

CUSTOMER INFORMATION

Name:			
Address:	City:	State:	Zip Code:
Phone:	Customer Number/Last 4 of SSN/EIN Number:		
Email:			
Current National Grid Account Number:		National Grid Account Manager: <i>(if applicable)</i>	
Name of Business <i>(If Applicable)</i> :		Type of Business:	

CONTRACTOR INFORMATION Please check your preferred method of contact.

Name:		Company:	
Phone:		Text Messaging:	
Mailing Address:	City:	State:	Zip Code:
Email:			

PROJECT LOCATION

Address:	Lot#:	
If first home on street, what is the nearest 911 address:		
City/Town:	State:	Zip Code:

PROJECT INFORMATION

Please check what is applicable to your request. For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

Service Classification:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed use structure	
Type of Request:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Conversion	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Relocation
	<input type="checkbox"/> Demolition Cut Only, No Rebuild	<input type="checkbox"/> Demolition Cut and Rebuild		
	<input type="checkbox"/> Other _____			
Structure Type:	<input type="checkbox"/> Single Structure	<input type="checkbox"/> Multiple Unit Structure	<input type="checkbox"/> Temporary Service	<input type="checkbox"/> Second Service
	<input type="checkbox"/> Other _____			
Meter Placement:	<input type="checkbox"/> On the structure	<input type="checkbox"/> Pedestal		

URD/UCD INFORMATION

Subdivision/Plaza Name:
Developer/Property Owner:
Building Contractor:
City / Town / Village of:

Electric Service Information

New Construction

Amperage: _____ ☐ Overhead ☐ Underground If Underground, fed from: ☐ Pole ☐ Hand Hole ☐ Pad

Phase: ☐ Single ☐ Three Voltage _____ / _____ KW _____

Metering Type: ☐ Primary ☐ Secondary Meter Placement: ☐ On the structure ☐ Pedestal ☐ Meter Pole/Board

Number of Electric Meters _____

For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

Distance from pole line/transformer pad to point of attachment _____

Is the pole/pad that the service is fed from on the same side of the street as the structure? _____

Foundation to be completed by _____ ☐ Framed or ☐ Delivered, by _____ Is driveway cut in? ☐ Yes ☐ No

Is this a second service, a separate service and meter in addition to existing structure? ☐ Yes ☐ No

Upgrade/Relocation of Service

Select one of the options below:

- ☐ An appointment will be required for National Grid to do the disconnect reconnect.
- ☐ The contractor is a member of the National Grid Connects program and will be doing the disconnect reconnect IN an authorized municipality.
- ☐ The contractor is a member of the National Grid Connects program and will be doing the disconnect reconnect OUTSIDE of an authorized municipality (must complete the disconnect reconnect section of this form)
- ☐ The contractor is NOT a member of the National Grid Connects program and is requesting to do the disconnect reconnect (must complete the disconnect reconnect section of this form)

Service Characteristics: ☐ Overhead ☐ Underground If Underground, fed from: ☐ Pole ☐ Hand Hole ☐ Pad

Current amperage _____ Total amperage after upgrade/relocation _____

Phase: ☐ Single ☐ Three Voltage _____ / _____ KW before _____ KW after _____

Metering Type: ☐ Primary ☐ Secondary

Current number of meters _____ Are you adding meters? ☐ Yes, amount _____ ☐ No

For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

How many meters are you removing? _____

Electric Service Information (continued)

Total number of meters after upgrade / relocation: _____

Is your meter inside or out? _____ Will you be relocating any meters? ☐ Yes ☐ No

Relocation only, approximately how many feet from the current meter location are you looking to move the meter(s)? _____

What is the meter socket currently attached to? ☐ Structure ☐ Pedestal ☐ Meter pole

Have you been to the site? ☐ Yes ☐ No

Is a site visit needed? ☐ Yes ☐ No

Do you need to meet with a designer on site to discuss the job details? ☐ Yes ☐ No

Does the meter socket have a 4 ft clearance on the front and side of the meter? ☐ Yes ☐ No

Is the meter face mounted between 3 ½ and 5 ½ ft from finished grade? ☐ Yes ☐ No

Is there a 3 ft clearance away from any gas regulating vents? ☐ Yes ☐ No

Is the point of attachment relocating? ☐ Yes, how many feet? _____
☐ No

Does the point of attachment have a minimum of a 3 ft clearance, in any direction, from windows, doors, fire escapes, porches, or similar locations? ☐ Yes ☐ No

Can the point of attachment be reached by ladder? ☐ Yes ☐ No

Does the service drop have a minimum of 13 ½ ft and no higher than 25 ft above finish grade? ☐ Yes ☐ No

