

# Vectren Ohio New Business Natural Gas Service Request Application



Please complete this application if you are applying for new Vectren Ohio commercial or industrial natural gas service. In order to process your request, please complete all required fields (\*) and mail a copy of your completed application and any necessary documentation to: **Vectren Energy Delivery of Ohio, ATTN: New Business Service Center, P.O. Box 209, Evansville, IN 47702-0209.** You may also submit your documents via fax at **1-888-287-2770** or e-mail at **newservice@vectren.com**.

If you are constructing a new building, please include a site plan, if available, with your completed application.

## Need Help?

For assistance, call **1-800-990-1930** to speak with a Vectren representative.

### Important!

If converting an existing structure, please contact a Vectren representative to **ensure natural gas service can be extended to your location.**

Before submitting your application, review the important information found on the last page. Please consult your **professional plumbing contractor** to ensure the information you include on this application is accurate and all required information (\*) has been provided.

## APPLICANT

### 1. Applicant

Please note: Service will be placed in the applicant's name. Service may be transferred to a new party after active service has been established.

<b>Applicant Name*</b>		<b>Point Of Contact Name*</b>	
<b>Are You The Property Owner?*</b> <i>If 'No', please have the property owner call to grant authorization.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Contact Daytime Phone*</b> (    )	<b>Contact E-mail Address</b>
<b>Billing Address*</b>	<b>Billing City*</b>	<b>Billing State*</b>	<b>Billing Zip Code*</b>

## SERVICE

### 1. Location Information

<b>Service Address*</b>		<b>City*</b>	<b>State*</b>	<b>Zip Code*</b>
			OH	
<b>County*</b>	<b>Township</b>	<b>Nearest Major Cross Street</b>	<b>Subdivision</b>	<b>Lot Number</b>

### 2. Service Request Details

<b>Service Type*</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	<b>Request Type*</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Structure (Converting To Gas)	<b>Total Square Footage Of Heated Space*</b>	<b>Requested Service Installation Date* (see last page)</b> ____ / ____ / ____
<b>Will 50 or more people regularly congregate in the structure?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Is This Service Part Of A Multi-Unit Project?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Natural Gas Meters Requested*</b> <input type="checkbox"/> 1 <input type="checkbox"/> Other _____
<b>Structure Type*</b>			
<input type="checkbox"/> Commercial House Meter <input type="checkbox"/> Barn/Pole Barn <input type="checkbox"/> Gas Grain Dryer <input type="checkbox"/> Garage <input type="checkbox"/> Hotel/Overnight <input type="checkbox"/> Retail/Office <input type="checkbox"/> Medical <input type="checkbox"/> Production/Industrial <input type="checkbox"/> Restaurant <input type="checkbox"/> Warehouse <input type="checkbox"/> Sign <input type="checkbox"/> Other _____			
<b>Current Site/Conversion Status* (Select one option from only appropriate column below)</b>			
<b>If new construction:</b> <input type="checkbox"/> Preparation (Empty Lot) <input type="checkbox"/> Foundation <input type="checkbox"/> Framing <input type="checkbox"/> Enclosure <input type="checkbox"/> Finishing		<b>If converting/fuel switching at an existing property:</b> <input type="checkbox"/> Preparation (I have consulted a plumber and/or appliance dealer) <input type="checkbox"/> The natural gas meter location has been marked/staked <input type="checkbox"/> Plumber has installed house lines and natural gas line has been stubbed out <input type="checkbox"/> All required inspections have been completed (If applicable - see last page)	
<b>Conversion Source* (Only complete if converting an existing structure)</b>			
<input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Heat Pump <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Wood Burner <input type="checkbox"/> Propane <input type="checkbox"/> Other _____			

**SERVICE (CONTINUED)**

### 3. Customer-Owned Facilities

Please indicate if any of the following apply. If you make a selection below, please locate and mark the facilities prior to installation. **It is the customer's responsibility to mark all facilities prior to service installation—Vectren is not responsible for damage to unmarked private facilities.** (Please read "Facilities" section on last page of this document before submitting your application.)

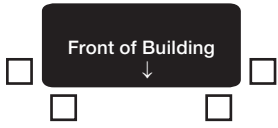
Customer-Owned Facilities* (Check all that apply)					
<input type="checkbox"/> Septic/Sewer	<input type="checkbox"/> Sewer Lateral	<input type="checkbox"/> Underground Fuel Tank	<input type="checkbox"/> Well	<input type="checkbox"/> Pet Fence	<input type="checkbox"/> Drains/Downspouts
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Private Electric	<input type="checkbox"/> Customer-Owned Cable	<input type="checkbox"/> Other _____		<input type="checkbox"/> None
Potential Surface Obstructions*			Additional Comments		
<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Grass	<input type="checkbox"/> Ditches/Ravines		
<input type="checkbox"/> Shed	<input type="checkbox"/> Steep Hill	<input type="checkbox"/> Other _____	<input type="checkbox"/> None		

**NATURAL GAS SERVICE**

### 1. Plumbing Contractor Information

Plumber Name	Plumber Phone
	(     )

### 2. Natural Gas Meter Location

Mark Preferred Vectren Natural Gas Meter Location*	
<p>In the diagram at right, please mark one of the four boxes to specify the preferred location for your new Vectren natural gas meter, and specify below the distance (in feet) to the nearest corner of the building.</p> <p><b>Distance of Gas Meter from Nearest Corner of Building:</b> _____ ft.</p>	
Distance: Middle Of Street To Requested Gas Meter Location*	Additional Comments About Gas Meter Location
_____ ft.	

