



NW Natural - Engineering
250 SW Taylor Street
Portland, OR 97204
Office: (971)979-9615

COMMERCIAL METER & SERVICE RELOCATE OR UPGRADE REQUEST GENERAL INFORMATION

Contact Name:			
Contact Phone:			
Contact Email:			
Service Address, City, Zip:			
Type of Business:			
Expected Project Start Date:		Property Owner Name:	
<div><div><u>Note to Customer:</u> If a new location for the gas meter is being requested, the "<u>Meter Location Requirements</u>" listed here must be satisfied. These requirements apply to all new gas service installations, as well as modifications to existing gas services.</div><div><u>Meter Location Requirements:</u><ul style="list-style-type: none">• Not closer than 36" from an electric meter• Not below operable windows, decks, structures.• Not below overhangs greater than 4'.• Not closer than 36" from an air intake.• Not closer than 36" from doorway.</div></div>			
Please provide the following information Square Footage New Square Footage Added _____ No Change <input type="checkbox"/> Existing Therm Load _____ Proposed New Therm Load _____			
<u>Proposed Changes to Meter and/or Service Pipe Location:</u> Provide comments on what you are requesting. For example, "Move meter 15 feet down side of building." Comments: _____ _____ _____ Ground Conditions in the Immediate Area: Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel/Dirt <input type="checkbox"/>			

1. In accordance with applicable tariffs, the Customer is responsible for all costs of the relocation. A Facilities Relocation Agreement must be executed and full payment received prior to the relocate being scheduled by NW Natural.
2. **Federal law 49 CFR §192.361 does not allow for service lines under buildings. Any existing gas line that is built-over will be relocated at the Customer's sole expense.**
3. For planning purposes, Customer can request costs upto 6 months in advance. There may be additional costs if flaggers are required. A guard post may be required if the new location is near parking. The cost estimate will need to be updated if construction is not completed within 6 months.
4. Normal scheduling is 10 working days from receipt of signed Relocation Agreement and payment for jobs inside property. Jobs requiring a permit could take an additional 15 working days or more depending on how long it takes to get a permit from the jurisdiction.
5. NW Natural or its agent will perform the relocation, which will be subject to NW Natural's scheduling priorities.
6. NW Natural reserves the right to designate the appropriate meter or riser location.

Signature:		Date:	
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Return Completed form to: EngineeringHelp@nwnatural.com or Fax to 503.273.4822
Questions call (971)979-9615