



## Request for Electric and Gas Service Form

### CUSTOMER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Customer Number/Last 4 of SSN/EIN Number \_\_\_\_\_

Email \_\_\_\_\_

Current National Grid Account Number \_\_\_\_\_

If Applicable:

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_

### Contractor Information: Please check your preferred method of contact.

Name \_\_\_\_\_ Company \_\_\_\_\_

Phone  \_\_\_\_\_ Text Messaging  \_\_\_\_\_

Mailing Address  \_\_\_\_\_

Fax  \_\_\_\_\_ Email  \_\_\_\_\_

### PROJECT LOCATION

Address \_\_\_\_\_ Lot # \_\_\_\_\_

If first home on street, what is the nearest 911 address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### PROJECT INFORMATION Please check what is applicable to your request. For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

Service Classification:  Residential  Commercial  Mixed use structure

Type of Request:  New Construction  Conversion  Upgrade  Relocation

Demolition Cut Only, No Rebuild  Demolition Cut and Rebuild  Other \_\_\_\_\_

Structure Type:  Single Structure  Multiple Unit Structure  Temporary Service  Second Service

Other \_\_\_\_\_

Meter Placement:  On the structure  Pedestal

**URD/UCD INFORMATION**

Subdivision/Plaza Name \_\_\_\_\_

Developer/Property Owner \_\_\_\_\_

Building Contractor \_\_\_\_\_

City / Town / Village of \_\_\_\_\_

**ELECTRIC SERVICE INFORMATION**

**New Construction**

Amperage: \_\_\_\_\_  Overhead  Underground If Underground, fed from:  Pole  Hand Hole  Pad

Phase:  Single  Three Voltage \_\_\_\_\_ / \_\_\_\_\_ KW \_\_\_\_\_ Metering Type:  Primary  Secondary

Meter Placement:  On the structure  Pedestal  Meter Pole/Board

Number of Electric Meters \_\_\_\_\_

*For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.*

Distance from pole line/transformer pad to point of attachment \_\_\_\_\_

Is the pole/pad that the service is fed from on the same side of the street as the structure \_\_\_\_\_

Foundation to be completed by \_\_\_\_\_  Framed or  Delivered, by \_\_\_\_\_ Is driveway cut in?  Yes  No

Is this a second service, a separate service and meter in addition to existing structure?  Yes  No

**Upgrade/Relocation**

Select one of the options below:

An appointment will be required for National Grid to do the disconnect reconnect.

The contractor is a member of the National Grid Connects program and will be doing the disconnect reconnect IN an authorized municipality.

The contractor is a member of the National Grid Connects program and will be doing the disconnect reconnect OUTSIDE of an authorized municipality (must complete the disconnect reconnect section of this form)

The contractor is NOT a member of the National Grid Connects program and is requesting to do the disconnect reconnect (must complete the disconnect reconnect section of this form)

Service Characteristics:  Overhead  URD If Underground, fed from:  Pole  Hand Hole  Pad

Current amperage \_\_\_\_\_ Total amperage after upgrade/relocation \_\_\_\_\_

Phase:  Single  Three Voltage \_\_\_\_\_ / \_\_\_\_\_ KW before \_\_\_\_\_ KW after \_\_\_\_\_

Metering:  Primary  Secondary

Current number of meters? \_\_\_\_\_ Are you adding meters?  Yes, amount \_\_\_\_\_  No

*For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.*

How many meters are you removing? \_\_\_\_\_

Total number of meters after upgrade / relocation \_\_\_\_\_

Is your meter inside or out? \_\_\_\_\_ Will you be relocating any meters? \_\_\_\_\_

Relocation only, approximately how many feet from the current meter location are you looking to move the meter(s)? \_\_\_\_\_

What is the meter socket currently attached to?  Structure  Pedestal  Meter pole

Have you been to the site?  Yes  No

Is a site visit needed?  Yes  No

Do you need to meet with a designer on site to discuss the job details?  Yes  No

Does the meter socket have a 4ft clearance on the front and side of the meter?  Yes  No

