

A GUIDE TO COMMERCIAL NATURAL GAS SERVICE



NATURAL GAS  UTILITY
Safety Compliance and Reliability



1309 Myrtle Ave.
Enumclaw, WA 98022

Phone: 360-825-3593

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E-mail: permits@ci.enumclaw.wa.us

INSTALLING A NEW GAS SERVICE LINE

The installation of a new gas service requires some excavation on your property to allow us to bring the line from the gas main in the alley or street to your home.

We will do our best to minimize disruption and with your help, complete the process smoothly and efficiently. **If you have any questions regarding the completion of any form, please call the City of Enumclaw Gas Utility at 360-615-5781.**

PLEASE FOLLOW THESE GUIDELINES FOR SUCCESSFUL COMPLETION:

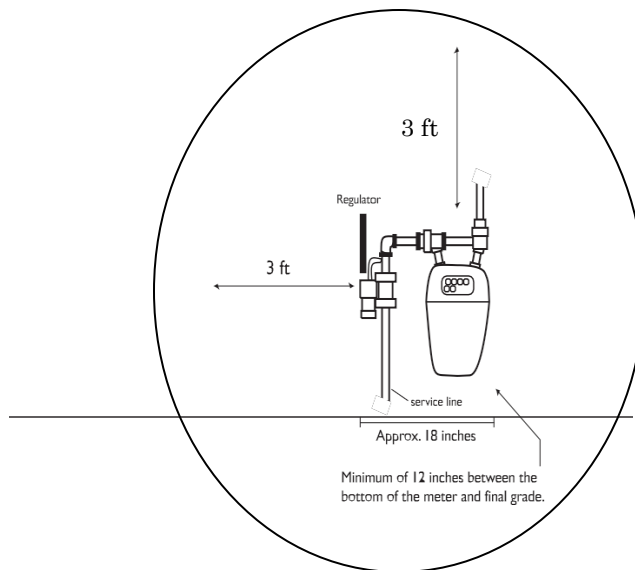
- **Locating the Gas Service Line...**Identifying the best possible route for the new gas line on the *'New Commercial Gas Service Installation Form'* (pg. 5), is an important piece of the process. The most direct route from the street/alley to the new meter location is preferred, but is not always possible. That's why it is necessary that you assume responsibility for the identification of underground obstacles on your property. When selecting a route, it is important to remember we cannot cross a septic system. However, we can cross customer-owned underground electric, water services and sprinkler systems, but must have you identify them. We recommend you do so by staking, flagging or painting the route of each of those services.
- **Locating the Gas Meter...**When choosing the meter location and new gas service route, the ideal location would be within 10' of the front corner the building In addition, there must be a three-foot clearance from the gas meter to any door, window, venting, electric meter, or any other source of ignition. Greater clearances may be needed. We suggest you check with your plumbing/heating contractor for details and be sure to review the *'Natural Gas Commercial Meter Placement'* (pg. 3) information sheet enclosed.
- **Complete All Information...**Please draw a sketch on the enclosed form on indicating the proposal location of the new gas service, any other underground utilities, septic system, and sprinkler system. We have also included a *'New Commercial Gas Service Installation Sample Form'* (pg. 4), for your reference. All information is required before your gas service can be scheduled for installation.
- **Important Factors to Consider When Choosing Locations...***When choosing the meter location and gas service route, please keep in mind the following:*
 1. The meter should be located within 10 feet of the front corner of your building.
 2. We cannot cross a septic system.
 3. We are able to cross underground electric, phone, and water services, but must have the locations identified by you.
 4. Be sure you also identify your underground sprinkler system, if applicable.
 5. There must be three-foot clearance from the gas meter to any door or window openings, vents, electric meter, and any other sources of ignition. Greater distances may be required for some equipment.
 6. Please review the enclosed *'Natural Commercial Gas Meter Placement'* (pg. 3) information sheet and discuss the meter location with the City of Enumclaw's gas department. This will reduce the likelihood of error and any additional costs you would incur to relocate the service after installation.
- **Gas Meter and Service Sizes...**Meter and service are determined by the BTU input information you provide. The BTU input of an appliance is usually found on an affixed plate located on the appliance. Your installation contractor should also be able to provide you with this information.

