

## WHAT TO DO TO OBTAIN NEW NATURAL GAS SERVICES

### **STEP 1 - PRIOR TO CONSTRUCTION – DOCUMENTS REQUIRED TO BE COMPLETED**

☐ **APPLICATION FORM**

- Signature(s) required along with Payment in Full

☐ **LOAD SURVEY FORM**

- List of “ALL” appliances that are serviced by natural gas
  - Required to ensure that service installed is sufficient to accommodate load as specified
- Drawing of the lot to be serviced showing existing buildings
  - Required to establish routing of the new gas line OR if any alterations are made to the existing gas lines.

You may return this with your documentation or go over it at the time of the on-site visit.

☐ **CUSTOMER CONTRACT & RULES AND REGULATIONS**

- \* Will be completed based on the owner(s) named on the land title \*
  - 2 copies (Signature of all owner(s) named on the land title required)

☐ **UTILITY RIGHT OF WAY (URW) - if needed**

- 3 copies – documents are required to be signed by each owner(s) named on land title. Signatures are required to be made in person.

*Once the documents are received by G.L.D.C. Gas Co-op Ltd., along with payment in full, arrangements will be made to have a G.L.D.C. Gas representative meet you on site to discuss line routing, placement of meter and scheduling of the construction.*

*\* Construction is typically scheduled once the building is in place or when the foundation is backfilled. Please discuss building progress at the time of the on-site visit \**

### **STEP 2 – AFTER CONSTRUCTION – DOCUMENTS REQUIRED TO BE COMPLETED**

☐ **SERVICE COMPLETION NOTIFICATION ([CLICK HERE FOR FORM](#))**

☐ **A copy of the gas permit MUST accompany this document.**

- Must be completed and submitted to our office after construction and **BEFORE** a meter is hung to complete the service.
- Air test must be on and holding at 15 psi. This test MUST be witnessed in person by a G.L.D.C. Gas representative prior to hanging the meter.



*Please contact our office if you have any questions regarding the information provided*



**An application must be completed for all infill requests, service alterations, or load additions.**

## **GAS APPLICATION**

Requesting a new gas service, or an alteration to your current service, is easy, however permitting and the design process takes time (IE: Crossing agreements, ROW registration or Engineering if required). We will work together with you to safely install natural gas on your property.

If you are a developer working on a new subdivision, please contact our office directly.

### **Apply Early**

We begin designing once we receive a fully complete, signed application form.

We strongly recommend applying as early as possible to avoid a seasonal rush.

We do not conduct installations during winter frost conditions. Any additional costs incurred for winter construction would be the responsibility of the applicant.

### **Fees**

Your application will help us determine your service size, the meter configuration, and an appropriate estimate.

Fees must be paid at the time of application. All fees are based on **non-frost** construction conditions.

### **Rural**

Rural gas installation fees for the 2025 construction year are \$8,250.00 plus GST plus \$1.00 Co-op Membership Fee (if eligible).

- The rural contract fee provides a maximum load of 1 GJ/HR (1 000 000 BTUh)
- The installation charge covers costs and services up to and including the meter set. Please note, any costs determined to be over the \$30,000.00 threshold will be the applicant's responsibility to pay.

### **Urban Infill (Rural Subdivision)**

Urban infill installation fee for 2025 construction year is \$5,000.00 plus GST plus \$1.00 Co-op Membership Fee (if applicable).

### **Commercial, Industrial or Large Load**

These installations are not eligible for construction grants and will be charged full construction costs. Please contact our office for information.

### **Grain Dryers**

Grain Dryer applications require payment of one rural contract at \$8,250.00 plus GST as a deposit to facilitate an Engineered cost of service study. If the estimate is too high for applicant, the deposit less engineering costs will be returned to the applicant.

## **Application requirements**

### **BTU Load Information**

*New service* – We require your gas utilization requirements to ensure proper design for your service and utility meter. The standard contract provides a maximum load of 1 GJ/hr (1,000,000 BTUh).

### **Site Information**

A site sketch or drawing showing property lines, building locations and any other services or infrastructure installed on property.

### **Landowner Information**

The Customer Contract is between the legal landowners (ALL registered owners must sign the document), as well as a Utility Right of Way if G.L.D.C. is not already registered on title already. The URW must be in place for us to install infrastructure on the property.

*Once the documents are received by G.L.D.C. Gas Co-op Ltd., along with payment in full, arrangements will be made to have one of our operators meet you on-site to discuss line routing, placement of the meter and scheduling of the construction.*

❖ *Construction is typically scheduled once the building is in place or after the foundation has been backfilled. Please discuss your projected timeline at the time of the on-site visit.*

### **Measurement**

We install, exchange, and maintain the gas meters and related equipment to conduct testing mandated by Measurement Canada to ensure meters are properly calibrated to measure fairly.