Is the meter face mounted between 3 ½ and 5 ½ ft from finished grade?  Yes  No

Is there a 3 ft clearance away from any gas regulating vents?  Yes  No

Is the point of attachment relocating?  Yes, how many feet \_\_\_\_\_  No

Does the point of attachment have a minimum of a 3 ft clearance, in any direction, from windows, doors, fire escapes, porches, or similar locations?  Yes  No

Can the point of attachment be reached by ladder?  Yes  No

Does the service drop have a minimum of 13 ½ ft and no higher than 25ft above finish grade?  Yes  No

Is there a minimum of 17 ½ ft of clearance over streets and parking areas subject to truck traffic?  Yes  No

Do the service conductors pass over a roof?  Yes  No

Has the service wire been spliced more than 2 times?  Yes  No

Is the service triplex?  Yes  No

Does the service drop cross over any properties other than the house it serves?  Yes  No

Does the service drop cross over a swimming pool?  Yes  No

Is the pole that the service is fed from on the same side of the street as the house?  Yes  No

What is the approximate length of the service going from pole to house? \_\_\_\_\_

**DISCONNECT / RECONNECT FORM**

This section must be completed if the contractor is a member of the National Grid Connects program and will be doing the Disconnect Reconnect OUTSIDE an authorized municipality or the contractor is not a member of the National Grid Connects program and is requesting to the Disconnect Reconnect.

Customer Name \_\_\_\_\_

Contractor Name \_\_\_\_\_ Contractor Phone Number \_\_\_\_\_

License Number \_\_\_\_\_

I am requesting the following service:

Contractor disconnects and National Grid Reconnects- 12 business day notice required

Contractor disconnects, reconnects and resets meter- 5 business day notice required

Scheduled completion date: \_\_\_\_\_

**All of the following conditions exist and I assume the responsibility of a correct meter and service location and that the installation meets the requirements of National Grid ESB 750.**

1. Overhead, residential service, 200 amps or less.

2. Same point of attachment.

3. Meter box to be located outside, accessible to meter reading and protected from physical damage.

4. Point of attachment is accessible from the ground with ladder and is able to withstand 500 lbs. pull.

5. Service drop maintains minimum clearances per the NEC and National Grid ESB 750 — available at [www.nationalgridus.com/electricspecifications](http://www.nationalgridus.com/electricspecifications)

**By signing this form, the owner and contractor (a) acknowledge they have read and understand the disconnect reconnect customer instructions; (b) acknowledge that they are not relying upon National Grid with regard to the means, methods, practices, or any aspect of the work; (c) attest that the person performing the electrical work is NEC- qualified; and (d) agree to indemnify and hold National Grid harmless for any loss or injury to person or property arising out of the work of the owner, contractor, or their agents, employees or contractors. The Owner and Electrician assume all risk resulting from performing their own disconnect /reconnect.**

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Disconnect/Reconnect Form — Customer/Electrician Instructions (cont.)

This policy does not permit the customer to have an un-metered service. The meter shall be re-installed in the new (or existing) meter socket prior to carrying load.

