



845-577-3324

390 West Route 59 Spring Valley NY 10977
500 Route 208 Monroe NY 10950
71 Dolson Avenue Middletown NY 10940

845-577-3319 Fax
845-783-5504 Fax
845-342-8939 Fax

Job Number: _____

Send Job Number to: ☐ Plumber ☐ Applicant

Fax Number: _____

Application for Conversion to Natural Gas

Please complete all information below to avoid returned applications.

Applicant/Business Name: _____

Principal Party: _____

E-mail Address: _____

Service Address (911): _____

Town: _____

State: _____

Zip: _____

Social Security Number: _____

Tax I.D. Number: _____

Current Mailing Address: _____

Town: _____

State: _____

Zip: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Nearest Cross Road/Directions: _____

Current 10 Digit O&R Account Number: _____

Is there any electrically operated life support equipment in this home? ☐ Yes ☐ No ☐ Don't Know

If Yes, please specify the type of equipment: _____

Gas Service Information

Pole Number (10 digits, Yellow and Black): _____

Number of Meters: _____

Gas Service (Please consult with your plumbing contractor): ☐ New ☐ Conversion

Number of Meters: _____

Total BTU for: Heating: _____

Hot Water : _____

Cooking: _____

Other: _____

Total BTU Input Per Meter: _____

Proposed Service Entrance: _____



FRONT

Under certain conditions, O&R will conduct an initial inspection of the installation to ensure compliance with its specifications for gas installations. If the installation is not in compliance with the Company's and/or other applicable rules, service shall not be rendered and the Company shall assess a re-inspection fee for any subsequent reinspections of the installation.

Indicate gas locations on sketch above. (O&R reserves the right to determine meter/service locations. All meters shall be installed outdoors.)

Contractor Information

Plumbing Contractor:

Company Name:

Contact:

Phone Number:

Fax Number:

Cell Phone Number:

E-mail Address:

Mailing Address:

Special Provision for Dual Fuel

Alternate Type of Fuel:

Other:

Process Requirement:

(BTU)

IMPORTANT NOTE: Please advise your O&R representative IMMEDIATELY if you intend to install on-site generation or other power producing equipment. You must submit a separate application for installation of on-site generation or power producing equipment that operates in parallel with the O&R system. You must also obtain approval from O&R's Engineering department before operating the equipment. O&R reserves the right to review, approve or reject ALL interconnection devices that may affect O&R's electric system. Therefore, we recommend that you obtain O&R's approval before purchasing any equipment.

O&R is not responsible for any closing commitments made between the applicant and the customer. Closing dates should not be finalized until electric, gas, and telephone facilities are installed and energized. You must notify your local telephone and CATV company of your service requirements (Noted on signature page).

Multiple (Gang) Meter Installations

If you are installing more than two gas meters at a single location, you are required to certify the following:

- The gas installation shall be completed in accordance with applicable National and Local Fuel Gas Code, and O&R Specifications for Gas Installations.
- All gas meter bars shall be labeled with the correct unit number as supplied by the Applicant.
- Your plumbing contractors shall "ring out" each fuel line to ensure that these main lines serve the specific units labeled on fuel line.
- You will assume liability for all installation work performed by your plumbing contractor.
- You understand and agree that noncompliance with these requirements and certifications shall result in delays in project completion and you may incur additional charges from O&R for additional inspections and administration.

Note: Copies of our Gas Specifications Manuals are available upon request at your local New Construction Field Office.

Certification for Compliance with National and Local Fuel Gas Codes

☐ Yes, I received the Gas Meter Installation Checklist

☐ Yes, I received the "Importance of Chimney Cleaning" letter

Buildings of Public Assembly

Buildings of Public Assembly are buildings that normally admit the public and have capacity for 75 or more people. This would include, but is not limited to, schools, hospitals, nursing homes, licensed day care centers, restaurants, theatres, department stores, factories, etc. (Office and apartment buildings are excluded unless they have a community/meeting room, auditorium or cafeteria that can accommodate 75 or more people.)

Does your facility meet this definition? ☐ YES ☐ NO

Applicant

Accordingly and with notice of the foregoing, I hereby affirm that the foregoing statements of responsibility for payment of service are true. To the best of my knowledge, the information provided herein is accurate and no attempt has been made to misrepresent the facts. I affirm that I have read and understand the obligations set forth in this application.

Signature (signature of account holder or applicant):

Name (name of account holder or applicant – PLEASE PRINT):

Date:

Orange and Rockland Utilities, Inc.

