

# NATURAL GAS

The smart choice for new construction.

## Seven easy steps to connect to natural gas:



### STEP 1

#### Contact our Builders Liason at 1.609.561.9000 x 4323

The Site Developer / Engineer requests a "Utility Will Serve Letter" from SJG. This letter identifies SJG's capacity to extend natural gas pipelines to your planned community once the subdivision receives site plan approvals.



### STEP 2

#### Apply for service to the development prior to starting site work.

Please supply the following documents:

- New Construction Application- Include the number of homes planned and the phasing plan, if appropriate.
- A copy of the Subdivision Site or Plot Plan that shows the lots and locations of homes/buildings on those lots, setback lines and dimensions, preferred meter locations and any obstructions including wells, septic, structures, etc. which may impact design and construction.
- Residential Load Requirements form listing the BTU input for each piece of equipment for each home/meter and required service delivery pressure.

All applications can be emailed, mailed or faxed into the office.

South Jersey Gas  
Attn: New Construction Dept.  
1 South Jersey Place, Atlantic City, NJ 08401  
sjgnewconstruction@sjindustries.com  
Fax: 1.609.561.6955



### STEP 3

#### Application Review

SJG will review and verify that gas service is available for the development, schedule a site meeting to review potential designs, develop a preliminary main and service design plan and perform a new business cost analysis to determine if a contribution in aid of construction may be required for the job. If a contribution is required, payment will be needed prior to the job being approved and released for construction.

Important Notice: At the time of sale, the property's account must be transferred from the builder's name to the homeowner's name. At this time SJG will require a deposit from the homeowner. To complete a transfer of service, visit southjerseygas.com or call our Customer Care Center at 1.888.766.9900.



### STEP 4

#### Request Individual Service/Meter Installations

When home construction begins, the builder is required to submit a "Gas Service Installation Request Form" for each home under construction. The home will be considered under construction once the foundation work has begun. Submit the following information for each home under construction:

- "Gas Service Installation Request" form
- "New Service Directionaire" form with a Site or Plot Plan that shows the location of the home on the lot, setback dimensions, preferred meter location and any obstructions including wells, septic, structures, etc. which may impact design and construction.
- Individual "Residential Load Requirements" form listing the BTU input for each piece of equipment for the home/meter and required service delivery pressure.
- Please note: On average it takes approximately 8 to 10 weeks after receiving an application to complete the service installation process. If a main extension is required, this timeline will be extended. Weather may also impact the timeline.



### STEP 5

#### SJG Final Site Visit prior to Installation

SJG will visit the site and complete the main and service(s) design for each home under construction.



### STEP 6

#### Preparing for service Line and Meter Installation

SJG's construction team will schedule the installation when the following conditions are met:

- SJG street opening permits are approved (if necessary).
- Public and private markouts are completed. Private markouts are the responsibility of the builder/property owner.
- Site grading is +/-6 inches of final grade.
- The meter location is marked on the foundation along with a line showing the final grade.
- Customer's fuel line is out with an "approved" inspection sticker attached.



### STEP 7

#### Natural Gas Service and Meter are Installed

Congratulations! Your natural gas service line and meter is installed and the account activated. The meter will have a low pressure stop valve on the house side in the off position with a tag. It is the contractors/builders responsibility to turn on the appliances.



# South Jersey Gas Application for New Construction Gas Service

## RESIDENTIAL

**PLEASE NOTE:** Your application for gas service cannot be processed without a copy of your site or plot plan that clearly shows the location of your new home on your lot.

### This plan must include:

- Setback dimensions
- Gas meter location
- Any obstructions
- Well and septic

Application for service should be submitted as soon as the foundation is complete.

### Return completed application package to:

**Email:** [sjnewconstruction@sjindustries.com](mailto:sjnewconstruction@sjindustries.com)

**Fax:** 1.609.561.6955

**Mail:** South Jersey Gas  
1 South Jersey Place  
Atlantic City, NJ 08401  
Attn: Sales, New Construction Department - 2nd Floor

### Questions?

Please call 1.844.611.5605  
x4833



<b>Service Address:</b>		<input type="checkbox"/> Same as Service Address	<b>Mailing Address:</b>	
Name:		Name:		
Company:		Company:		
Street:		Street:		
City:		City:		
State: NJ	Zip:	Lot #:	State:	Zip:
Phone:	Block #:	Phone:		
E-mail:				

(Please Print or Type)

\_\_\_\_\_ (Name/Company), hereinafter referred to as CUSTOMER, applies to South Jersey Gas, hereinafter referred to as COMPANY, for natural gas service to be installed to the residence (or residences of the development) identified under SERVICE ADDRESS listed above and hereinafter referred to as ADDRESS.