Is there a minimum of 17 ½ ft of clearance over streets and parking areas subject to truck traffic? ☐ Yes ☐ No

Do the service conductors pass over a roof? ☐ Yes ☐ No

Has the service wire been spliced more than 2 times? ☐ Yes ☐ No

Is the service triplex? ☐ Yes ☐ No

Does the service drop cross over any properties other than the house it serves? ☐ Yes ☐ No

Does the service drop cross over a swimming pool? ☐ Yes ☐ No

Is the pole that the service is fed from on the same side of the street as the house? ☐ Yes ☐ No

What is the approximate length of the service going from pole to house? _____

Disconnect / Reconnect Form

Customer/Electrician Instructions

This section must be completed if the contractor is a member of the National Grid Connects program and will be doing the Disconnect Reconnect **OUTSIDE** an authorized municipality or the contractor is not a member of the National Grid Connects program and is requesting to do the Disconnect Reconnect.

Customer Name:

Contractor Name:

Contractor Phone Number:

License Number:

I am requesting the following service:

☐ Contractor disconnects and National Grid reconnects- 12 business day notice required

☐ Contractor disconnects, reconnects and resets meter- 5 business day notice required

☐ Scheduled completion date: _____

All of the following conditions exist and I assume the responsibility of a correct meter and service location and that the installation meets the requirements of National Grid ESB 750.

1. Overhead, residential service, 200 amps or less.
2. Same point of attachment.
3. Meter box to be located outside, accessible to meter reading and protected from physical damage.
4. Point of attachment is accessible from the ground with ladder and is able to withstand 500 lbs. pull.
5. Service drop maintains minimum clearances per the NEC and National Grid ESB 750 — available at ngrid.com/electric-connection

By signing this form, the owner and contractor (a) acknowledge they have read and understand the disconnect reconnect customer instructions; (b) acknowledge that they are not relying upon National Grid with regard to the means, methods, practices, or any aspect of the work; (c) attest that the person performing the electrical work is NEC- qualified; and (d) agree to indemnify and hold National Grid harmless for any loss or injury to person or property arising out of the work of the owner, contractor, or their agents, employees or contractors. The Owner and Electrician assume all risk resulting from performing their own disconnect /reconnect.

Customer Signature:

Date:

Contractor Signature:

Date:

Disconnect/Reconnect Form

Customer/Electrician Instructions (continued)

This policy does not permit the customer to have an unmetered service. The meter shall be reinstalled in the new (or existing) meter socket prior to carrying load.

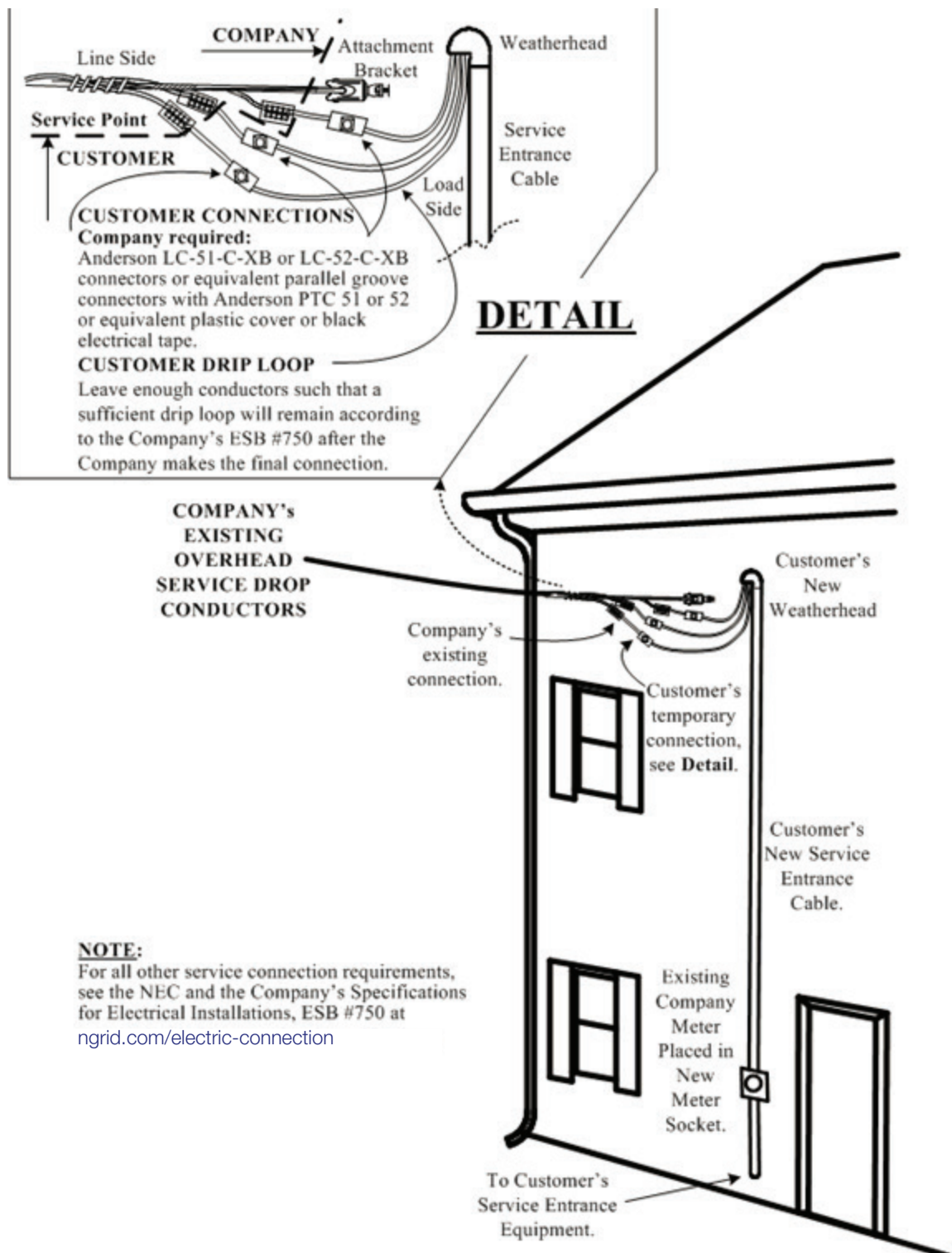
The customer or their contractor may not begin work without a returned signed copy of the Disconnect/Reconnect form from the Company. It is the expectation of the Company that work will be completed within two weeks of the application date.

