

Commercial Natural Gas Load Form

For **New** and **Add Load** Requests

(Fields are mandatory. Incomplete or inaccurate information on this form could result in delays to your project.)

Project/Site Information

Business Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Nearest Intersection or Cross Street _____
 Type of Business _____ Business Hours of Operation _____ Square footage of building _____

Billing Information

Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Contact Name & Title _____
 Primary Phone cell landline business _____ Secondary Phone cell landline business _____
 Email Address _____

Authorized Signer (of Agreements)

Name _____ Title _____ Phone _____ Email _____

Site Contact

Name & Title _____
 Primary Phone cell landline business _____ Secondary Phone cell landline business _____
 Email Address _____

Gas Installation Information

New Construction Conversion Existing Customer Adding Load Service/Meter Relocation Existing meter number: _____
 If Conversion, converting from: Other: _____
 Requested delivery pressure:* Non-standard pressure must be reviewed/approved by Columbia Gas Engineering. 7"wc (standard) 2PSI Other: _____
 Approximate date new equipment will be ready for active gas service: _____ Approximate length of service** _____

Gas Equipment	New	Existing	# of Units	Connected BTU/hr per unit	Total BTU/hr
<i>Example: Rooftop Units</i>			4	100,000	400,000

Boilers:

Direct fired or modulating?	New	Existing	# of Units	Connected BTU/hr per unit	Total BTU/hr

Total Load: _____

***Please keep in mind:**

- If either the load or pressure requirements change after being submitted to Columbia Gas, please contact us to ensure the required pressure is available, and that we resize our facilities to meet your natural gas needs.
- If there is a new addition to the existing building or if the existing meter location is being changed, additional information may be needed.
- If multiple meters are needed, the load and equipment information will need to be broken down by meter (use one sheet per meter).

****If this request is for new site, a building addition, or a meter/service line needs to be relocated, please provide plans in AutoCAD (.dwg) format with this form.**

The files should include the following:

- Vicinity map/title page with North indicated on plan
- Overall/scaled site plan page with street names, lot numbers and utility easements, if applicable
- Utility plan page with sidewalk locations, preferred meter and service line location
- Utility locations and profiles for water, sewer, sanitary and storm; acceptable in TIF or PDF format; however, CAD is preferred
- Topographical/grading plans page with proposed and final grade shown