Thank you in advance for providing this information and your attention to all detail. By doing so, you have taken a very important step towards the successful installation of your new gas service.

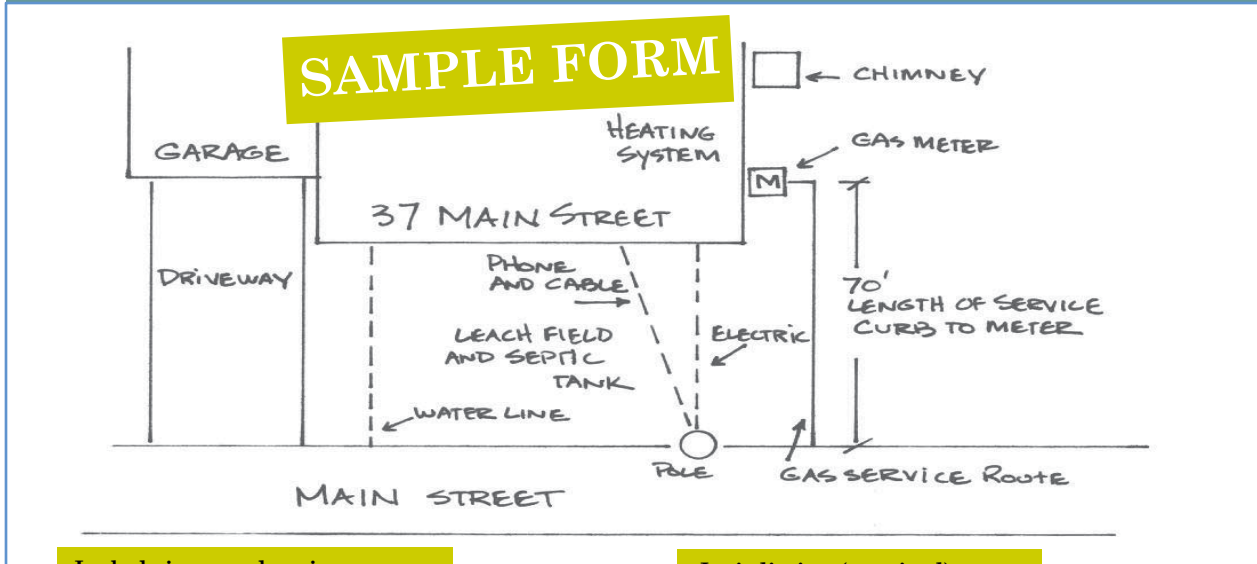
Natural Gas Commercial Meter Placement

When planning for the location of your new natural gas meter, please note meters must be a minimum of three (3) feet away from:

- Any venting (heating systems, dryers, central vacuums, etc.)
- Any intakes
- Windows (including basements)
- Doors (including bulkheads)
- Any source of ignition
- Electrical outlets
- Electrical meters
- Central A/C compressor
- Window air conditioners



NEW COMMERCIAL GAS SERVICE INSTALLATION



Include in your drawing....

- House
- Sewer
- Cable
- Street
- Septic
- Retainer Wall
- Gas Service
- Phone
- In-ground Sprinklers
- Water/Well
- Electric

Jurisdiction (required)

- City of Enumclaw
- Unincorporated King County
- Muckleshoot Tribe

SAMPLE FORM

Helpful Tip: you can verify jurisdiction by going here: <https://gismaps.kingcounty.gov/iMap/> and turning on the Tribal Land layer under "Administrative Areas"

Name _____ E-mail Address _____

Service Address _____

City _____ State _____ Zip _____

Phone Home _____ Work _____ Cell _____

Square Footage of House 2200 # of Units _____ Mechanical Contractor _____

Mechanical Contractor Email _____ Phone _____

Equipment	# of Units	Total BTU Input
Heating	1	90,000
Water Heater	2	80,000
Range	1	50,000
Dryer	1	25,000

Equipment	# of Units	Total BTU Input
Pool Heater	1	250,000
Gas Fireplace	2	25,000
Generator	1	200,000
Other (specify)		

Gas Load Input ...(found on a plate affixed to the appliance) or check with your contractor. Enter the total number of appliances and total BTU input. This information is necessary for proper meter service and size.