- Upon receipt of this application, the COMPANY will begin the process of determining availability of service.
- Approval of natural gas service will be determined by the COMPANY at the discretion of the COMPANY.
- If the COMPANY determines distribution mains need to be extended or reinforced, APPROVAL OF THE APPLICATION will further depend upon the COMPANY'S decision to extend or reinforce such main.

The CUSTOMER hereby applies for natural gas service for the appliances indicated below, and further agrees such appliances will be installed at the ADDRESS (at CUSTOMER expense) if service is approved.

Gas House Heater # _____	Gas Range # _____	Gas Fireplace Logs # _____
Gas Water Heater # _____	Gas Dryer # _____	Gas Light # _____
Gas Pool Heater # _____	Gas Grill # _____	
(# = total number appliance applied for.) Other (Describe) _____		

As part of this application, the CUSTOMER will provide the COMPANY with a signed, itemized contract indicating the cost of the above equipment and its installation.

**IF NATURAL GAS SERVICE IS APPROVED, the CUSTOMER: (By initialing, CUSTOMER acknowledges and agrees to each condition listed)**

- \_\_\_ • Will accurately mark out any underground lines that have been privately run. These shall include but not be limited to water, electric, sewer, septic, invisible pet fences, fiber optics and telephone lines, all lines to outbuildings and sprinkler systems.
- \_\_\_ • Agrees that SJG and/or its subcontractors will not be responsible for any damages that may occur to underground lines or systems that are not accurately marked out by the CUSTOMER.
- \_\_\_ • Will be billed for service when the meter is set at the property. Note: The meter will be set at the property at the time the natural gas service line is installed. Applicant agrees to connect natural gas equipment within 90 days of meter installation. If the applicant does not, the COMPANY reserves the right to bill said applicant for the total cost of installation.
- \_\_\_ • May be required to provide a security deposit equal to two months of average estimated billing at the applicable rate, but not less than \$25.00.
- \_\_\_ • May be required to contribute toward the construction cost of service and main.
- \_\_\_ • Will be billed a \$45.00 activation charge for each meter activated.

**Applicant agrees to connect natural gas equipment within 90 days of meter installation. If the applicant does not, the COMPANY reserves the right to bill said applicant for the total cost of installation.**

This application is neither an agreement to provide gas on the part of the COMPANY nor is it an agreement for the CUSTOMER to install appliances until the CUSTOMER receives approval from the COMPANY and the COMPANY obtains all necessary permits.

**CUSTOMER is advised NOT to install natural gas appliances/equipment until approval is confirmed as outlined above.**

Agreement to provide gas service is subject to the terms and conditions of the COMPANY tariff and any charges therein approved by the New Jersey Board of Public Utilities.

**CUSTOMER: (OWNER/BUILDER)**

**SOUTH JERSEY GAS:**

BY: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print or type)

\_\_\_\_\_  
(print or type)

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Thank you for your interest in natural gas. We look forward to serving you!**

**Following is a description of the steps necessary to install a gas service to your property:**

1. Complete this Application for Service and return it to South Jersey Gas. Keep the customer copy for your records. You must submit a signed contract for the purchase and/or installation of natural gas equipment, demonstrating your intent to use the service once it is installed. If you are installing the equipment yourself, a letter from you listing the manufacturer, model number and a brief description of the natural gas equipment you will be installing or converting must be submitted.
2. The Company's acceptance of this Application for Service does not constitute an approval of the application. After reviewing your application and receipt of necessary permits, we will notify you of the approval or denial of your application.
3. Once your signed Application for Service and your signed contract are received, we will complete an on-site review of your requested meter location and apply for any required municipal permits to run the service. Please be advised, the municipality may deny a street opening permit. Do not install any equipment until you receive notice your application was approved.
4. If your heating system is being converted from oil heat, a lined chimney is required for heating and/or domestic water heater installations. All existing lined chimneys must be inspected and cleaned before natural gas service will be turned on for your home. Should your contractor fail to mention the chimney work during the bidding presentation, we advise you to remind the contractor about it.
5. If you are financing your equipment installation through South Jersey Gas, South Jersey Gas does not have any obligation to install your equipment prior to approval of your financing application. Please be aware, however, that in the event installation occurs prior to such approval, you will be responsible for payment to South Jersey Gas, whether or not you are approved for financing.
6. When all items above are completed, your service line and the South Jersey Gas meter will be installed and South Jersey Gas will begin billing you for natural gas service.

