



Thank you for applying for a New Residential Natural Gas Service from

Central Peace Natural Gas Co-op Ltd.

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Central Peace Natural Gas Co-op Ltd is a member owned distribution Cooperative that supplies Natural Gas for residential and commercial properties in the Saddle Hills County, and MD #133 Spirit River areas.

Construction Costs

Costs for new natural gas service installation are flat rates which are set annually by the Board of Directors (rate scheduled included). These rates are for construction during non-frost conditions. Construction under frost conditions is at an additional cost and will be considered on an individual basis.

The Co-op requires a minimum of eight weeks from date of application to have the service constructed and will not guarantee any service applications received after

April 15th of each year.

The Co-op reserves the right to refuse service to locations if the cost of service exceeds \$20,000.00

Step 1: Complete the Attached Application Form

Only applications completed in their entirety shall be accepted into the construction queue.

Step 2: Submit the Application Form and Property Information

a) **Site Plan**- Provide a site plan or sketch of the proposed development, including the location of all buildings, the proposed gas line, telephone, water lines, well and septic system, etc.

b) **Certificate of Title**- All natural gas co-ops require a current Certificate of Title from Alberta Land Titles or copies of long-term lease agreements in order to set up a Customer Contract. The Customer Contract will be reviewed with you by an employee of the Co-op.

c) **Making Your Submission**- Your completed application form and accompanying information can be faxed, mailed, emailed, or brought in person to Central Peace Natural Gas Co-op. (information above).

d) **Deposit**- \$500.00 down payment upon application

Note: The \$500.00 deposit will be refunded if you cannot be supplied with gas

e) **Full Payment**- Payment in full is due prior to installation

Step 3: Designing/Engineering the Natural Gas Service

The Co-op will use the BTUH (British Thermal Heat Units per Hour) load information you provide in the application to design that natural gas service, Prior to construction, the Co-op will contact the applicant to establish a mutually agreeable route. The Co-op will provide the proposed natural gas service design to third parties for necessary approvals and permits.

Step 4: Meeting All Other Conditions

Before construction can start, the following conditions must be met:

- a) The basement of foundation must be backfilled
- b) All privately owned utilities within the property boundaries must be located and clearly marked (the Co-op will arrange to locate owned facilities).
- c) The property must be leveled to within 15cm (6inches) of final grade or final grade must be clearly determined.
- d) The route from the gas main to the meter location must be clear of all obstacles, dirt piles and debris.
- e) If a modular structure (example: mobile or prefabricated home) requires natural gas service, the modular structure must be on its foundation.

Step 5: Gas Meter Location

- a) The proposed gas meter location must comply with the meter location requirements identified in **Figure 1- Regulator Clearance Requirements**
- b) The gas meter shall be placed in the Consumers property which the Co-op shall have the sole right to determine. The Consumer may designate his choice of

location prior to construction and so notify the Co-op. The Co-op may comply with the Consumers wishes if in the opinion of the Co-op the location is suitable and practical for technical and safety reasons.

c) Ownership to the natural gas supplied by the Co-op shall pass from the Co-op to the Consumer at the outlet of the gas meter.

Considerations for Meter Location:

- ✓ Ensure the supporting rise pipe is protected from damage and not encased in concrete (the sleeve must rise 100mm (4 inches) above any concrete or ground cover).
- ✓ Located where it is least likely to be subject to damage (riser protection is required if there is risk of damage from vehicle traffic or other activities).
- ✓ Protected from falling snow, ice or debris that may damage the meter – preferable on a gable end or under a Meter Shelter (See Figure 2 – Meter Shelter Requirements)
- ✓ Must provide safe access for maintenance staff. Avoid driveways (riser protection or a vehicle barrier will be required), porches, decks, sun decks, bay windows and large overhangs (good ventilation and access if required).
- ✓ Future facilities requiring natural gas

A Meter Set is Not Permitted:

- ✓ In an enclosed space.
- ✓ In a carport or area that may become enclosed in the future.
- ✓ Under or within 1 meter of a roof drain or water tap, sump discharge, dryer vent or any other source of water (to avoid possible ice damage).
- ✓ In locations where there is likely to be falling snow or ice from buildings or metal roofs.