For Office Use Only

Length of Service from street to meter location _____

Delivery Pressure Required: circle one... 7" 2# 5#

NEW COMMERCIAL GAS SERVICE INSTALLATION

Complete drawing in space provided below...

Include in your drawing....

- House
- Sewer
- Cable
- Street
- Septic
- Retaining Walls
- Gas Service
- Phone
- Underground Sprinklers
- Water/Well
- Electric

Jurisdiction (required)

- City of Enumclaw
- Unincorporated King County
- Muckleshoot Tribe
- City of Auburn

Helpful Tip: you can verify jurisdiction by going here: <https://gismaps.kingcounty.gov/iMap/> and turning on the Tribal Land layer under "Administrative Areas"

Name _____ E-mail Address _____

Service Address _____

City _____ State _____ Zip _____

Phone Home _____ Work _____ Cell _____

Square Footage of House _____ # of Units _____ Mechanical Contractor _____

Mechanical Contractor Email _____ Phone _____

Gas Load Input (found on a plate affixed to the appliance or check with your contractor). Enter the total number of appliances and BTU input, necessary to determine proper meter and service size).

Equipment	# of Units	Total BTU Input
Heating		
Water Heater		
Range		
Dryer		

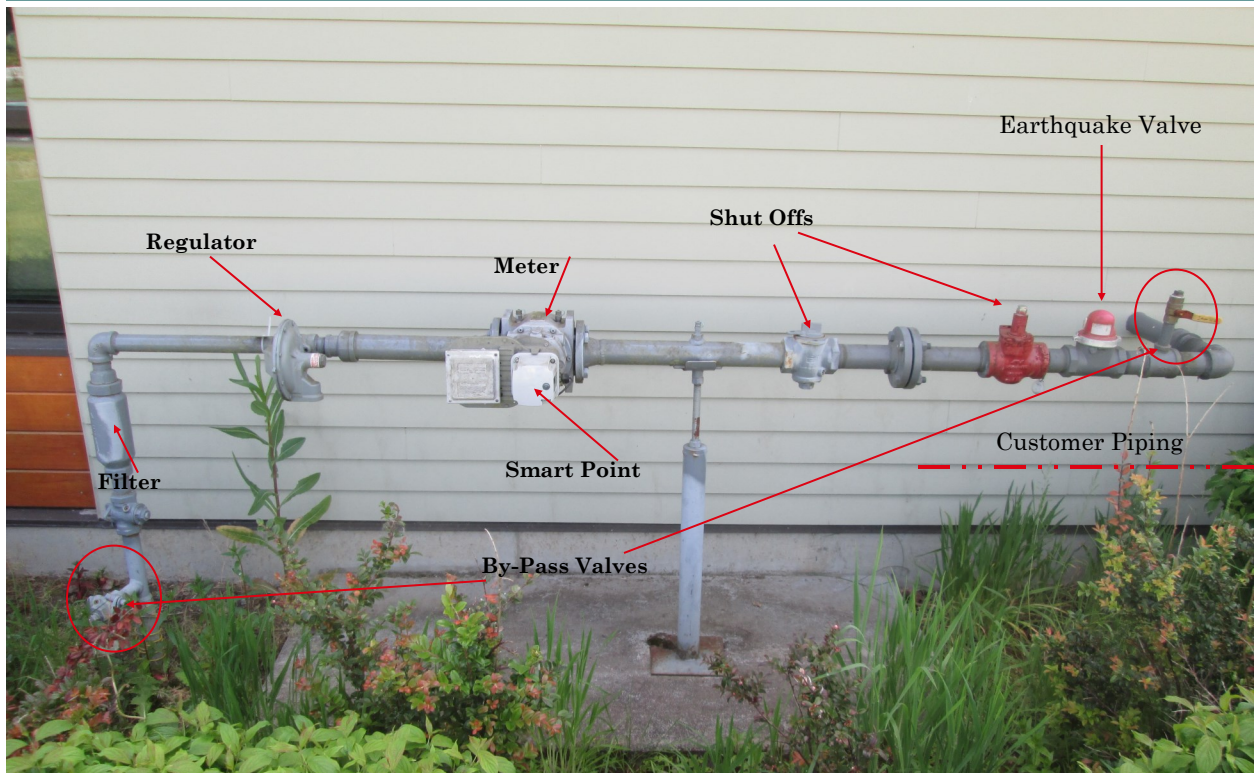
Equipment	# of Units	Total BTU Input
Pool Heater		
Gas Fireplace		
Generator		
Other (specify)		