Signature:

Name:

Date:

The following information must be submitted along with this application form:

- **Three (3) finalized plot plans showing sewer, water, drainage, curbs and utility locations and one (1) certified copy of deed are required for all new construction.**

Inadvertent contact with buried gas lines, cables or other utility lines can cause injury to workers and disrupt service to entire neighborhoods. Help avoid unnecessary system damage and prevent emergencies before they happen. Remember to CALL 811, the nationwide "Call Before You Dig" number.



Gas Meter Installation Checklist

The following checklist is in accordance with the requirements of the National Fuel Gas Code (NFGC) and Orange & Rockland and Pike County Light & Power Co.'s Gas Installation Standards.

Before you request installation of the gas meter, the gas service, regulator and meter bar must be installed, with the trench backfilled to structure. In addition, your contractor must have connected the fuel line to the meter bar.

✓ **When calling for a gas meter installation, please ensure the following:**

- ☐ Our gas service personnel must have access to the inside of the building to perform inspections.
- ☐ You must know your dwelling's total BTU load so we can properly size the gas meter.
- ☐ Electric service must be energized prior to gas meter installation.

✓ **Venting:**

- ☐ All flues must be rigid, tight and cemented at the point of entry to masonry chimneys.
- ☐ All single-wall vent pipes must have a clearance of six inches from any combustible material.
- ☐ Double wall piping (Type B) must be used when installed along the outside wall of the structure (for most commercial establishments) and must have a clearance of one inch from any combustible material.
- ☐ The gas appliance vent must enter the chimney above the oil appliance vent if both share a vent.
- ☐ Heating equipment must be installed in clay tile chimneys or approved metal chimney systems.
- ☐ In case of oil to gas conversions, the chimney must be cleaned. If the chimney is not lined, a flue liner must have been installed.
- ☐ Gas appliances cannot be vented with wood burning appliances.
- ☐ A minimum of one permanent piece of gas equipment should be installed and ready to operate.

✓ **Fuel Lines:**

- ☐ All lines must have doped fittings and be supported or strapped (inside, outside and on rooftops) every six feet.
- ☐ Water heaters, boilers and furnaces must have drip legs, and flexible pipe connectors must not be used.
- ☐ Every appliance must have a separate, easily accessible shut-off valve within six feet of the appliance and in the same room as the appliance.

- ☐ The shut-off valve for a gas range must not be located behind the appliance.
- ☐ All fuel line unions must be located on the appliance side of shut-off valves.
- ☐ Fuel lines must be connected to the meter bar.
- ☐ On multiple-metered installations, the meter bars must be permanently marked with corresponding unit/apartment numbers.
- ☐ The units/apartments themselves also must be clearly marked.
- ☐ Fuel lines must have been air tested for leaks.
- ☐ Pressure test results for high pressure welded installations must have been submitted in writing, prior to meter activation.
- ☐ Fuel lines must be sleeved when penetrating a cement wall.
- ☐ Flexible gas fuel lines must have been installed within manufacturer and NFGC specifications using approved pipe fittings and adaptors. Exterior wall penetration to the outside meter bar must be made with black iron pipe.

✓ **Appliance Installations:**

- ☐ All appliances must have been installed in accordance with manufacturer and NFGC specifications. These appliances must be made accessible.
- ☐ A utility room or closet containing a gas dryer must have a fully louvered door or one-inch space above the finished floor.
- ☐ Vented appliances must not be installed in a closed room (e.g. bedroom, bathroom) unless they draw fresh air from outside the sealed unit.
- ☐ The burner portion of any appliance installed in a garage must be at least 18 inches above the floor unless the unit is manufacturer- and NFGC-approved for direct floor installation.
- ☐ The appliance must be protected from vehicular or physical damage with the installation of ballards or posts imbedded into the concrete floor.
- ☐ All utility rooms that have a boiler, furnace or water heater must have provisions for makeup air in accordance with local building codes.
- ☐ Heating appliances with total input capacity of 250,000 BTUs or greater must draw combustion air from the outside using NFGC approved methods.
- ☐ Whenever roof access is over 14 feet, permanent stairs or hatchways in the interior of the building must be provided to ensure access to heating systems installed on rooftops.

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Re: Importance of Chimney Cleaning

Dear Customer:

Thank you for choosing natural gas service for your home. In deciding to switch your domestic water heating and/or heating fuel to natural gas, there are a few important items to be aware of.

Not all municipalities require plumbing and heating installers to be licensed. It is Orange & Rockland's recommendation that customers use a professional. In addition, all gas appliances, as well as the gas piping, chimney/vent system and related appurtenances, must be installed in accordance with applicable codes and standards (latest editions) including, but not limited to, the Fuel Gas Code of New York State, the New York State Fire Prevention and Building Code, and the manufacturer's installation instructions. All gas piping installed should also be subjected to and pass a pressure test as outlined in the Fuel Gas Code of New York State.