Step 6: Constructing the Service

After all the necessary approvals are obtained, we will schedule the natural gas service for construction. Prior to construction, A Co-op representative will visit the site to confirm with you, and adjoining property owners (when appropriate), the route for construction the service. The Co-op representative will stake the route and the construction crew will install the service along the staked route.

Step 7: Install Gas Piping and Appliances

The Co-op provides the natural gas distribution service up to your service site including the meter. You are responsible for arranging the installation of any gas piping beyond the outlet of our meter, as well as any gas appliances you may require.

Government codes and regulations govern the installation of gas piping and appliances. If you will not be doing the work yourself, you must have a certified gas fitter do the work for you.

A gas installation permit is required to install or alter any gas piping beyond the outlet of our meter. You or your certified gas fitter must acquire a valid permit before commencing work. Permits are available through an agency on behalf of the province.

A final inspection of the work done by you and/or your gas fitter must be performed by the agency issuing the permit.

Step 8: Making a Request for the Meter

After construction of the service line is complete and the site is ready for natural gas, a meter must be installed by the Co-op prior to consumption of natural gas. The following information is required to facilitate a new meter installation:

- a) The permit holder must provide the Co-op with **a valid gas installation permit** for the work performed at the site.
- b) **BTU Load:** Confirmation of the current BTU load at the site. Correct sizing of the meter is important to avoid operational problems and additional costs.
- c) **Pressure Test** (downstream piping): A Co-op service technician must witness the pressure test prior to the meter installation. Alternately, a certified gas fitter may submit a 'Service Completion Form" to the Co-op. This form must be submitted to the Co-ops office prior to the meter installation.
- d) **Charges:** If upon our arrival the pressure test is not on or is not holding pressure a charge will be incurred by the permit holder.

Making the Connection

The Co-op will perform the final piping connection to the meter. The gas installation permit holder is responsible for appliance activation.

Process Complete!



CENTRAL PEACE NATURAL GAS CO-OP LTD.

APPLICATION FOR NATURAL GAS SERVICE

SERVICE INFORMATION – Please complete all related fields

Type of Service: ☐ Residential ☐ Grain Dryer ☐ Additional Secondary Gas Line (fill out Secondary Form)

Describe the type of building or structure to receive natural gas service

Enter the date you expect to have the property backfilled and leveled to within 15 cm (6") of final grade and, if moving in a trailer/modular, the expected date when trailer/modular will be placed on foundation.

Today's Date:

Service Site Ready Date:

Contractor Contact Name & Phone Number:

SERVICE LOCATION DESCRIPTION- Please complete all related fields

Rural Address:

Lot: Block: Plan: Subdivision:

Legal Land Description: QTR: SEC: TWP: RGE: MER:

Municipal:

APPLICANT INFORMATION- Please complete all related fields

Applicants Name: Co-Applicants Name:

Applicants Mailing Address Information

Box Number: Town:

Province: Postal Code:

Applicants Phone and Other Contract Information

Res: () Work: () Cell: ()

Email:

Emergency Contact Information

Name: Ph 1: () Ph 2: ()

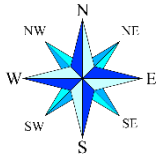
NATURAL GAS REQUIREMENTS

	No. of Units	BTU input per hour
Forced Air Furnace		
Water Heater (Standard Tank)		
Water Heater (Tank-less)		
Stove		
Dryer		
Fireplace		
Boiler		
Other		
Other		
TOTAL BTU Input per Hour		

The Co-op requires vital information on the location of the proposed gas service. Please provide a drawing showing property lines, building sites, underground utilities (phone, power, sewer, water, fibre optics, etc.) and unusual land features (creeks, roads, bush, cut lines, fences and muskeg). This information will assist the Coop in establishing routes and it will speed up the approval process and the installation of your service.

SKETCH

Sketch the layout of your yard site, providing measurements from quarter line/property line to building and from road to proposed meter location.



