

## Thank you for applying for a new Natural Gas Service from



P.O. Box 7230, 210 26 Street, Edson, Alberta T7E 1V5  
Ph: (780) 723-4214 Fax: (780) 723-7994 Email: info@yellowheadgas.com

**Yellowhead Gas Co-op Ltd (Co-op)** is a not-for-profit, locally managed and operated natural gas supplier for residential and commercial properties in the Edson and Hinton rural areas.

### **Construction Costs**

The cost for a new natural gas service installation is a flat rate fee set annually by the Board of Directors (rate schedule included). The price covers the installation of the main distribution line, primary regulator, and a standard gas meter. The rates are for construction during non-frost conditions.

**The Co-op reserves the right to refuse service to locations if the cost of service exceeds \$30,000.00.**

### **Step 1: Complete the Attached Application Form**

Only applications completed in their entirety and fully paid shall be accepted into the construction queue and you will then be contacted by the construction supervisor.

We recommend applying well in advance of your projected construction date to allow time for obtaining 3<sup>rd</sup> party agreements if required. We will not guarantee installation for any service application received after **August 15<sup>th</sup>** of each year. Applications received, or services postponed until after **October 15<sup>th</sup>** are subject to the after-season fees noted on the rate sheet.

### **Step 2: Submit the Application Form and Property Information**

- a) **Site plan** - Provide a site plan or sketch of the proposed development, including the location of all buildings, the proposed gas line, telephone, water lines, well and septic system, underground power, etc.
- b) **Certificate of Land Title** - A **current** Certificate of Title from Alberta Land Titles is required to complete the Utility Right-of-Way, if one is not yet registered, and to set up the Customer Contract. The Customer Contract will be reviewed with you by an employee of the Co-op.
- c) **Making Your Submission** - Your completed application form and accompanying information can be faxed, mailed, emailed, or brought in person to Yellowhead Gas Co-op Ltd. (information above).
- d) **Payment** - Payment in full is due upon application.

### **Step 3: Designing the Natural Gas Service**

The BTUH (British Thermal Heat Units per Hour) load information you provide in the application is used by the Co-op to design the natural gas service. Prior to construction, you will be contacted to establish a mutually agreeable route. We will provide the proposed natural gas service design to third parties for necessary approvals and agreements.

#### **Step 4: Meeting All Other Conditions**

Before construction can start, the following conditions must be met:

- a) The basement or foundation must be backfilled.
- b) If a modular structure (example: mobile, or prefabricated home) requires natural gas service, the modular structure must be on its foundation.
- c) All privately owned utilities within the property boundaries must be located and clearly marked (the Co-op will arrange to locate owned facilities).
- d) The property must be leveled to within 15cm (6 inches) of final grade or final grade must be clearly determined.
- e) The route from the gas main to the meter location must be clear of all obstacles, dirt piles and debris.

#### **Step 5: Gas Meter Location:**

- a) The proposed gas meter location must comply with the meter location requirements identified in **Figure 1 – Regulator Clearance Requirements**.
- b) The gas meter shall be placed on the Consumer's property which the Co-op shall have the sole right to determine. The Consumer may designate his choice of location prior to construction and so notify the Co-op. The Co-op may comply with the Consumer's wishes if in the opinion of the Co-op the location is suitable and practical for technical and safety reasons.
- c) Ownership to the natural gas supplied by the Co-op shall pass from the Co-op to the Consumer at the outlet of the gas meter.
- d) The meter must be within 6" of a stationary building (generally the building with the highest BTU load)

#### **Considerations for meter location:**

- ✓ Ensure the supporting riser pipe is protected from damage and not encased in concrete (a plastic sleeve must rise 100mm (4 inches) above any concrete or ground cover).
- ✓ Located where it is least likely to be subject to damage (riser protection is required if there is risk of damage from vehicle traffic or other activities).
- ✓ Protected from falling snow, ice or debris that may damage the meter – preferably on a gable end or under a Meter Shelter (See Figure 2 – Meter Shelter Requirements).
- ✓ The meter must be installed in a location that allows for safe and easy access for maintenance and service; avoid porches, decks (not under), sun decks, bay windows and large overhangs (good ventilation and access is required).
- ✓ Possible future facilities requiring natural gas.

#### **A meter set is not permitted:**

- ✓ In an enclosed space.
- ✓ In a carport or area that may become enclosed in the future.
- ✓ Under or within 1 meter of a roof drain or water tap, sump discharge, dryer vent or any other source of water (to avoid possible ice damage).
- ✓ In locations where there is likely to be falling snow or ice from buildings or metal roofs.