### **After Construction**

**\*Before a meter will be installed, we require these documents. \***

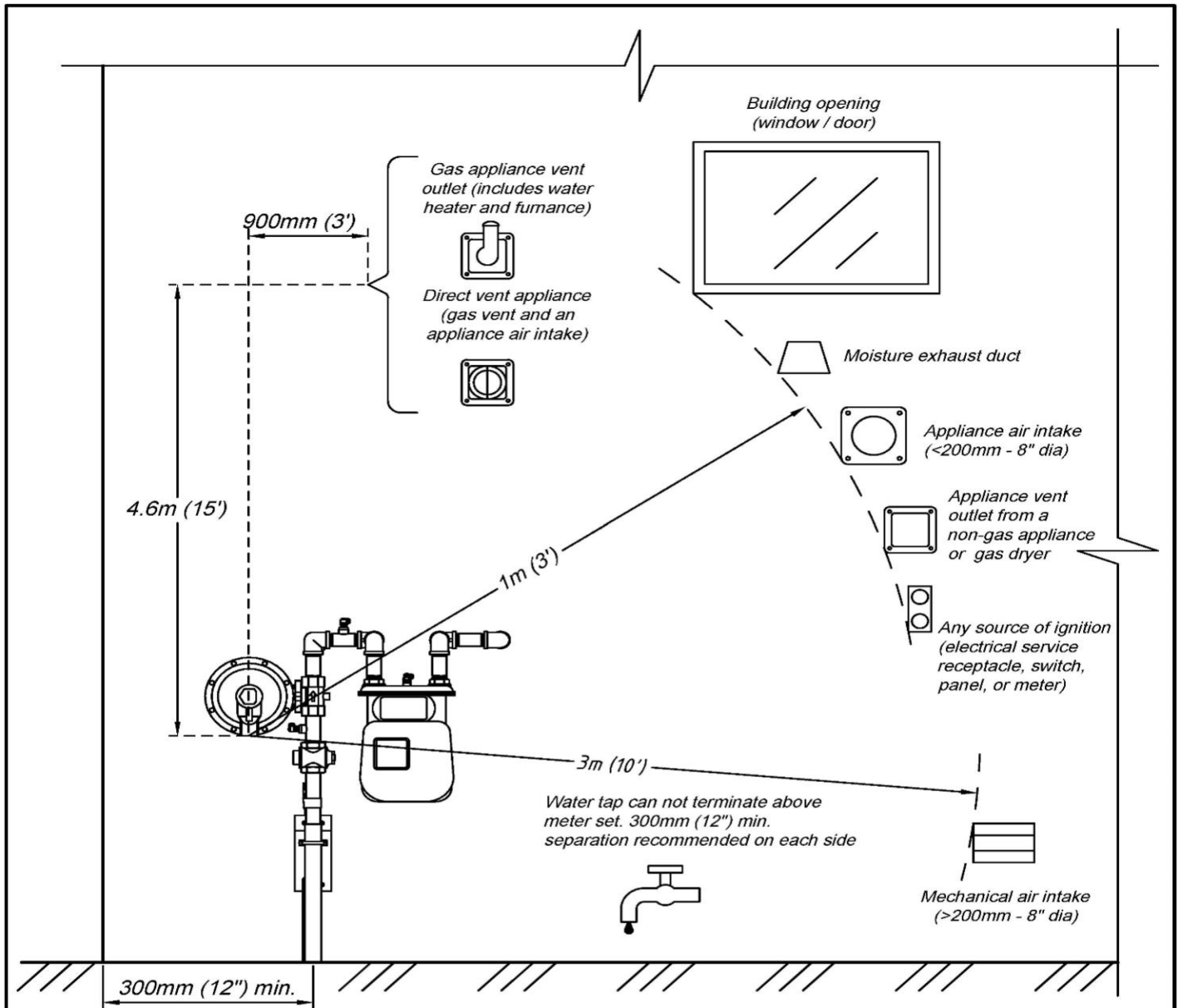
- A copy of the gas permit.
- A Service Completion Notification.

**\*\*The air test must be holding at 15 psi. This test MUST be witnessed “in-person” by a G.L.D.C. representative.\*\***

***Please contact our office if you have any questions regarding the information provided.***

### **Our Vision Statement**

Leading the way to a strong and vibrant rural community through the safe, efficient, and reliable delivery of natural gas.



