

THE GAS MAIN AND SERVICE INSTALLATION PROCESS

Steps to simplify service line installation

rev. 7/2024

STEP 1 Project Review

STEP 2 Gather Info

STEP 3 Process Request

STEP 4 Schedule Work

STEP 5 Ready for Turn-On

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 PSIG 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 and/or regulator 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

STEP 4

When the Gas Main and/or Service Installation is ready to be installed, contact your Marketing Representative to schedule a date to start the work. To ensure that the project site is ready and won't cause any delays, a convenient check list is below. Any negligence of these requirements may cause the job to be rescheduled to a later date and additional costs to the contractor/owner/developer.

Requirements for Gas Main and/or Service Installation:

- » The building must be fully framed with a roof and defined locations of windows and doors.
- » Location of proposed gas main/service must be within three inches of final grade. No existing holes or trenches are allowed to conflict with proposed location.
- » All debris, garbage, dumpsters, stored material, scaffolding, porta potties, etc. must be clear of the proposed gas main/service location by a minimum of five (5) feet.
- » Interior steps to the basement (if applicable) must be installed prior to the start of any work; and conditions at the basement must be safe.
- » If an existing inside service is being used, the existing pipe at the front wall must be accessible and clear of all structures, walls, dry walling, and appliances by at least one foot.
- » No other conflicting work involving deliveries, subcontractors, etc. are allowed to take place near the proposed location at the time of the scheduled installation. This hinders PGW's ability to complete the installation as designed and in a timely manner.
- » If the proposed meter location is designed to go under outside steps, no section of the steps are allowed to be installed prior to installation of the gas service.



Call Before You Dig

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

For more information, visit: www.paonecall.org

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

Residential and Small Commercial • 215.684.6730

Large Commercial/Industrial • 215.684.6671

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STEP 5

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, use this convenient check list:

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

PIPING SPECIFICATIONS:

- All piping must be installed per applicable piping codes. The most current Version of the International Fuel Gas Code is the standard for the installation of fuel gas piping and equipment. The latest NFPA, 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 <http://www.pgworks.com/business/customer-care/builders-contractors>.
- Corrugated stainless steel tubing (CSST) or flex tubing must be installed according to manufacturer's specifications.
- This material must also be properly bonded to the electrical panel.
- CSST must have a termination fitting when used to connect a moveable appliance.
- CSST fittings do not eliminate the need for a unions, drip tee's and shut off valves at the appliances.
- CSST not approved for underground burial in Philadelphia. (Local Code).
- Fuel lines must be sleeved through all exterior wall penetrations.
- No bushings are permitted in the fuel line.
- All Fuel lines must be supported.
- Contractor must ensure all fuel lines are properly capped and plugged at all open outlets.
- All exterior black iron pipes must be painted or galvanized.
- 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.
- Fuel lines must pass a 3 PSIG air test (if applicable).
- Meters not to be installed within three (3) feet of electrical open contacts inside, one (1) foot outside.
- Meter set area must be clear of any debris and accessible at all times (bollards if necessary).

EQUIPMENT SPECIFICATIONS:

- All heating units must be piped and vented according to manufacturer's specifications.
- Ensure proper clearance to combustibles of all vented appliances.
- Electrical Switch must be installed at the House Heater, power energized/on.
- Gas appliances not to be installed in bathrooms or bedrooms unless they are specifically approved for installation in these areas.
- 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 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).
- Gas shut off valves must be installed within six feet of each appliance casing.
- A working thermostat must be installed at any thermostatically controlled appliance.
- Properly sized temperature pressure and pressure relief valves must be installed on all water heaters and boilers. These relief valves must be piped to within six inches of the floor.
- Verify that all boilers and water heaters have water.
- Verify all appliances loads and ensure all total loads match the most recent FIR.

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 service must be installed and operable.

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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