

# Indiana commercial natural gas service application



Please complete this application if you are applying for new CenterPoint Energy Indiana 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: **CenterPoint Energy, ATTN: New Service Center, P.O. Box 209, Evansville, IN 47702-0209.** You may also submit your documents via fax at **888-287-2770** or e-mail at **NewService@CenterPointEnergy.com.**

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

## Need help?

For assistance, call **800-990-1930** to speak with a CenterPoint Energy representative.

### Important!

If converting an existing structure, please contact a CenterPoint Energy 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.

Applicant name*		Point of contact name*	
Are you the property owner?*		Contact daytime phone*	Contact E-mail address
<i>If 'No', please have the property owner call to grant authorization.</i> Yes      No		(      )	
Billing address*	Billing city*	Billing state*	Billing zip code*

## SERVICE

### 1. Location information

Service address*		City*	State*	Zip code*
			IN	
County*	Township	Nearest major cross street	Subdivision	Lot number

### 2. Service request details

Service type*	Request type*	Total square footage of heated space*	Requested service installation date* (see last page)	
Commercial Industrial	New construction Existing structure (converting to gas)		____ / ____ / ____	
Will 50 or more people regularly congregate in the structure?*		Is this service part of a multi-unit project?*		Natural gas meters requested*
Yes      No		Yes      No		1      Other _____
Structure type*				
Commercial house meter Production/industrial	Barn/pole barn Restaurant	Gas grain dryer Warehouse	Garage Sign	Hotel/overnight Other _____
Retail/office      Medical				
Current site/conversion status* (Select one option from only appropriate column below)				
<b>If new construction:</b>		<b>If converting/fuel switching at an existing property:</b>		
Preparation (empty lot)      Foundation Framing      Enclosure Finishing		Preparation (I have consulted a plumber and/or appliance dealer) The natural gas meter location has been marked/staked Plumber has installed house lines and natural gas line has been stubbed out All required inspections have been completed (If applicable - see last page)		
Conversion source* (Only complete if converting an existing structure)				
Electric baseboard      Electric forced air      Electric heat pump      Fuel oil      Wood burner      Propane      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—CenterPoint Energy 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)					
Septic/sewer Sprinklers	Sewer lateral Private electric	Underground fuel tank Customer-owned cable	Well Other _____	Pet fence _____	Drains/downspouts None
Potential surface obstructions*				Additional Comments	
Concrete Shed	Asphalt Steep hill	Grass Other _____	Ditches/ravines None		

**NATURAL GAS SERVICE**

**1. Plumbing contractor information**

Plumber name	Plumber phone
	(     )

**2. Natural gas meter location**

Mark preferred CenterPoint Energy natural gas meter location*	
In the diagram at right, please mark one of the four boxes to specify the preferred location for your new CenterPoint Energy natural gas meter, and specify below the distance (in feet) to the nearest corner of the building.	
Distance of gas meter from nearest corner of building: _____ ft.	
Distance: middle of street to requested gas meter location*	Additional comments about gas meter location
_____ ft.	

**3. Natural gas service and 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**

Elevated pressure above CenterPoint Energy Standard Gas Delivery Pressure ("CenterPoint Energy Standard Pressure") will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances. CenterPoint Energy Standard Pressure is 7" W.C. in Daviess, Dubois, Gibson, Knox, Pike, Posey, Spencer, Vanderburgh, and Warrick counties; CenterPoint Energy Standard Pressure is 6" W.C. in all other Indiana counties.

Gas Pressure (Select one)		
CenterPoint Energy Standard Pressure	2 psig (Pounds per Square Inch Gauge)	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>

† Elevated pressure above CenterPoint Energy standard gas delivery pressure ("CenterPoint Energy standard pressure") will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances. CenterPoint Energy standard pressure is 7" W.C. in Daviess, Dubois, Gibson, Knox, Pike, Posey, Spencer, Vanderburgh, and Warrick counties; CenterPoint Energy standard pressure is 6" W.C. in all other Indiana counties.

## IMPORTANT INFORMATION

Please review the following information before submitting your application:

### Formal design requirements

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 900 CFH (cubic feet per hour) at standard delivery pressure (1 CFH = 1,000 BTUs)
- Total connected load over 1,390 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 1,000 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.

### Installation site-ready checklist

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

- Site must be within 6" final grade
- Basement/foundation in and backfilled
- Clear 8' wide path
- Gas service install-meter location(s) meets code and is marked or stubbed
- Clearly mark/stake the location of all private underground utilities located on your property

Construction schedule estimated processing time is 4-6 weeks pending weather conditions, road restrictions, permitting requirements, property site ready and required permits have been obtained.

### Meter sets and inspections

CenterPoint Energy may not install and/or connect meter(s) at time of service installation. Before we can connect you to CenterPoint Energy's natural gas system, a house line inspection from your city or county may be required.

A credit check and deposit may also be required before meter(s) are connected.

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 CenterPoint Energy when the inspection is complete. If your area does not require a county inspection, contact CenterPoint Energy at 800-990-1930 to have a meter(s) installed once your plumber and/or electrician have completed their work.

The following Indiana counties require an inspection:

- Posey County
- Spencer County
- Vanderburgh County
- Warrick County

If your requested service installation date or site ready date changes, please contact CenterPoint Energy at 800-990-1930.

### Facilities

By submitting this form, you are indicating that you have read and agree to comply with the following statement:

Prior to service installation and/or performance of improvement request by CenterPoint Energy, **You, as the property owner, are responsible for locating and marking all existing private buried facilities including sprinkler systems and septic facilities ("Facilities") at the Service Address provided above.** By submitting this Application, You agree to indemnify, defend, hold harmless and release CenterPoint Energy 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 of your 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 CenterPoint Energy. Please note that CenterPoint Energy is responsible for having utility facilities located at your address prior to our installation of gas and electric facilities.

### Checking order status

To check the status of your request you may contact us via email at [NewService@CenterPointEnergy.com](mailto:NewService@CenterPointEnergy.com) or by phone at 800-990-1930.

Programs and services are operated under the brand CenterPoint Energy by Indiana Gas Company, Inc. d/b/a CenterPoint Energy Indiana North, and Southern Indiana Gas and Electric Company d/b/a CenterPoint Energy Indiana South in their respective service territories.