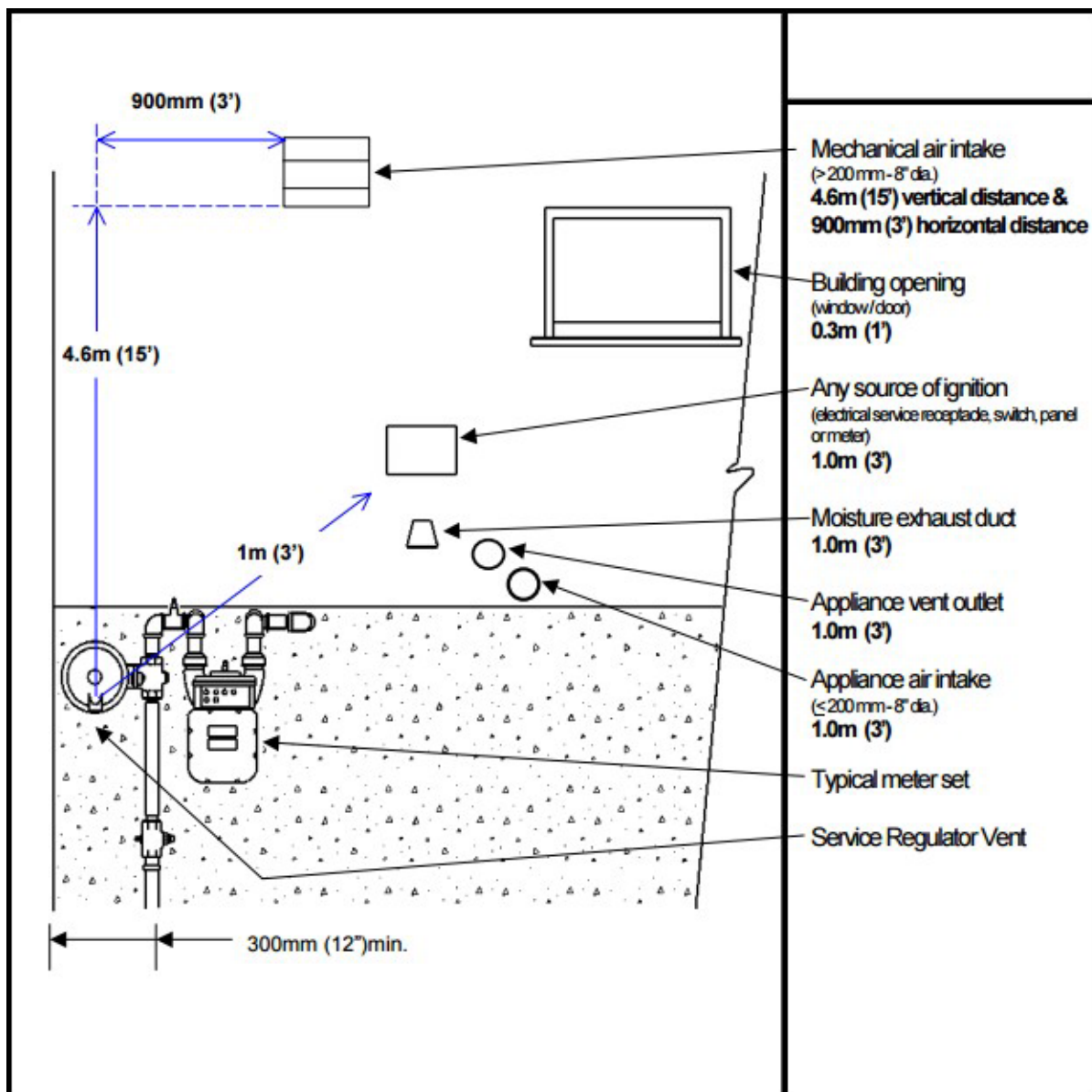


FIGURE 5.2 LOCATION OF REG. VENT RELATIVE TO BUILDING OPENINGS

NOTES:

1. All clearances listed are in accordance with CSA B149.1-10 Clause 8.14.8.
2. If these clearances cannot be met, CSA 6.22 regulator/relief may be used. See Table 5.2 in CSA B149.1-10 for acceptable clearances.

