



# Gas Service Guide

904 9<sup>th</sup> Street North, Great Falls, MT 59401

Pricing Effective October 1, 2018



## **NEW CONSTRUCTION/REMODEL/CONVERSION GUIDELINES**

***Please review the following instructions completely prior to requesting service.***

Construction Department telephone numbers: 791-7536 or 791-7563

Construction Department location: 904 9<sup>th</sup> Street North, Great Falls, MT 59401

1. SERVICE REQUEST: To initiate your request for service, please fill out the application form and provide plat drawings or lot information with the application. Send the completed application to:

**Energy West Service Center  
Attn: Sally  
P O Box 2229  
Great Falls, MT 59403-2229**

**email: [sjohnson@egas.net](mailto:sjohnson@egas.net)  
Drop Off: 904 9th St N**

For new services, we will require that a plat drawing or lot drawing be turned in with this application. You must provide us with lot measurements, placement of house/garage on lot. Please mark from stub marker or property line. You must also mark on this drawing where outlet piping will be for the gas meter set.

New Service line costs are 100 feet installed at no charge. Addition footage over 101 feet will be charged \$5.50/ft. This includes materials and trenching. **Higher costs will apply for rocky or frost conditions, asphalt, concrete, and sod. Unforeseen circumstances such as rock, frozen ground; etc. or excess depth (by customer request) will result in higher costs.**

2. **During construction season, please allow 3-4 weeks for installation of the service line.** Payment may be billed or required prior to work, depending on processing through the credit department.

3. SITE PREPARATION:

- ◇ The Customer must obtain any easement that is required. Easements will be assigned to ENERGY WEST. We can provide forms if needed.
- ◇ Prior to work being performed, the site must be prepared and graded to within 6" of final grade.
- ◇ Clear trees, brush and piles of dirt, waste material and debris from the service route.
- ◇ Foundations must be backfilled and compacted.
- ◇ Property pins and boundaries must be clearly marked prior to estimate.
- ◇ Identify any Customer owned services or obstacles.
- ◇ Identify any future building plans (decks, garages, patios, drain fields, sprinklers, etc.)
- ◇ Ask your plumbing contractor for the outlet location on the building that meets the guidelines. (Refer to "residential typical installation" drawing). Plumbing of lines must be performed by a licensed plumber. The plumber is responsible for connecting the house piping to the meter.

**WE RESERVE THE RIGHT TO SPECIFY THE LOCATION OF OUR METERS.**

**CITY COMPACTION REQUIREMENT MAY BE ADDED IF DEEMED NECESSARY BY ENGINEER**

**Per Federal code, enclosed structures (i.e. garage) can not be built over any natural gas facility. If the proposed work involves building over a natural gas facility such as a main or service, or if you are uncertain, you must call Energy West at 791-7536 to arrange for a reroute of the facility before you begin construction. In addition, gas meters and service valves must be assessable to Energy West personnel at all times. If the construction of a deck or other improvements interfere with the accessibility of the meter and/or service valve, the meter and service valve will have to be relocated.**

**4. GETTING THE GAS SERVICE TURNED ON:**

**INSIDE THE CITY LIMITS:**

- (1) The licensed plumber's pressure test must be completed and the meter must be connected to the house piping by the plumber.
- (2) The house piping must be inspected and tagged by the City Building Inspector. ENERGY WEST cannot turn on the meter until notified by the City that the inspection is completed. Both electricity and water must be turned on.
- (3) Once steps 1 and 2 are completed, home owner, contractor, or plumber must call no less than 24 hours in advance to arrange for an ENERGY WEST employee to come unpin the gas meter. The meter will not be unpinned unless the plumber is present. Light up of all gas fired appliances will be the responsibility of the plumber. There will be a \$75.00 fee charged if plumber is not present and return trip is required.

**OUTSIDE THE CITY LIMITS:**

- (1) The licensed plumber's pressure test must be completed and the meter must be connected to the house piping by the plumber. Plumber's tag must be attached to piping. Both electricity and water must be turned on.
- (2) Once step 1 is completed, home owner, contractor, or plumber must call no less than 24 hours in advance to arrange for an ENERGY WEST employee to come unpin the gas meter. The meter will not be unpinned unless the plumber is present. Light up of all gas fired appliances will be the responsibility of the plumber. . There will be a \$75.00 fee charged if plumber is not present and return trip is required.