**We will be pleased to answer any questions you may have to assist you with this process.**

**Representatives are available by calling:**

**1.800.822.9276**

**8:00 am - 4:30 pm**

**Monday through Friday**

# South Jersey Gas Load Requirements

RESIDENTIAL

COMPLETE ONE FORM PER METER

Builder Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Gas Equipment	Quantity	BTU's
Heater		
Dryer		
Fireplace Logs		
Gas Light		
Grill		
Pool Heater		
Range		
Tankless Water Heater		
Water Heater		
Wall Heater (Non-Primary Heating Source)		
Generator (Gas Pressure requirements for generator.)		
Other (Please specify)		

Supply Pressure - SJG typical gas service supply pressure is 0.25 pounds per square inch gauge (psig) 6 inches water column (WC).

# NEW CONSTRUCTION CHECKLIST DEVELOPMENTS

## APPLICATION FOR GAS SERVICE

(If you have an original hard copy application the yellow copy is for your records.)

## SITE PLAN

Include one copy of the site plan showing utilities.

## ADDRESS LIST

Cross reference list of addresses to lot and block numbers.

## HOME STYLE (Check all that apply)

Ranch  Two-Story  Duplex  Townhouse  Condo  Apartment

Stick-Built  Panelized  Modular  Manufactured

**Average Square Footage of Heated Area** \_\_\_\_\_

## STATUS OF CONSTRUCTION (Check one)

Site Clearing  Foundation  Framed  Under Roof

**DATE WHEN GAS IS REQUIRED** \_\_\_\_\_

**Please attach construction schedule for development.**



# SJG Gas Service Installation Request Form

for Residential New Construction Developments

Name of Person _____	SQFT _____
Requesting Service: _____	Lot # _____
Company Name: _____	Block# _____
Email: _____ Tele: _____	<u>Gas Equipment BTUs</u>
Name of Development: _____	Heat _____
Service Address: _____	HW _____
Service City: _____ Zip: _____	Dryer _____
Billing Name: _____	FirePlace _____
Billing Address: _____	Cooking _____
Billing City: _____ Zip: _____	Generator _____
	Pool Heat _____
	Other _____
	Total BTUs _____

South Jersey Gas will set the meter at the same time as the service installation or within 14 days for larger meters and or services pressures in greater than 0.25 psig (7"WC )pressure. The service will be installed in the location originally requested or marked out at the time of the installation unless otherwise specified. The service and meter will be installed regardless of the house fuel line being present at the time of the installation. Once the meter is installed, it will be activated and the account will start billing. If the house fuel line is not present and inspected at the time of the installation, the homeowner/builder will be responsible for connecting the house fuel line to the meter. The meter will have a stop valve on the house side in the off position with a tag. It is the homeowners/contractors responsibility to turn-on/start/test the appliances.

Items listed below MUST be verified by the applicant/requestor and COMPLETED before this gas service request form is submitted (if the location information provided is inaccurate, additional charges will apply if the service needs to be relocated after installation):

- Foundation is complete
- Lot is graded per plan to +/-6 inches of final grade (mark final grade line on foundation at meter location)
- Gas riser/meter location is clearly marked on the foundation wall or staked
- For low pressure services, access to the building will be needed
- All obstructions are cleared out of the gas service installation area from the street to the house
- Septic systems and private underground lines are clearly marked out

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email your request to [sjnewconstruction@sjindustries.com](mailto:sjnewconstruction@sjindustries.com) or fax to **1.609.561.6955** to schedule your gas service installation. Allow 30 days for installation. If permits and or main are required, time for installation may be longer. Weather may effect installation time.