### **Step 6: Constructing the Service**

After all the necessary approvals are obtained, we will schedule the natural gas service for construction. Prior to construction, a Co-op representative will visit the site to confirm with you, and adjoining property owners (when appropriate), the route for constructing the service. The Co-op representative will stake the route, and the construction crew will install the service along the staked route. To avoid increased costs, if hydrovac-ing is required we request the use of an area on your property to offload the soil and water.

### **Step 7: Installing Gas Piping and Appliances**

The Co-op provides the natural gas distribution service up to your service site including the meter. You are responsible for arranging the installation of any gas piping beyond the outlet of our meter, as well as to any gas appliances you require.

**Government codes and regulations** govern the installation of gas piping and appliances. If you will not be doing the work yourself, you must have a certified gas fitter do the work for you.

**A gas installation permit is required** to install or alter any gas piping beyond the outlet of our meter. You or your certified gas fitter must acquire a valid permit before commencing this work. Permits are available through an agency on behalf of the province.

**A final inspection** of the work done by you and/or your gas fitter must be performed by the agency issuing the permit.

### **Step 8: Making a Request for the Meter**

After construction of the service line is complete and the site is ready for natural gas, a meter must be installed by the Co-op prior to consumption of natural gas. The following information is required to facilitate a new meter installation:

- a) The permit holder must provide the Co-op with a **valid gas installation permit** for the work performed at the site.
- b) **BTU load:** Confirmation of the current BTU load at the site. Correct sizing of the meter is important to avoid operational problems and additional costs.
- c) **Pressure Test** (downstream piping): A Co-op service technician must witness the pressure test prior to the meter installation. Alternatively, a certified gas fitter may submit a "Service Completion Form" to the Co-op. This form must be submitted to the Co-op's office prior to the meter installation.
- d) **Charges:** If upon our arrival the pressure test is not on, or is not holding pressure, a charge will be incurred by the permit holder.

### **Making the Connection**

The Co-op will perform the final piping connection to the meter. The gas installation permit holder is responsible for appliance activation.

**Process Complete!**

## **NEW NATURAL GAS SERVICE RATES**

\*PRICES SUBJECT TO CHANGE ANNUALLY UPON BOARD OF DIRECTORS REVIEW

**\*Maximum load of 1 gigajoule per hour**

	COST	<u>Contract GST</u>	<u>TOTAL</u>	<u>Monthly Financed Payment</u>
RURAL	\$8,900.00	\$445.00	\$9,345.00	\$172.06
URBAN	\$5,250.00	\$262.50	\$5,512.50	\$101.50
<b>Contract Cancellation Fee</b>	<b>\$125.00 + GST</b>	<b>Payable if contract is cancelled by applicant prior to construction.</b>		
<b>After Season Fee</b>	<b>\$1500.00 + GST</b>	<b>Any services installed, or applied for, after October 15th</b>		
<b>Contract Cancellation Fee - Finance</b>	<b>\$125.00 + GST</b>	<b>Payable if contract is cancelled by applicant prior to construction.</b>		

### **Yellowhead Gas Co-op Ltd. Financing 5yr Term - 6% Interest Rate**

- A non-refundable administration fee of \$125.00 plus GST (\$6.25)
- GST on Contract (as per above)
- Monthly installments due on the twenty-fifth (25<sup>th</sup>) day of each month
- Loan can be paid in full without penalty after two (2) months
- A \$50.00 penalty fee will apply if the loan is paid out prior to the two (2) months



### REMINDER

Yellowhead Gas Co op implemented an Emergency Response Charge January 1<sup>st</sup>, 2018. The Emergency Response Charge of \$2000.00 is in addition to the cost of repairs to the facility and gas loss.

The Emergency Response Charge will be charged to persons or contractor that hit or scar a Yellowhead Gas Co op natural gas pipeline as a result of not following industry standard ground disturbance guidelines.



# APPLICATION FOR NATURAL GAS SERVICE

## SERVICE INFORMATION – Please complete all related fields

Type of Service (Select one)  Rural  Urban  Additional Secondary Gas Line - NOT included in Rate

Describe the type of building or structure to receive natural gas service (examples: mobile home, attached garage, house, detached garage, shop): \_\_\_\_\_

Enter the date you expect to have the property backfilled and leveled to within 15 cm (6”) of final grade and, if moving in a trailer/modular, the expected date when trailer/modular will be placed on foundation.