When switching from oil to natural gas, it is very important that your home's chimney and/or exhaust flue pipe be cleaned and inspected by a qualified service person. Although natural gas appliances do not produce the visible soot that oil-burning appliances do, they do produce more moisture in their exhaust. This moisture in the exhaust combined with oil residue (soot) may lead to deterioration of a masonry chimney. Deterioration of a masonry chimney can lead to poor venting conditions, improper draft and unsafe operation of your heating system.

With respect to the newer high efficiency heating systems on the market today, your masonry chimney or flue pipe may not be compatible. In fact, some of the high efficiency heating systems available today are direct vented through the exterior wall with the use of a plastic vent pipe or require the use of a stainless steel chimney liner if an existing masonry chimney is to be used. When purchasing high efficiency heating equipment it is important for you to ask your heating contractor if your system will need special venting requirements.

Regardless of the heating fuel used in your home, an annual heating system tune-up, and equipment service, as well as an inspection of the chimney and/or flue, is critical to the safe operation of your home's heating system and is recommended. Maintaining these vital systems will ensure the safety and maximum efficiency of your heating system for years to come.

✓ Look for the blue flame

Generally, the burner flame of a natural gas appliance will have a blue flame. If the burner flame is all yellow or if it appears to burn erratically, the appliance may need to be checked by a qualified service technician. The only exception is a natural gas fireplace, which has been designed to burn yellow flames for a pleasing appearance.

! Don't extinguish a pilot light

Blowing out the pilot doesn't stop gas from escaping, so don't create a gas leak by trying to save a few pennies.

! Don't use the oven to warm the house

Don't try to heat rooms with your range or oven. These appliances aren't designed for space heating. Using a range or oven can cause a fire. It can also deplete oxygen levels and cause a buildup of lethal carbon monoxide (CO) gas. (See next panel on CO.)

✓ Ensure proper ventilation

Follow manufacturer's instructions and make sure your natural gas appliances have proper ventilation. If you use a vented gas space heater, make sure it's properly vented to the outside. If you use a vent-free heater, make sure that it's a model equipped with an oxygen sensor that shuts off the heater if indoor oxygen levels get too low.

✓ Natural gas safety for kids

You can never be too young to learn about natural gas safety. For an interactive learning experience for children in grades 3 through 7, visit www.oru.com/safetyworld.

 **Orange & Rockland
Pike County Light & Power Co.**

oru.com

**Customer Assistance toll-free 1-877-434-4100
Gas Emergency Hotline toll-free 1-800-533-5325**

0712-0117-R

**You can't see it.
You can't smell it.
You don't know it's there . . .**

Carbon monoxide

Carbon monoxide (CO) is a poisonous gas that's odorless, colorless and tasteless — and it claims over 1,500 victims each year.

Breathing small amounts of CO can result in headaches, dizziness or nausea. Prolonged exposure could lead to fainting or, in some cases, could be fatal.

If you suspect someone has been exposed to CO, get the person into fresh air and seek immediate medical attention.

! Signs of CO build-up

- Stuffy, stale or smelly air with high indoor humidity
- Fallen soot from a fireplace chimney or furnace flue
- No draft in the chimney or flue
- Hot draft backing out of the flue diverter when the furnace is operating.

✓ Some precautions

You can help prevent CO poisoning by following these simple tips:

- Have a qualified professional thoroughly inspect and clean your heating system at least once a year.
- Never leave a vehicle or any type of gasoline-powered equipment running in an enclosed garage, even with the door open.
- Check vents, flue pipes and chimneys periodically for corrosion or blockages. When switching from an oil to gas heating system, be sure to have your home's chimney and/or exhaust flue pipe cleaned and inspected by a qualified service person.
- If you have insulated or remodeled your home, make sure appliances and heating equipment still have adequate ventilation.
- Don't use grills indoors or in an enclosed space.
- Install a CO alarm in your home. Most manufacturers recommend installing one near the sleeping area because we're most vulnerable to CO poisoning during sleeping hours.



Facts You Should Know about **Natural Gas Safety**

More than 60 million households in the United States rely on natural gas to heat their homes, cook their food, dry their clothing and heat their water.

Natural gas is one of the safest forms of energy available today. Still, like any kind of energy, it can be dangerous if not handled properly.

Following are some safety tips to help keep you, your family and your neighbors safe.