**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.

Alberta



# APPLICATION FOR NATURAL GAS SERVICE or Service Alteration

SERVICE INFORMATION	
Municipality:	
Legal Land:	Qtr:                      Section:                      Twp:                      Rge:                      Mer:
	Lot:                      Block:                      Plan:
Date Ready for Service:	Basement must be backfilled and site free of material.
<b>Type of Service:</b> Rural Res.                      Farm Building / Out Building Urban                      Irrigation / Grain Dryer Commercial Other _____	<b>Service Required:</b> New                      Secondary Short Service Replacement                      Load/Pressure Change Irrigation / Grain Dryer Alteration                      Other _____
Comments:	

APPLICANT INFORMATION			
Names on Title:		Account #:	
		(If existing customer)	
Company:		Phone #:	
Contact Name:		Cell #:	
Email:			
Mailing Address:			
City:		Postal Code:	

I/We consent to the construction and agree that the construction is to our benefit and hereby release and forever discharge from all manners and actions and waive all rights of claims in the future, as pertaining to this infill construction project. By signing this application, the applicant is allowing GLDC to go onto the applicant's property to do preliminary engineering and construction, and when approved to proceed with the installation.

CONSENTED TO AND ACKNOWLEDGED BY:			
SIGNATURE:		SIGNATURE:	
PRINT NAME:		PRINT NAME:	
DATE:		DATE:	

Please return the completed application package to [admin@gldcgas.com](mailto:admin@gldcgas.com) or in person to the GLDC office.

OFFICE USE ONLY:		PROJ #:	
Service Line:	\$	\$	Membership Fee: \$      Total: \$
APPLICATION REC'D:	Rec'd by:	Date:	
GM APPROVAL:	Signature:	Date:	
COMMENTS:			
Lat:	Long:	Elev.	
Utility:	Tap:	Account:	



# APPLICATION FOR NATURAL GAS SERVICE or Service Alteration

## GAS LOAD INFORMATION

In order to determine the appropriate meter, regulator, and gas service line size, the total hourly load and delivery pressure for all natural gas equipment and appliances is required. If the load increases above the applied for load, a new application is required.

This information can be found by checking your appliances for manufacturer recommendations or by contacting your gas fitter. The default pressure is 4 oz. Delivery pressure greater than 4 oz is considered non-typical and is charged at a higher monthly fee.

HOUSE (s)						
Appliance	House - #1		House - #2		House - #3	
	Qty	TOTAL BTU	Qty	TOTAL BTU	Qty	TOTAL BTU
Furnace						
Boiler						
Hot Water Tank						
On Demand HW						
Fireplace						
Range						
Clothes Dryer						
BBQ						
Tube Heater						
Garage Heater (O/H)						
Other						
Total Load:						
TOTAL HOUSE(s) BTU/hr:						
OUT BUILDINGS & LARGE LOAD EQUIPMENT (Pump, grain dryer, generator)						
Building / Appliance	Description				BTU/hr	
TOTAL OUT BUILDING / LARGE LOAD BTU/hr:						
TOTAL CURRENT LOAD:						
Future appliance upgrades, additions, secondary lines planned:					Date:	
Description	Expected Date			BTU/hr		
TOTAL FUTURE LOAD BTU/hr:						
Comments: _____						
GLDC Use Only	ATTENTION REQUIRED:		Yes		No	
Current Meter Size	Current PFM Pressure		Meter Max Load		# - Secondary Services	
New Meter Size	New PFM Pressure / Reg		Approval		Date	

## SERVICE COMPLETION NOTIFICATION

Permit No \_\_\_\_\_

Location

Lot	Blk	Plan		
Qtr	Sec	Twp	Rge	Mer

Permit Issurer \_\_\_\_\_

Installation name \_\_\_\_\_

Address \_\_\_\_\_

### Contractor / Installer

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

I hereby certify that the piping system has been installed and tested:

- i) In compliance with the Safety Codes Act & Regulations and CSA B149.1 and
- ii) this installation is ready for gas service activation.

Please enter number of appliances and total input BTU rating for each of the following

House Furnace(s)	Water heater	BBQ	Fireplace	Range
Dryer	Garage	Other _____	Other _____	Other _____

Air Test: Duration \_\_\_\_\_ PSI \_\_\_\_\_

Gas Service Is Connected to Meter      yes \_\_\_\_\_      No \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Gas Fitter Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**This form is to be completed and faxed or e-mailed to the Permit Issuer and the Gas Supplier before the gas service will be unlocked.**