For Office Use Only

Length of Service from street to meter location _____

Delivery Pressure Required: circle one... 7" 2# 5#

COMMERCIAL GAS METER CONFIGURATION



COMMERCIAL GAS SERVICE HOOK-UP AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between the City of Enumclaw, King County, Washington, hereinafter referred to as “City” and

Billing Name _____, of
Billing Address _____,
King County, WA *Zip* _____, hereinafter referred to as “Customer”

WHEREAS, The city of Enumclaw maintains natural gas utility, and

WHEREAS, the construction of natural gas main lines and service lines are expensive and are done when there is justification for a payback of the investment of the City, and

WHEREAS, the customer has given its intent to the City that it desires gas mains and/or service lines at a considerable cost to the City.

NOW, THEREFORE, based upon mutual covenants to be derived, the parties agree to:

1. **Gas Service Line:** Installation will be furnished to customers who pay the required meter and installation fees for a service line at *site address* _____ . The line service line shall at all times be the property of the municipal natural gas utility. (1958 Code § 7.12.030).
2. **Gas Main Extention:** All main line extensions of the gas utility shall be made at no cost to the customer if the estimated gross revenues from the extension for the first two and one-half years will exceed the total costs of the extension; if the costs of the extension will not be so paid for in said period as designated in this section, the extension shall be made only after the applicant has paid to the city the excess of the estimated costs of the extension over the anticipated gross revenues. (Ord. 1306 § 1, 1980).

Exhibit A: Enclosed with this agreement, and identified as Exhibit A, (if applicable) is an itemized statement of the costs of the entire installation, and a detailed sketch indicating the proposed construction.

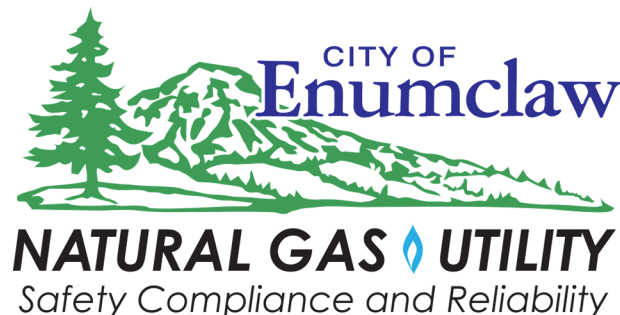
COMMERCIAL GAS SERVICE HOOK-UP AGREEMENT

3. **Requirements of the Customer:** Customer agrees to cause said property, to be hooked up to the City's gas utility line on or before six (6) months from the City's installation of the service line.
4. A meter fee will be required prior to service line installation. The fee will dependent upon the size of meter required and will be determined by the City of Enumclaw's Natural Gas Department, prior to services rendered.
5. **Notice to the Customer:**
 - A. City of Enumclaw does not maintain Customer piping.
 - B. Customer piping should be periodically inspected for leaks, corrosion, and any other unsafe condition. All conditions should be repaired immediately.
 - C. When excavating near buried piping, the gas piping must be located in advance, and the excavation done by hand.
 - D. The operator, plumbing contractors, and heating contractors can assist in locating, inspecting and repairing the customer's buried piping.
 - E. Customers connected to the natural gas system after July 25, 2021 are not eligible to receive any bill credits as a result of selling allowances in compliance with the Climate Commitment Act (CCA), if the location did not previously have natural gas service.