Homeowners and others have the right to work on electrical equipment in those jurisdictions where electrician licenses are not required. In doing so, they assume personal responsibility for their knowledge, ability and safety. Persons performing residential electrical work under this policy shall be required to attest in writing they are NEC qualified.

The term NEC-qualified person(s) shall be used in all documents relating to this policy and understood to mean qualified person(s) as defined in the current edition of the NEC as — “One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved”.

Procedure:

1. Fill out the Disconnect/Reconnect form completely and return it to the email address on the form.
Note: incomplete forms shall be returned to the customer.
2. Do not perform any work until the Company provides a work order number.
3. When ready to commence their work, the NEC-qualified person will cut the service entrance conductors on the customer's side of the service connection. See attached Figure 1.
4. The seal on the meter can then be broken, and the meter removed and secured.
5. Once the service is de-energized, work may begin on the customer-owned premises wiring and equipment.
6. Sufficient length shall be left on the individual service entrance conductors to allow them to reach the existing service connection and create a sufficient drip loop according to ESB 750.
7. Upon completion of their other work, the person shall make temporary connections to the remaining piece of each service conductor utilizing Anderson LC-51-C-XB or LC-52-C-XB connectors or equivalent parallel groove connector, insulated with Anderson PTC 51 or 52 or equivalent plastic cover or black electrical tape.
8. Following the electrical inspection, the person shall install the meter in the new channel and secure it with a nylon wire tie. See attached Figure 1.
9. Once the inspection is called in to the National Grid VRU system, National Grid shall make the permanent connections to the new service entrance conductors. The connectors shall be left at the work site for retrieval by the owner or their contractor.



Non-Fossil Alternatives Acknowledgment

We're committed to helping you meet your energy needs. In doing so, we want to ensure that you are aware of the non-fossil energy alternatives and incentives available to you.

Non-Fossil Alternatives

There are a variety of non-fossil alternatives (e.g., electrification) for you to consider when determining how best to meet your energy needs. Such non-fossil alternatives include:

- Heat pumps: Options include air-source and ground-source (i.e., geothermal).
- Electric Water Heating
- Electric cooking (e.g., stoves, ovens, and other cooktops)

Additional information can be found on National Grid's Heat Pump FAQ document.