**Government
of Alberta**

November 2010

Figure 1 – Regulator Clearance Requirements

Meter Type	A Shelter Depth	B Fuel Line Height	C Meter Set Assembly (Typ)
250	24" Minimum	55"	16"
425/630	24" Minimum	55"	24"
1000	28" Minimum	55"	26"

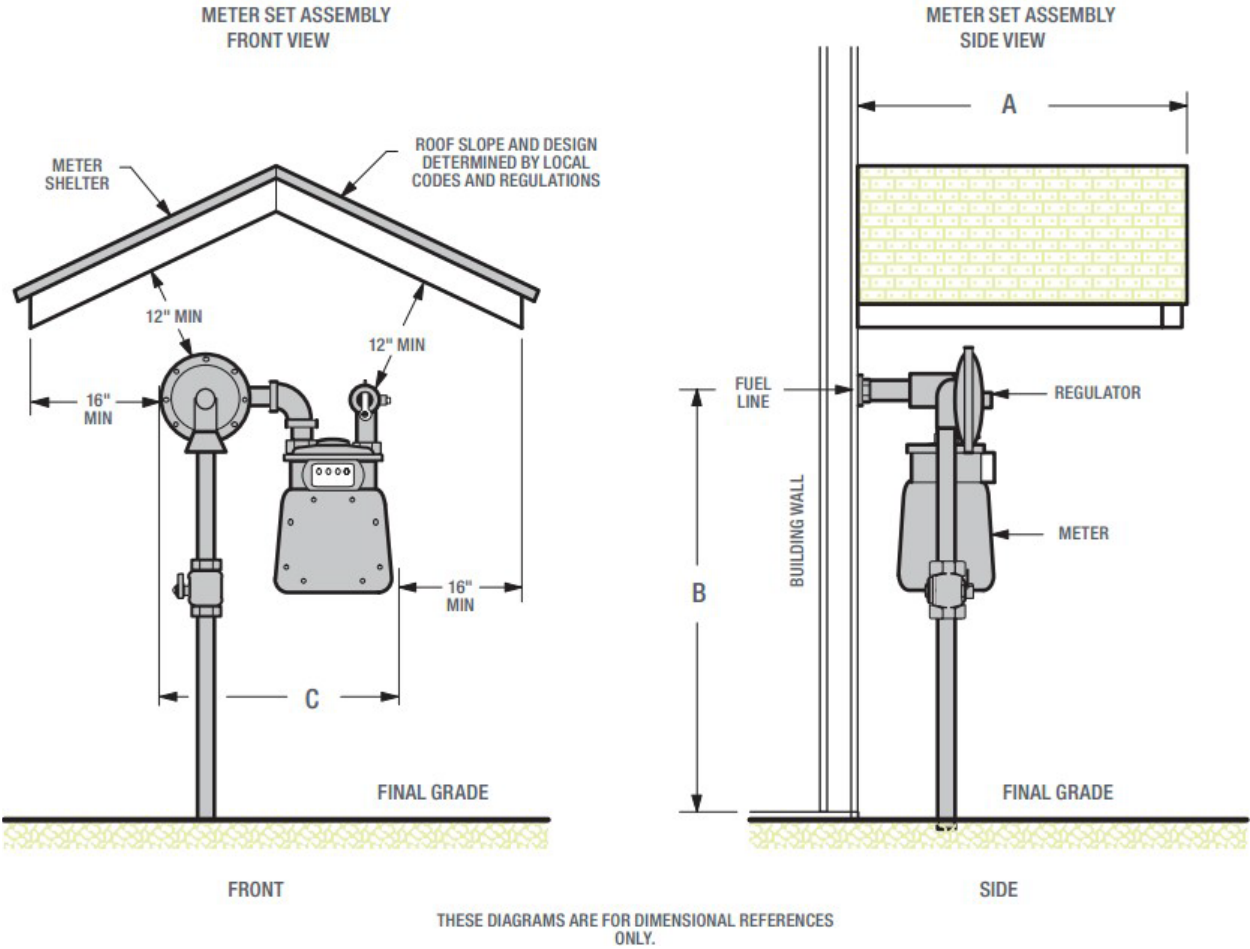


Figure 2 – Meter Shelter Diagram