

Gas Service Line Alteration and Verification Request

Please sign mail or email completed form to National Grid: Customer Connections, 1650 Islip Ave, Brentwood, NY 11717 or email to: ngridlrudprocessing@nationalgrid.com. If you have any questions call **833-359-0645**

Purpose (check the box):

- ☐ Request that an active gas service line be altered by disconnecting the gas pipe at the property line.
- ☐ Request that National Grid verify that an active gas service line does not exist at the location.

Instructions:

1. A separate application must be submitted for each building structure to be altered, renovated, or elevated.
2. **Application can be submitted by the owner or lessee, or agent, or by an architect, engineer, builder, Excavation or Demolition Company in connection with proposed work. An application submitted by a person other than the owner must be accompanied by a Deed or Tax Bill and a notarized affidavit stating the proposed work is authorized by the owner.**
3. **If owned by a Corporation or LLC, a copy of a Deed or Tax Bill should be included along with the operating agreement showing officers and designated member(s) authorized to conduct business. Documents submitted should match the title, or entity shown on the Gas Line Alteration and Verification request.**
4. Request for disconnection at the property line or verification of an active gas line can take up to 45 days. This time frame is contingent upon National Grid receiving permits and invoice payments if needed.
5. There is a \$1,325.00 charge to alter an active gas service line and to obtain a National Grid Disconnect letter. A separate invoice will be emailed to the contact person for the disconnect fee. Payment must be made in advance prior to work being performed.
6. If a gas line does not exist at the location there is no charge. A verification letter will be sent after the investigation is completed.
7. There will be charges if the applicant requests National Grid to reconnect the gas service in the future. A Residential Gas Service Agreement is required for reconnection. The reconnection process can take up to 12 weeks.
8. You can obtain the agreement online at:
<https://www.nationalgridus.com/Long-Island-NY-Home/Convert-to-Natural-Gas/Important-Forms>
9. By Law, excavators and contractors working in New York City and Nassau and Suffolk Counties must contact New York 811 at least 2 full business days, not including the day of contact, prior to digging by calling **811** or by using the website <https://newyork-811.com/>

A. Owner Information (print)

Name:	Phone:		
Mailing Address:	City:	State:	Zip:
Email:	Cell Phone:		

B. Address of Structure to be Demolished/Elevated/Renovated/Confirmed No Gas (print)

Address:	City:	State:	Zip:
General Contractor Name:	Office Phone:		
General Contractor Email:	Cell Phone:		

C. Job Site Information

Building Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	
1. Is this a Tax Exempt site? If yes, provide Tax ID certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does an active gas service line exist at this location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Are there plans in the future that natural gas will be used at this location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4. Are the gas meters located inside the building or not readily accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5. How many gas meters exist at the location? _____ meter(s)	

Account No: _____ Gas Meter No: _____

Customer's Name: _____ Signature: _____ Date: _____