Clean Energy Rebates

At National Grid, we are proud to promote electrification and achieve energy goals by partnering with NYSEERDA and utilities across New York State who offer heat pump technology incentives. For more information, please check out their offerings, here:

- ConEdison:
<https://www.coned.com/en/our-energy-future/electric-heating-and-cooling-equipment>
- PSEG:
<https://www.psegliny.com/en/saveenergyandmoney>
- NYS Clean Heat Program:
<https://cleanheat.ny.gov/>

Heat Pump Tax Credits and Incentives

In addition to these savings on heat pump technology, you may also qualify for:

- Federal tax credits:
<https://www.energystar.gov/about/federal-tax-credits>
- New York State income-based incentives:
<https://www.nyserda.ny.gov/All-Programs/EmPower-New-York-Program>

If, after reviewing these options, you would still like to connect to the Company's natural gas system, please have the account holder/property owner sign and return this acknowledgment form. Once the Company receives the completed form, we can proceed with the gas service agreement process. To explore all of National Grid's available energy saving programs, visit ngrid.com/save.

I have read the above information regarding non-fossil energy alternatives that are available to me and I would like to proceed with installing natural gas service or adding new gas equipment.

Customer Signature: _____ **Date:** _____

Customer Printed Name: _____

Service Address: _____

If you have any questions regarding this acknowledgment, please contact us at 1-877-MYNGrid (1-877-696-4743).

Gas Service Information

Please complete the information under the appropriate subject that best describes the work being performed. For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

Site Plan

Please submit and attach all site plans if applicable. If your operating equipment requires more than 6.5" of water column you are required to complete the Elevated Pressure Data Form as well as provide a cut sheet for each piece of equipment requiring elevated pressure. National Grid reserves the right to determine the final meter placement.

New Construction

Number of Gas Meters being requested_____

For multiple meters, please include additional documentation indicating appropriate labeling for units/apartments.

Distance from centerline of road to point of attachment_____

Total BTU/CFH Load_____ How many inches of water column are required?_____

Does an existing gas main pass in front of your structure? ☐ Yes ☐ No ☐ Unknown

Is the first floor up and framed? ☐ Yes ☐ No If no, when_____

Is the structure backfilled within 6" of final grade? ☐ Yes ☐ No If No, when_____

When will you be ready for the installation of service?_____

Upgrade/Relocation of Service

Are there any existing meters on the structure? ☐ No ☐ Yes If Yes, how many_____

Total number of meters after upgrade_____

What is the load of your existing equipment?_____ What is total load after the upgrade?_____

Are you installing a gas generator? ☐ Yes ☐ No

What other appliances are you adding to increase your load? _____

If you are requesting a relocation of your service lateral and/or meter(s), please indicate what specifically is moving and distance:

Gas Conversion

Current Source of Heat: ☐ Propane ☐ Oil ☐ Boiler ☐ Pellet/Wood Stove ☐ Electric Heat ☐ Space Heater ☐ Other_____

Number of Gas Meters being requested_____ Distance from centerline of road to point of attachment_____

Total BTU/CFH Load_____ How many inches of water column are required?_____

Does an existing gas main pass in front of your structure? ☐ Yes ☐ No ☐ Unknown

When will you be ready for the installation of service?_____

Will you be converting your primary heating source to natural gas? ☐ Yes ☐ No

Are you installing a gas generator? ☐ Yes ☐ No

Demolition/Temporary Service Termination

Request for service termination must be made by the owner of the property or municipal authority. Proof of sale or property ownership may be required at the discretion of National Grid before any request can be fulfilled. National Grid requires access to meters for all permanent service termination requests. Removal of meter(s) does not indicate it is safe to proceed with demolition. Removal/termination of service and meter for residential demolition can take up to 20 days to complete from the date the request is received. Customers cannot choose the date they would like the service removed/terminated. If the service is active, the customer of record on the account will be responsible for any usage up until the service and meter(s) are removed.

PROJECT INFORMATION

Utility to be terminated: ☐ Electric ☐ Gas ☐ Both

Type of Termination Requested: ☐ Permanent ☐ Temporary – future use on property is intended

Earliest date service to be terminated by _____

List all meter numbers to be removed. Having all meter numbers removed is essential to processing your request; without this information your request cannot be processed.

Will a confirmation letter of utility removal/termination be required? ☐ Yes ☐ No

Indicate method of letter delivery: ☐ USPS Mail ☐ Email

Mailing address/Email/Fax for letter to be sent:

CONTRACTOR INFORMATION Please check your preferred method of contact.

Name:

Company:

Phone:

Text Messaging:

Mailing Address:

City:

State:

Zip Code:

Email:

RECONNECTION OF SERVICE

Please fill out this section to the best of your ability if you intend to utilize the property in any manner for future use.

Type of Request:

☐ Re-build on same footprint/foundation.

☐ Relocation of existing utilities to a different location/structure on property.

☐ Reinstatement of old service in the same location/footprint.

☐ Other _____

Please describe the work being done: