



PLUMBING (GAS) CUSTOMER WORK REQUEST

1. SERVICE/ADDRESS INFORMATION		2. CUSTOMER INFORMATION		3. CONTRACTOR INFORMATION	
No. & Street:		Company Name:		Company Name:	
Boro/Muni:		Contact Person:		Contact Person:	
Town & Zip:		Mailing Address:		Mailing Address:	
Part Supplied:	Business Type:	Town & Zip:		Town & Zip:	
Cross Street:		Phone No.:	Fax No.:	Phone No.:	Fax No.:
4. Service Date:	5. Start Date:	E-mail Address:		E-mail Address:	

6. Request for: **New Premises**____ **Existing Premises**____ **Temporary Service**____ **No Additional Load**____

7. Construction Info: a. Commercial____ Industrial____ Residential____ (# of Units/Families____)
 b. Total Square Feet:____ est. (Comm'l:____ Sq. Ft./ Residential:____ Sq. Ft.)
 c. Total Number of Floors:____ (Above Grade:____ / Below Grade:____)

8. CONNECTED GAS LOAD BREAKDOWN/INFORMATION
 (Enter connected CFH loads only; if no new/additional load being added describe work activity in Remark)

	APPLICANT'S LOAD						BUILDING/OTHER LOAD		
	Existing Load			New & Additional Load			Existing Load		
	# Units	CFH/Unit	Total	# Units	CFH/Unit	Total	# Units	CFH/Unit	Total
Air Conditioning	_____	_____	_____	_____	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____	_____	_____	_____	_____
Dryers	_____	_____	_____	_____	_____	_____	_____	_____	_____
Generation	_____	_____	_____	_____	_____	_____	_____	_____	_____
Heating									
Space	_____	_____	_____	_____	_____	_____	_____	_____	_____
Water	_____	_____	_____	_____	_____	_____	_____	_____	_____
Temporary	_____	_____	_____	_____	_____	_____	_____	_____	_____
Refrigeration	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other/Misc.	_____	_____	_____	_____	_____	_____	_____	_____	_____

9. If on-site Gas fired Generation involved: a. **Purpose:** Emergency____ CoGen____ Other____
 b. **Fuel:** Gas Only____ Dual (Oil & Gas)____ Other____
 c. **Electric:** Total KW:____ (units/size / ____ KW / ____ KW)

10. Remarks:

Date Submitted: ____ / ____ / ____ Submitted By: _____ License No. _____

Note: Prepare a copy for Con Edison and fax, and copies for the Contractor and Customer.



General Processing Information, Guidelines and Recommendations

1. General Processing Information

- a. Based upon this filing and unless notified in writing, the *Customer Information* provided on the reverse side, will be considered the "**primary**" customer.
- b. All communications concerning this project will be limited to those contacts identified within the *Customer and Contractor Information*, as provided on the reverse side, unless notified otherwise.
- c. **Incomplete and/or Missing Information will result in processing delays**. Please ensure it is complete and accurate (includes full Customer & Contractor Information), new construction requires site & plot plans.
- d. **Within 10-days** of our receipt of this request, both the *Customer* and *Contractor* will receive some form of confirmation of its receipt (Receipt Acknowledgement, Additional Information Required and/or a Service Ruling).
- e. Familiarize yourself with Con Edison's website (www.coned.com), for it has a wealth of information; *Job Status, Employee Contact Information, Service Specifications*, as well as potential opportunities to lower your Gas Bills through various *Conservation Programs* and *Energy Suppliers*.
- f. Con Edison's **Standards of Business Conduct** prohibits any of its employees from accepting gifts, tips or any form of a gratuity. Failure to comply with this mandate can result in significant consequences to the employee and anyone else accepting and/or making such an offering.

2. General Guidelines & Recommendations

- a. Ensure your plumbing work is being performed by a **Licensed Plumber**.
- b. To **avoid mistakes, errors and/or confusion**, the Contractor's work should not begin until both the *Customer* and *Contractor* have received the Company's Service Ruling which generally identifies the service design, specifications, point of entry location, etc. which must be adhered to.
- c. Instances involving **Temporary Services** and/or other types of **Accommodation Customer charges** (e.g. point of service relocation, multiple services, etc.) must be paid in advance of the Company performing any of its construction activities and/or DOT permit processes.
- d. As required by various laws and regulations, Company employees must have **clear access** to the service equipment without risking contact with environmental issues (e.g. asbestos-containing material, sewage, chemical spills, etc.) or physical hazards (e.g. defective stairs, excessive debris, etc.).
- e. If it has been determined that the premises is to receive a new or upgraded service, **we highly recommend** that you ensure your Contractor installs your applicable service pipe, sweep and/or sleeve immediately, and he/she submits an *Interim Inspection Checklist* attesting to its installation for our inspection. Upon our inspection, a **minimum of 30-days** is required to secure DOT Street Opening Permits and coordinate street digging activities so to install our service pipe.
- f. A Final Inspection is generally made within **5-days** after the Contractor and/or Customer has; submitted a *Final Inspection Checklist* (attests to Contractor's service work being fully completed), provided Con Edison with a *Plumbing Inspection Certificate* from the Governmental Authorities having Jurisdiction, a *Plumber's Pressure Test Affidavit*, and if applicable, a *Welder's Affidavit* and Service Application and Deposit.
- g. Meters are generally installed and "turned-on" within **7-Business Days** after the Company has completed its Final Inspection and street digging activities (see above item e).

Want Quicker Results?

File and Communicate Electronically!!!