**Today’s Date:** \_\_\_\_\_ **Service Site Ready Date:** \_\_\_\_\_

Contractor Contact Name & Phone Number: \_\_\_\_\_

## SERVICE LOCATION DESCRIPTION – Please complete all related fields

Rural Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Cabin/Unit No: \_\_\_\_\_

Legal Land Description: Qtr: \_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ Mer: W5

Municipality: \_\_\_\_\_

## APPLICANT INFORMATION – Please complete all related fields

Applicant’s Name: \_\_\_\_\_ Co-Applicant’s Name: \_\_\_\_\_

### Applicant’s Mailing Address Information

Street: \_\_\_\_\_ Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Texting (circle): yes no

### Applicant’s Phone and Other Contact Information

Res: (\_\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Text: (\_\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_ E-billing (circle): yes no

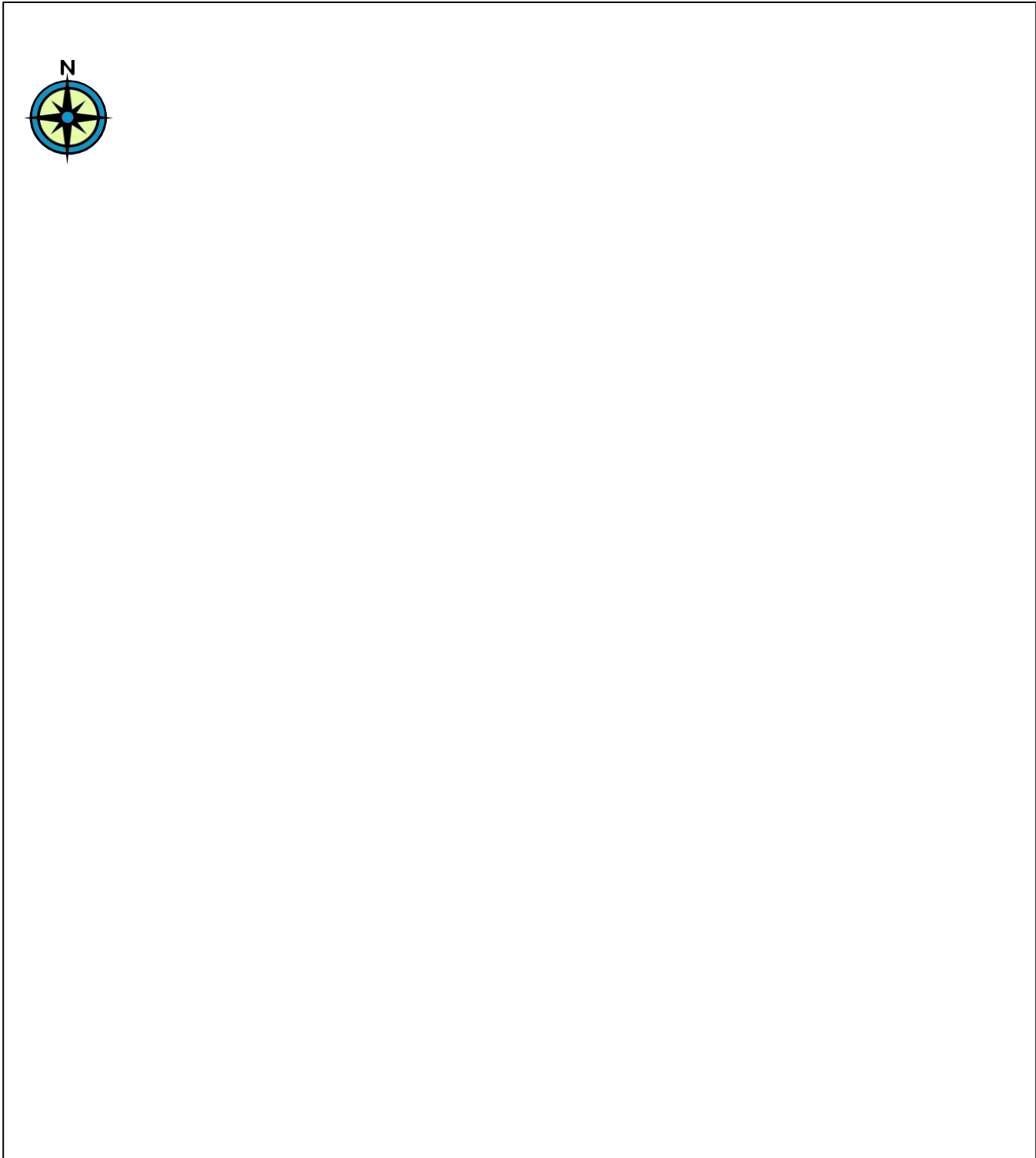