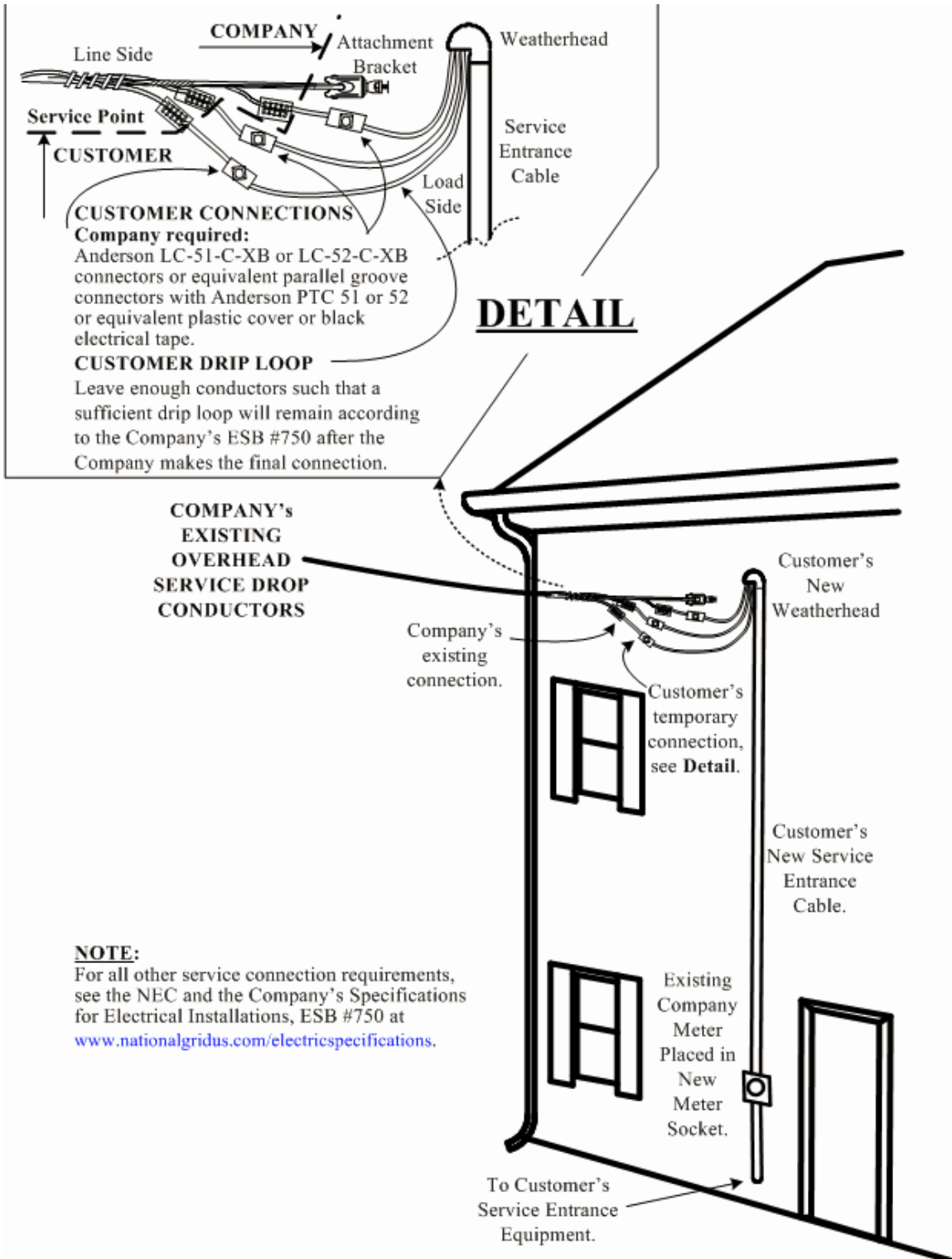
The customer or their contractor may not begin work without a returned signed copy of the Disconnect/Reconnect form from the Company. It is the expectation of the Company that work will be completed within two weeks of the application date.

Homeowners and others have the right to work on electrical equipment in those jurisdictions where electrician licenses are not required. In doing so, they assume personal responsibility for their knowledge, ability and safety. Persons performing residential electrical work under this policy shall be required to attest in writing they are NEC qualified.

The term NEC-qualified person(s) shall be used in all documents relating to this policy and understood to mean qualified person(s) as defined in the current edition of the NEC as — “One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved”.

### Procedure:

1. Fill out the Disconnect/Reconnect form completely and return it to the email address or fax number on the form. Note - incomplete forms shall be returned to the customer.
2. Do not perform any work until the Company provides a work order number.
3. When ready to commence their work, the NEC-qualified person will cut the service entrance conductors on the customer's side of the service connection. See attached Figure 1.
4. The seal on the meter can then be broken, and the meter removed and secured.
5. Once the service is de-energized, work may begin on the customer-owned premises wiring and equipment.
6. Sufficient length shall be left on the individual service entrance conductors to allow them to reach the existing service connection and create a sufficient drip loop according to ESB 750.
7. Upon completion of their other work, the person shall make temporary connections to the remaining piece of each service conductor utilizing Anderson LC-51-C-XB or LC-52-C-XB connectors or equivalent parallel groove connector, insulated with Anderson PTC 51 or 52 or equivalent plastic cover or black electrical tape.
8. Following the electrical inspection, the person shall install the meter in the new channel and secure it with a nylon wire tie. See attached Figure 1.
9. Once the inspection is called into the National Grid VRU system, National Grid shall make the permanent connections to the new service entrance conductors. The connectors shall be left at the work site for retrieval by the owner or their contractor.



