heating equipment must be installed in clay tile chimneys or approved metal chimney systems
- In the case of solid fuel (oil, wood, coal, pellet, etc.) to gas conversions, the chimney must be cleaned and if the chimney is not lined, a flue liner must be installed
- Gas appliances cannot be vented with wood, coal, or other burning appliances in the same chimney

Fuel Line Installation (customer installed piping):

- Fuel lines must be air tested for leaks by your contractor prior to LGC installing the meter. Written certification must be provided by owner to LGC prior to service initiation
- All lines must have doped fittings, and be supported or strapped every six feet
- Water heaters, boilers, and furnaces must have drip legs, and flexible pipe connectors cannot be used
- Every gas appliance must have a separate, easily accessible shut-off valve within six feet of the appliance and in the same room as the appliance

- All gas line unions must be located on the appliance side of the shut-off valve
- Gas lines must be connected to the meter bar by the customer's contractor
- On multiple metered installations, the meter bars must be permanently marked with corresponding unit/apartment numbers. The units/apartments also must be clearly numbered
- Pressure test results for high pressure welded installations must have been submitted in writing to LGC prior to meter activation
- Gas lines must be sleeved when penetrating cement or masonry walls
- Flexible gas lines must have been installed per manufacturer and NFGC specifications using approved pipe fittings and adaptors. Exterior wall penetration to the outside meter bar must be black iron pipe

Appliance and Equipment Installation:

- All appliances must have been installed in accordance with manufacturer and NFGC specifications. All appliances must be made accessible
- A utility room or closet containing a gas dryer must have a fully louvered door or one-inch unobstructed space above the finished floor
- All utility rooms that have a boiler, furnace, or water heater must have provision for make-up air in accordance with local building codes
- Vented appliances must not be installed in a closed room (i.e. bedroom, bathroom, etc) unless they draw fresh air from outside the closed room, such as through louvers to other rooms in the dwelling
- Appliances installed in a garage must be protected from vehicular or physical damage
- The burner portion of any appliance installed in a garage must be at least 18 inches above the floor unless the unit is manufacturer and NFGC approved for direct floor installation
- Heating appliances with total input capacity of 250,000 BTUH or greater must draw combustion air from the outside using NFGC approved methods
- Whenever rooftop access to an appliance or equipment is over 14 feet, permanent stairs or archways in the interior of the building must be provided to assure access to said heating systems
- All installations must meet federal, state and local building codes

www.leatherstockinggas.com

Office 570-278-5863 Fax 570-278-5865



498 S. Main St., Suite C
Montrose, PA 18801



CHIMNEY MAINTENANCE AND UPKEEP

When switching from a solid fuel (oil, wood, coal, pellet, etc.) to natural gas, it is very important that your home's chimney and/or exhaust flue pipe be cleaned and inspected by a qualified service person. Although natural gas appliances do not produce visible soot that solid fuel

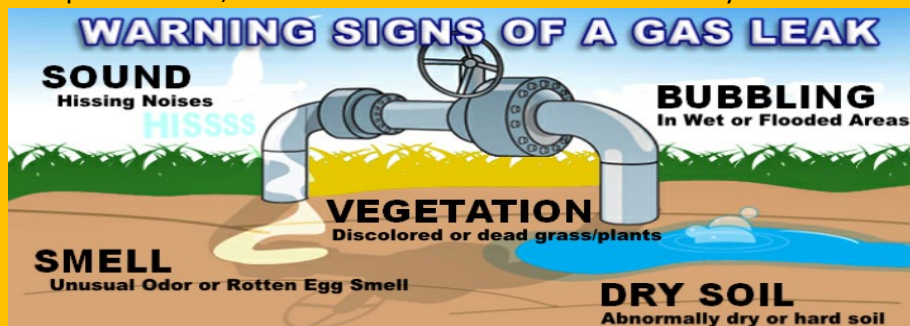
burning appliances do, they do produce more moisture in their exhaust. This moisture combined with the residue (soot) that can remain in a flue may lead to deterioration of a masonry chimney. This deterioration can lead to poor venting conditions, improper draft, and unsafe operation of your heating system. Therefore, the National Fuel Gas Code indicates that all chimneys shall be properly lined prior to the installation of a natural gas appliance.

With respect to the new high efficiency heating systems, your masonry chimney or flue pipe may not be compatible. In fact, some of the high efficiency heating systems available today are directly vented through the exterior wall with the use of a plastic vent pipe or require the use of a stainless-steel chimney liner if an existing masonry chimney is to be used. When purchasing high efficiency equipment, it is important for you to ask your heating contractor if your system will need special venting requirements.

Regardless of the heating fuel used in your home, it is highly recommended that you have an annual heating system tune-up, the equipment serviced, as well as an inspection of the chimney and/or flue, which are critical to the safe operation of the system. Maintaining these vital systems will ensure the safety and maximum efficiency of your heating system for years to come.

GAS ODORS OR LEAKS

Natural gas has an odorant called mercaptan added to it to make it smell like rotten eggs. If you think you smell gas inside or outside your home, or notice a hissing or whistling sound, or see a white vapor cloud near a pipeline, move to a safe area away from the possible leak, and call 855-779-4452 or 911 immediately.



HIRING QUALIFIED CONTRACTORS



Not all municipalities require plumbing and heating installers to be licensed. Leatherstocking recommends that customers utilize a professional who is experienced in natural gas appliance installation and operation.

In addition, all gas appliances, gas piping, chimney/venting systems, and related appurtenances must be installed in accordance with the latest applicable codes and standards including, but not limited to the: Fuel Gas Code, Fire Prevention Building Code, manufacturer's installation instructions, and all other state and local building codes.



GROUND SURFACE RESTORATION

If you are having a new natural gas service line installed, LGC will bring the disturbed area back to or close to original grade. The final restoration of top soil, seed, mulch, and watering is to be completed by the homeowner.

Where to Locate Your Gas Meter

The meter set should be located on the side of the structure near the front corner when possible unless an agreement is made with the customer to locate in front of the structure. It is best not to locate the meter set on the driveway side.

If the installation requires a service regulator, the vent of that regulator shall be oriented downward and supplied with an insect proof covering. The terminus of the vent shall be a minimum of 18" above final grade and 18" away from any building opening. The vent terminus should be located where it cannot create a hazard, and it should be protected from damage caused by submergence in areas where flooding or ice accumulation may occur.

Meters shall be installed a minimum of 3 feet away from an electric meter or other source of ignition. Any vent terminus of a regulator that is part of a medium pressure meter set shall be located no closer than 3 feet to an electric meter or any ignition source.

What Your Gas Meter May Look Like