## NATURAL GAS REQUIREMENTS

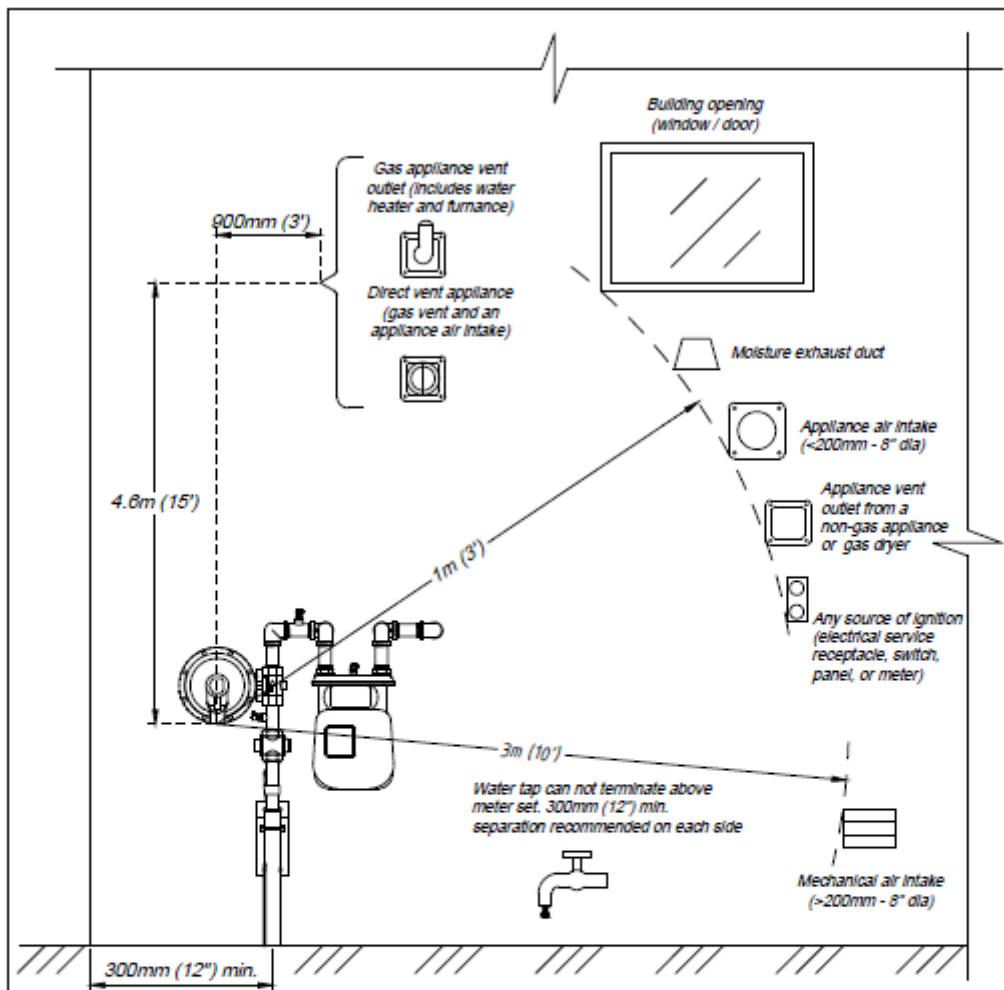
	No. of Units	BTU input per hour
Forced Air Furnace		
Water Heater (Standard Tank)		
Water Heater (Tank-less)		
Stove		
Dryer		
Fireplace		
Boiler		
Garage Heater		
Other		
Other		
<b>*Total BTU Input per Hour</b>		

The Co-op requires vital information on the location of the proposed gas service. Please provide a drawing showing property lines, building sites, underground utilities (phone, power, sewer, water, fibre optic, etc.) and unusual land features (creeks, roads, bush, cut lines, fences, and muskeg). This information will assist the Co-op in establishing routes and it will speed up the approval process and the installation of your service.

## SKETCH

Sketch the layout of your yard site, providing measurements from quarter line/property line to building and from road to proposed meter location. Include the location of your well, septic, power, etc.