**GAS SERVICE INFORMATION**

Please complete the information under the appropriate subject that best describes the work being performed. For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

**SITE PLANS**

Please submit and attach all site plans if applicable. If your operating equipment requires more than 6.5" of water column you are required to complete the *Elevated Pressure Data Form* as well as provide a cut sheet for each piece of equipment requiring elevated pressure. National Grid reserves the right to determine the final meter placement.

**New Construction**

Number of Gas Meters being requested \_\_\_\_\_

*For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.*

Distance from centerline of road to point of attachment \_\_\_\_\_

Total BTU/CFH Load \_\_\_\_\_ How many inches of water column are required? \_\_\_\_\_

Does an existing gas main pass in front of your structure? Yes No Unknown

Is the first floor up and framed? Yes No If no, when \_\_\_\_\_

Is the structure backfilled within 6" of final grade? Yes No If no, when \_\_\_\_\_

When will you be ready for the installation of service? \_\_\_\_\_

**Upgrade/Relocation of Service**

Are there any existing meters on the structure? No Yes If Yes, how many \_\_\_\_\_

Total number of meters after upgrade \_\_\_\_\_

What is the load of your existing equipment? \_\_\_\_\_ What is total load after the upgrade? \_\_\_\_\_

Are you installing a gas generator? Yes No

What other appliances are you adding to increase your load? \_\_\_\_\_

If you are requesting a relocation of your service lateral and/or meter(s), please indicate what specifically is moving and distance:

\_\_\_\_\_

**Gas Conversion**

Current Source of Heat:  Propane  Oil  Boiler  Pellet/Wood Stove

Electric Heat  Space Heater  Other \_\_\_\_\_

Number of Gas Meters being requested \_\_\_\_\_ Distance from centerline of road to point of attachment \_\_\_\_\_

Total BTU/CFH Load \_\_\_\_\_ How many inches of water column are required \_\_\_\_\_

Does an existing gas main pass in front of your structure? Yes No Unknown

When will you be ready for the installation of service? \_\_\_\_\_

Will you be converting your primary heating source to natural gas? Yes No

Are you installing a gas generator? Yes No

**Demolition/Temporary Service Termination**

Request for service termination must be made by the owner of the property or municipal authority. Proof of sale or property ownership may be required at the discretion of National Grid before any request can be fulfilled. National Grid requires access to meters for all permanent service termination requests. Removal of meter(s) does not indicate it is safe to proceed with demolition. Removal/termination of service and meter for residential demolition can take up to 20 days to complete from the date the request is received. Customers cannot choose the date they would like the service removed/terminated. If the service is active, the customer of record on the account will be responsible for any usage up until the service and meter(s) are removed.

**PROJECT INFORMATION**

Utility to be terminated:  Electric  Gas  Both

Type of Termination Requested:  Permanent  Temporary – future use on property is intended

Earliest date service to be terminated by \_\_\_\_\_

List all meter numbers to be removed. Having all meter numbers to be removed is essential to processing your request, without this information your request cannot be processed.

\_\_\_\_\_

Will a confirmation letter of utility removal/termination be required  No  Yes

Indicate method of letter delivery  USPS Mail  Email  Fax

Mailing address/Email/Fax for letter to be sent

\_\_\_\_\_

**Contractor Information:** Please check your preferred method of contact.

Name \_\_\_\_\_ Company \_\_\_\_\_

Phone  \_\_\_\_\_ Text Messaging  \_\_\_\_\_

Mailing Address  \_\_\_\_\_

Fax  \_\_\_\_\_ Email  \_\_\_\_\_

**RECONNECTION OF SERVICE**

Please fill out this section to the best of your ability if you intend to utilize the property in any manner for future use.

Type of request  Re-build on same footprint/foundation.

Relocation of existing utilities to a different location/structure on property.

Reinstatement of old service in the same location/footprint.

Other \_\_\_\_\_

Please describe the work being done

\_\_\_\_\_

\_\_\_\_\_