### 3. Natural Gas Service & Load Information

Please provide the gas pressure and gas equipment load details below. If you do not know this information, please consult your professional plumbing contractor. **Please note: you may submit your application without providing this information; however, it will be required prior to service installation.**

#### GAS PRESSURE

Vectren Standard Gas Delivery Pressure ("Vectren Standard Pressure") is 1/4 psig (Pounds per Square Inch Gauge) or 7" water column. Elevated pressure above Vectren Standard Pressure will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances.

Gas Pressure (Select one)
<input type="checkbox"/> Vectren Standard Pressure <input type="checkbox"/> 2 psig <input type="checkbox"/> Other _____

#### GAS APPLIANCE DETAILS

Gas Equipment Type	Existing Or New?	# Of Units	Estimated Btu/Hr. Input	Required Operating Pressure †	Annual Hrs. Of Operation
<i>EXAMPLE: Gas Furnace</i>	<i>New</i>	<i>1</i>	<i>90,000 (Btus)</i>	<i>Standard Pressure (see † below table)</i>	<i>800 (Annual Heating Hours)</i>

† Vectren Standard Gas Delivery Pressure ("Vectren Standard Pressure") is 1/4 psig (Pounds per Square Inch Gauge) or 7" water column. Elevated pressure above Vectren Standard Pressure will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances.

**IMPORTANT INFORMATION**

Please review the following information before submitting your application:

### Formal Design Requirements

We will strive to have your new service installed within 20 business days of your initial request for service. If formal design is required, the lead time for installing gas facilities may be longer. Formal design is required if one or more of the following conditions are met:

- Total connected load over 550 CFH (cubic feet per hour) at standard delivery pressure (1 CFH = 1,000 BTUs)
- Total connected load over 930 CFH at 2 psig delivery pressure
- Multi metered exceeds 550 CFH
- Easement/permits required
- Any service off a high pressure line (farm taps)
- Natural gas main extension required
- Length of service over 300 feet

*If a formal design is required:*

Our engineering department may contact you to discuss and/or schedule a site visit meeting to discuss the location of the meter(s), the service line route, the load sheet and easements. If an easement is required, you are responsible for providing the deed to the engineer that scheduled your site visit.

### Site Ready Date

The date that your site is ready determines when construction can start. The site is ready when the following criteria have been met:

- Within 6" of final grade
- Clear path for service (approximately 10' wide)
- Meter location(s) meets code and is marked
- All private facilities are located and marked

Once the site is ready, allow 3 business days for locates and 10 business days for construction to be complete. Allow 3 business days for the meter(s) to be installed.

### Inspection Requirements

If you are in an area that requires an inspection (see list below), you are responsible for contacting the county or city to set up the inspection. The inspector will contact Vectren when the inspection is complete. If your area does not require a county inspection, contact Vectren at 1-800-990-1930 to have a meter(s) installed once your plumber and/or electrician have completed their work. The following Ohio counties and cities require an inspection:

- |                      |                  |                   |                     |                   |
|----------------------|------------------|-------------------|---------------------|-------------------|
| • Auglaize County    | • Darke County   | • Greene County   | • Montgomery County | • Sidney          |
| • Brookville         | • Dayton         | • Highland County | • Moraine           | • Springboro      |
| • Centerville        | • Eaton          | • Kettering       | • Oakwood           | • Trotwood        |
| • Champaign County   | • Englewood      | • Logan County    | • Pickaway County   | • Vandalia        |
| • Clark County       | • Fairborn       | • Madison County  | • Preble County     | • Warren County   |
| • Clinton County     | • Fayette County | • Miamisburg      | • Ross County       | • West Carrollton |
| • City of Wilmington | • Germantown     | • Miami County    | • Shelby County     |                   |

If your Requested Service Installation Date or Site Ready Date changes, please contact Vectren at 1-800-990-1930.

### Facilities

Prior to service installation and/or performance of improvement request by Vectren, **You, as the property owner, are responsible for locating and marking all existing utility and septic facilities ("Facilities") at the Service Address provided above, using your state's 811 service.** Please be advised, however, that the property may contain Facilities which have not been recorded and the locations of which are not identifiable at this time. By submitting this Application, You: 1) acknowledge that You assume all risks associated with unlocatable and unmarked Facilities, even if you contacted your state's 811 service to locate and mark the Facilities; and 2) shall indemnify, defend, hold harmless and release Vectren and its respective shareholders, directors, officers, administrators, managers, employees, servants, agents successors and assigns from or against any injuries, including death, damages, fines, claims, lawsuits, penalties or expenses, including reasonable attorneys' fees, arising from Your failure to locate and mark all Facilities at the Service Address provided above. This indemnification obligation shall not apply to the extent liability is caused by the negligence or wrongdoing of Vectren.

### Check Request Status Online

After we have received your application, you may check the status of your service request by completing a short online form at: [www.vectrenlivesmart.com/newservice/status.html](http://www.vectrenlivesmart.com/newservice/status.html).