**FIGURE 5.2 LOCATION OF REG. VENT RELATIVE TO BUILDING OPENINGS**

**NOTES:**

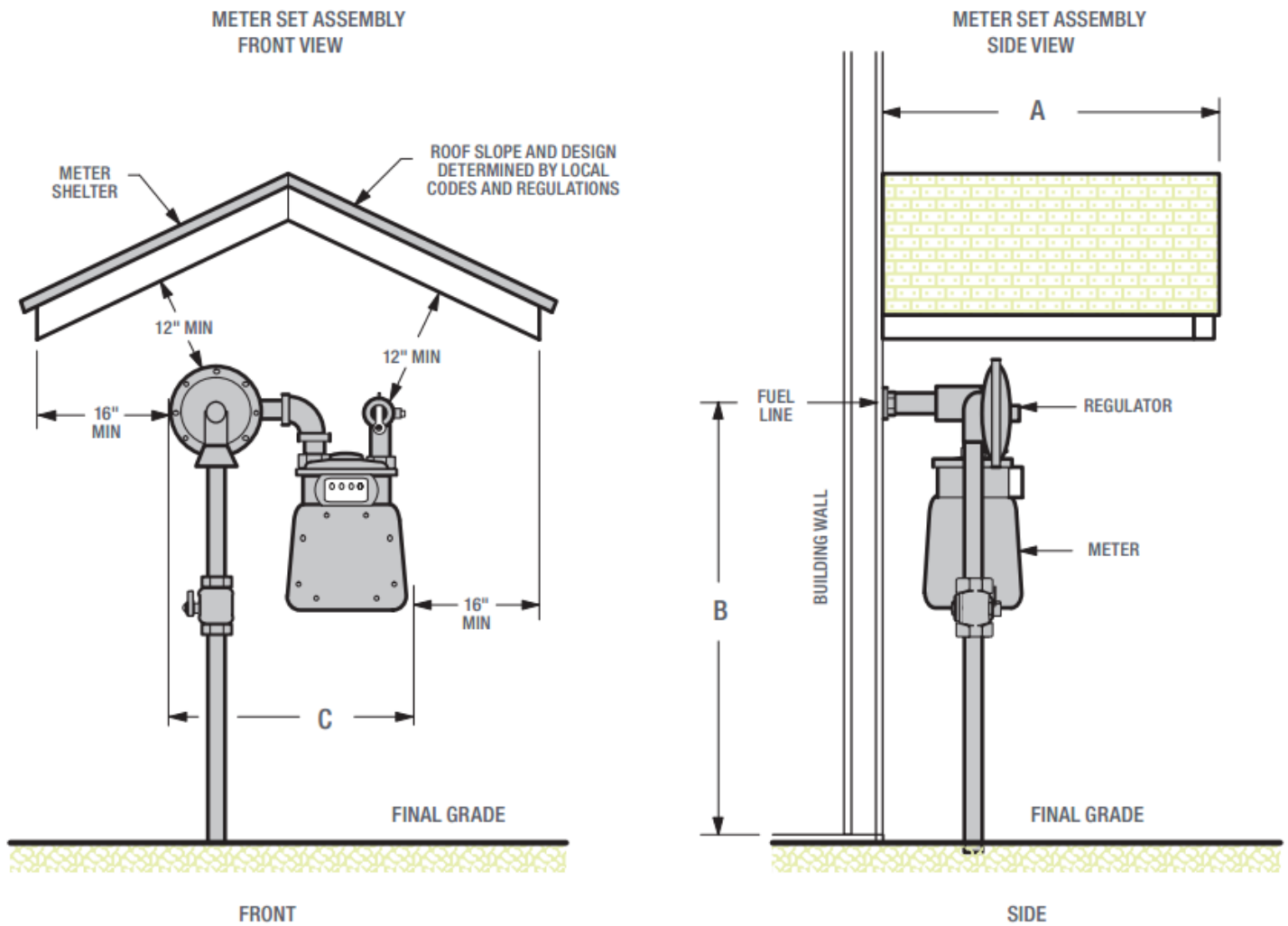
1. All clearances listed are in accordance with CSA B149.1;
2. If these clearances cannot be met, CSA 6.22 regulator/relief may be used. See table 5.2 in CSA B149.1 for acceptable clearances.



2020

**Figure 1 - Regulator Clearance Requirements**

Meter Type	A Shelter Depth	B Fuel Line Height	C Meter Set Assembly (Typ)
250	24" Minimum	55"	16"
425/630	24" Minimum	55"	24"
1000	28" Minimum	55"	26"



THESE DIAGRAMS ARE FOR DIMENSIONAL REFERENCES ONLY.

Figure 2 - Meter Shelter Diagram