 **Orange & Rockland
Pike County Light & Power Co.**

Natural gas

The favorite fuel of homeowners

- **It's the cleanest** of all fossil fuels.
- **It's domestic.** Using natural gas reduces our dependence on imported oil. In fact, 84% of the gas we use comes from the United States, and 99% comes from North America.
- **It's economical.** Gas appliances are virtually maintenance-free and that means savings.
- **It's efficient.** When you consider the entire cycle of producing, processing, transporting and using energy, natural gas is delivered to you with a total energy efficiency of about 90%.
- **It's dependable.** You never have to worry about weather, availability or delivery.

Follow your nose for safety

Natural gas is colorless and odorless. Before it reaches your home or business, we add *mercaptan*, a harmless chemical, to give it a "rotten egg" odor so you can detect leaks. If you smell this odor, here's what to do (and what not to do):

- **If the odor is strong**, leave the premises immediately and tell others to leave also.
- **If the odor is faint**, open windows to air out the area before leaving.
- Do not strike a match, use a lighter, smoke, pick up a telephone, switch *On* or *Off* any electrical appliances, including light switches, or turn the ignition on a vehicle or power equipment as these could produce a spark that might ignite the gas and cause an explosion.
- Use a telephone that's well away from where you smell the gas odor. Report all indoor and outdoor gas leaks immediately by calling O&R's toll-free 24-hour **Gas Emergency Hotline at 1-800-533-5325**.
- If the gas leak is indoors, wait outside until an on-site O&R representative tells you it's safe to go back in. If it's an outdoor leak, please wait for our representative to arrive at the location to investigate, or arrange for another adult to be present.

Inspect your furnace/boiler annually

Have a qualified heating contractor or certified appliance service technician tune up and maintain your heating system periodically. Properly adjusted pilots and burners, as well as clean filters, pay off in both safety and savings. Also, annually inspect your fireplace chimney and furnace venting system. Keep them clear of leaves, birds' nests, soot, fallen brick, mortar or other obstructions, which can cause problems, including exposure to carbon monoxide (CO). (See back of this brochure for more CO information.)

Check your flue

Make sure the flue pipe connection from your heating system to the chimney is tight and the pipes aren't dented or cracked.

Let gas pipes be gas pipes

Gas pipes have a job to do and shouldn't be used for anything else — certainly not as a clothesline, to hang a free-form closet or as grounds for electrical appliances. Also, if a gas appliance is disconnected, be sure the gas pipe is capped. And remind children not to play with natural gas pipes or flexible connectors that run between the appliance and the gas line.

Store flammable materials properly

Vapors from flammable liquids will explode and catch fire, causing death or severe burns. Therefore, never use or store flammable products such as gasoline, solvents, rubber cement, adhesives and cleaning fluids in the same room or area near the water heater or other gas or electric appliance.

While you're at it, keep combustible materials such as curtains, rags and newspapers away from the furnace, water heater, gas range and dryer. Keep the area near these appliances free of lint and other debris, and don't store boxes or other items on top of, or pressed against, your natural gas appliances.

Remember, products with chlorine in them can lead to furnace corrosion, so avoid storing paint strippers, water softener, bleach, adhesives, pool chemical products or salt for melting ice near the furnace.

Check your water heater

The vent pipe on your water heater should be as tight and secure as the furnace piping. Replace worn parts or ill-fitting pipes. (While you're checking your water heater, take a look at your hot water setting. If you have children or older adults in the household, you may want to turn down the setting to avoid accidental scalding or skin burns.)

Call 811 BEFORE you dig

You can help to protect natural gas pipelines — and other underground utility lines, such as electric, phone, water and cable lines — from damage while digging. If your shovel or backhoe strikes an underground utility line, you run the risk of causing serious injury or costly property damage. You could also disrupt essential utility service and find yourself with an expensive repair bill and legal problems.

So, before you break ground for a home addition, swimming pool, fence, mailbox post or other project that requires excavation, drilling or digging, call the utility notification service by dialing **811**.

The service will contact all member utilities to mark the location of their underground facilities for you at no charge. If a digging or excavating accident results in a gas leak, evacuate the area immediately and call our 24-hour **Gas Emergency Hotline at 1-800-533-5235**.

Replace older, flexible gas connectors

Uncoated brass flexible connectors installed prior to 1977 — generally to connect appliances such as stoves and dryers with natural gas supply pipes — are susceptible to cracking, breaking and deterioration caused by moving, bending, corrosion and also by some types of detergents, cleaning solvents or ammonia, and cooking grease. If you have an uncoated brass flexible connector in your home, have a qualified service contractor replace it with a new one made of stainless steel or plastic-coated brass. Do not attempt to move an appliance to inspect the connector because it could strain the connector and possibly cause it to crack. Let your contractor conduct the inspection. For that matter, replace any flexible connector that's more than 10 years old.