



Request for Electric and Gas Service Form

CUSTOMER INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Customer Number/Last 4 of SSN/EIN Number _____

Email _____

Current National Grid Account Number _____

If Applicable:

Name of Business _____ Type of Business _____

Contractor Information: Please check your preferred method of contact.

Name _____ Company _____

Phone _____ Text Messaging _____

Mailing Address _____

Fax _____ Email _____

PROJECT LOCATION

Address _____ Lot # _____

If first home on street, what is the nearest 911 address _____

City/Town _____ State _____ Zip _____

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: Residential Commercial Mixed use structure

Type of Request: New Construction Conversion Upgrade Relocation

Demolition Cut Only, No Rebuild Demolition Cut and Rebuild Other _____

Structure Type: Single Structure Multiple Unit Structure Temporary Service Second Service

Other _____

Meter Placement: On the structure 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

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 URD If Underground, fed from: Pole Hand Hole Pad

Current amperage _____ Total amperage after upgrade/relocation _____

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

Metering: 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? _____

Total number of meters after upgrade / relocation _____

Is your meter inside or out? _____ Will you be relocating any meters? _____

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 4ft 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 25ft 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

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 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 www.nationalgridus.com/electricspecifications

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.

Contractor Signature: _____ **Date:** _____

Customer Signature: _____ **Date:** _____

Disconnect/Reconnect Form — Customer/Electrician Instructions (cont.)

This policy does not permit the customer to have an un-metered service. The meter shall be re- installed in the new (or existing) meter socket prior to carrying load.

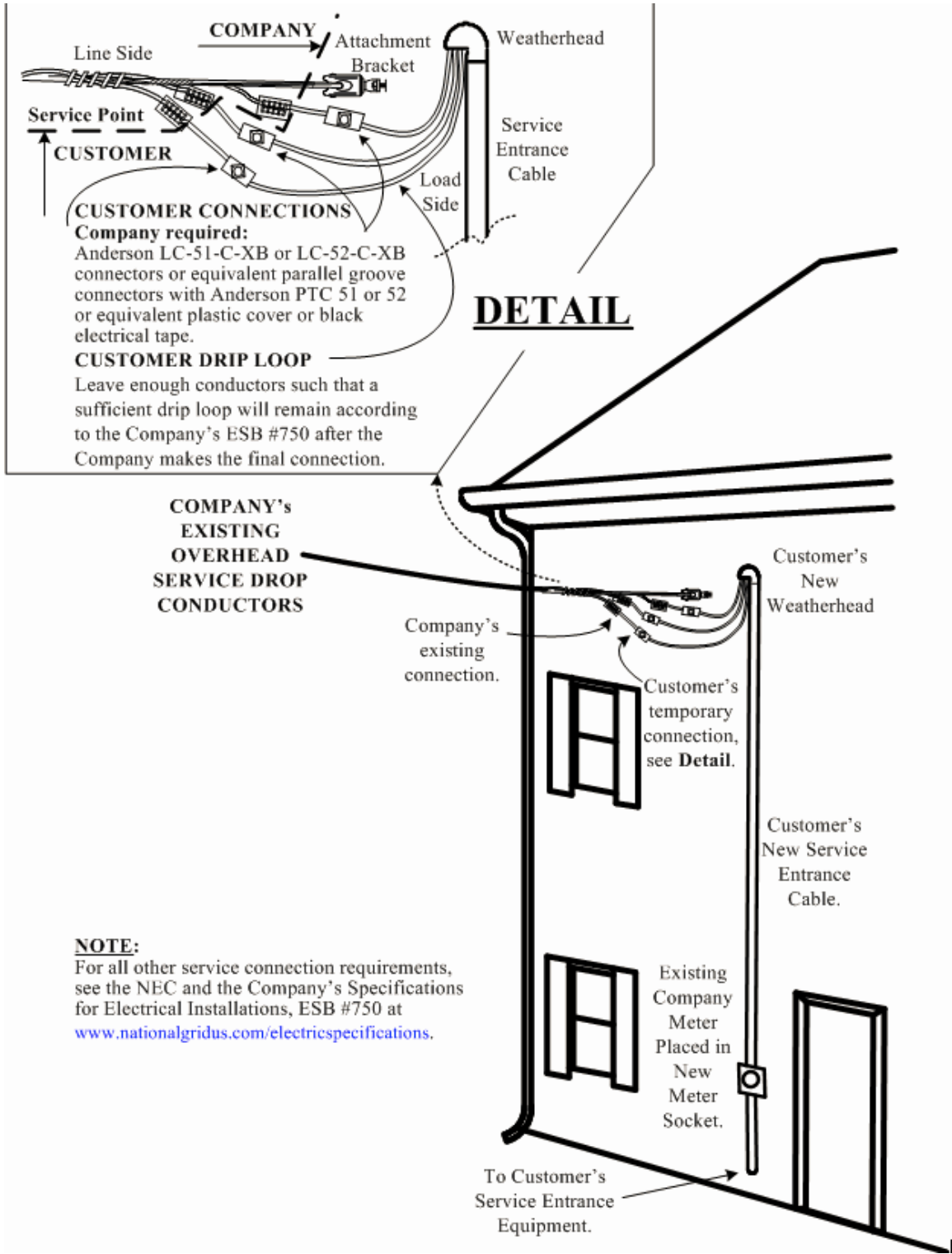
The customer or their contractor may not begin work without a returned signed copy of the Disconnect/Reconnect form from the Company. It is the expectation of the Company that work will be completed within two weeks of the application date.

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 or fax number 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 into 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.



NOTE:
 For all other service connection requirements, see the NEC and the Company's Specifications for Electrical Installations, ESB #750 at www.nationalgridus.com/electricspecifications.

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 PLANS

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 to be 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 No Yes

Indicate method of letter delivery USPS Mail Email Fax

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 _____

Fax _____ 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