Dated this _____ day of _____, 20_____

Customer Signature

Contact Phone



WE NEED A FEW THINGS BACK FROM YOU...

The following items must be completed in their entirety. If you need assistance in completing your forms, please contact the city and our staff can assist you in completing those forms completely and accurately. Return forms to: permits@ci.enumclaw.wa.us or mail to:

City of Enumclaw 1309 Myrtle Ave., Enumclaw, WA 98022

1. New Commercial Gas Service Installation Form...pg 5
2. Applicable non-refundable meter deposit
3. Signed Gas Service Hook-Up Agreement...pgs 7 & 8

WHAT HAPPENS NEXT...

- ✓ Once all documents and payments are received, we will begin the installation process by contacting our utility locate service to identify and mark all underground utilities in front of your property. There is no need to be present when your utilities are marked. It will be the property owner's responsibility to flag and mark any underground utilities, as noted on *pg. 2, Locating the Gas Service Line*.
 - ✓ Prior to the installation, a City of Enumclaw Gas Department representative will contact you in advance with a tentative date of your gas service line installation. Unfortunately, weather conditions and other unforeseen circumstances make it difficult for us to guarantee an exact installation date.
 - ✓ Once on-site, we will install your new service line from the street/alley to the foundation. Most installations require construction equipment to dig an 18-inch wide trench along the proposed route from our gas main in the street or alley. As a result, you could experience some disruption to your lawn and landscaping. Once the service line is installed, we will refill the trench and rake it smooth, making it easier for you to reestablish any displaced landscaping.
 - ✓ If you haven't done so already, you will need to choose a contractor to install your heating system. If you are purchasing a new gas heating system, you will need to hire an independent plumbing/heating contractor to install it.
- We encourage all customers to secure three bids before making their contractor selection.** Your chosen contractor will install your natural gas equipment and provide the necessary interior piping. Be sure to discuss where the gas meter will be located. Refer to *'Natural Gas Commercial Meter Placement' (pg. 3)* for details.
- ✓ The gas meter is installed and natural gas is yours! One more step and you're ready to enjoy natural gas. Installing the gas meter comes at the very end of the process. Planning the installation date is important and normally the installation takes place within three working days of your request. It will be necessary to have your contractor on-site for installation of your meter. Please review the *'Requesting a New Commercial Gas Meter' (pg. 10)* information sheet prior to scheduling your meter installation. When the meter is installed, we will turn the gas on and light the necessary pilots.



THERE YOU HAVE IT!

The professional assistance and guidance you expect from the City of Enumclaw Gas Department...each and every step of the way! And when you are done, you will know that natural gas was the right choice for your business!

REQUESTING A NEW COMMERCIAL GAS METER

THANK YOU FOR CHOOSING CITY OF ENUMCLAW NATURAL GAS!

Before requesting a new meter installation,
please be sure the following items have been completed....

- ▶ Interior gas piping is complete
- ▶ Gas equipment is connected to the interior piping and properly vented
- ▶ Electrical wiring is complete and thermostat(s) operational
- ▶ City, County, L&I or MIT has inspected piping installation and the inspection certificate is available on-site
- ▶ Our service technician has access to the building
- ▶ Meter deposit requirements have been fulfilled
- ▶ Multi-meter fits are identified with unit numbers



****We ask that you provide staff with three (3) working days advance notice in order to allow for scheduling to install the gas meter.****

**** Please Note ****

No person/persons, other than City of Enumclaw Personnel, is allowed to turn on meter .

Enumclaw Natural Gas
EnumclawGas@ci.enumclaw.wa.us
(360) 615-5541



Natural gas appliances will help save money,
improve the environment and increase your
overall comfort.