**MOBILE HOMES:** If a mobile home is relocated, the piping must be pressure tested and tagged by a licensed plumber before ENERGY WEST can turn on the meter. The plumber is responsible for connecting the mobile home piping to the meter. Light up of all gas fired appliances will be the responsibility of the plumber.

**5. METER CHANGE OUT/METER TURN OFF REQUEST:**

Anytime a customer has initiated a meter change out, it will be the responsibility of the customer to arrange for a licensed plumber to reconnect new meter to house piping and to relight all gas fired appliances.

**6. Meter Charging**

When a new service line is installed and the service line is tapped into the main, the customer's meter will be set. On the day the installation is complete and the meter is set, the customer will start being charged the monthly meter charge regardless if there is gas usage or not.

THIS POLICY WILL APPLY TO ALL METER SETS.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL 791-7536 OR 791-7563 FOR ASSISTANCE.**

**ENERGY WEST APPLICATION FOR SERVICE AND SERVICE REQUEST FORM  
CUSTOMER INFORMATION**

**Service Type:**

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Gas Utility Service   **X**  

**Service Requested:**

New Construction \_\_\_\_\_ Renewal \_\_\_\_\_ Reroute \_\_\_\_\_ Change Meter Location \_\_\_\_\_

Change Riser location \_\_\_\_\_ Additional Meter \_\_\_\_\_ Other \_\_\_\_\_

If Other, Please Specify \_\_\_\_\_

**DELIVERY ADDRESS:** \_\_\_\_\_

**BILLING INFORMATION (for billing purpose only):**

Customer Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Tax I.D. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Spouse/Roommate Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Customer Previous Address \_\_\_\_\_

Employed by \_\_\_\_\_

Spouse/Roommate Employment \_\_\_\_\_ Phone # \_\_\_\_\_

Owner \_\_\_\_\_ Renting \_\_\_\_\_ Name of Landlord \_\_\_\_\_

Next of Kin \_\_\_\_\_

Name	Address	Phone #
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**Gas load information: (list by BTU/hour input by appliance)**

Furnace \_\_\_\_\_ Water Heater \_\_\_\_\_ Garage Heater \_\_\_\_\_

Roof Top Unit \_\_\_\_\_ Fireplace \_\_\_\_\_ Stove Top/Oven \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL GAS LOAD BTU/HR** \_\_\_\_\_

**COMMERCIAL ACCOUNTS ONLY: PLEASE READ BEFORE SIGNING**

\*ALL SERVICES WILL BE PROVIDED WITH 7" W.C. DOWNSTREAM OF THE METER. ALL REQUESTS FOR HIGHER DELIVERY PRESSURE MUST BE APPROVED IN WRITING AT THE TIME OF APPLICATION. NO EXCEPTIONS

DELIVERY PRESSURE REQUESTED: \_\_\_\_\_

**\*SIGN BELOW ONLY IF YOU ARE REQUESTING A CHANGE IN DELIVERY PRESSURE\***

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**I understand that Energy West is not responsible for damage to buried facilities on customer property. This includes sewers, private electric lines, sprinkler lines or heads, private gas lines or other buried facilities. Energy West is not responsible for asphalt or concrete replacement. Energy West reserves the right to specify the location of our meter.**

**When a new service line is installed and the service line is tapped into the main, the customer's meter will be set. On the day the installation is complete and the meter is set, the customer will start being charged the monthly meter charge regardless if there is gas usage or not. THIS POLICY WILL APPLY TO ALL METER SETS.**

**I have read and understand all requirements on page 4 of this application for turn on after work is complete.**

Sign \_\_\_\_\_

Date \_\_\_\_\_

**Please read and sign the natural gas supply agreement provided on the back of this service application.**

In reliance upon information provided and in consideration of the mutual covenants and promises contained here, **Energy West**, and the Customer agree as follows:

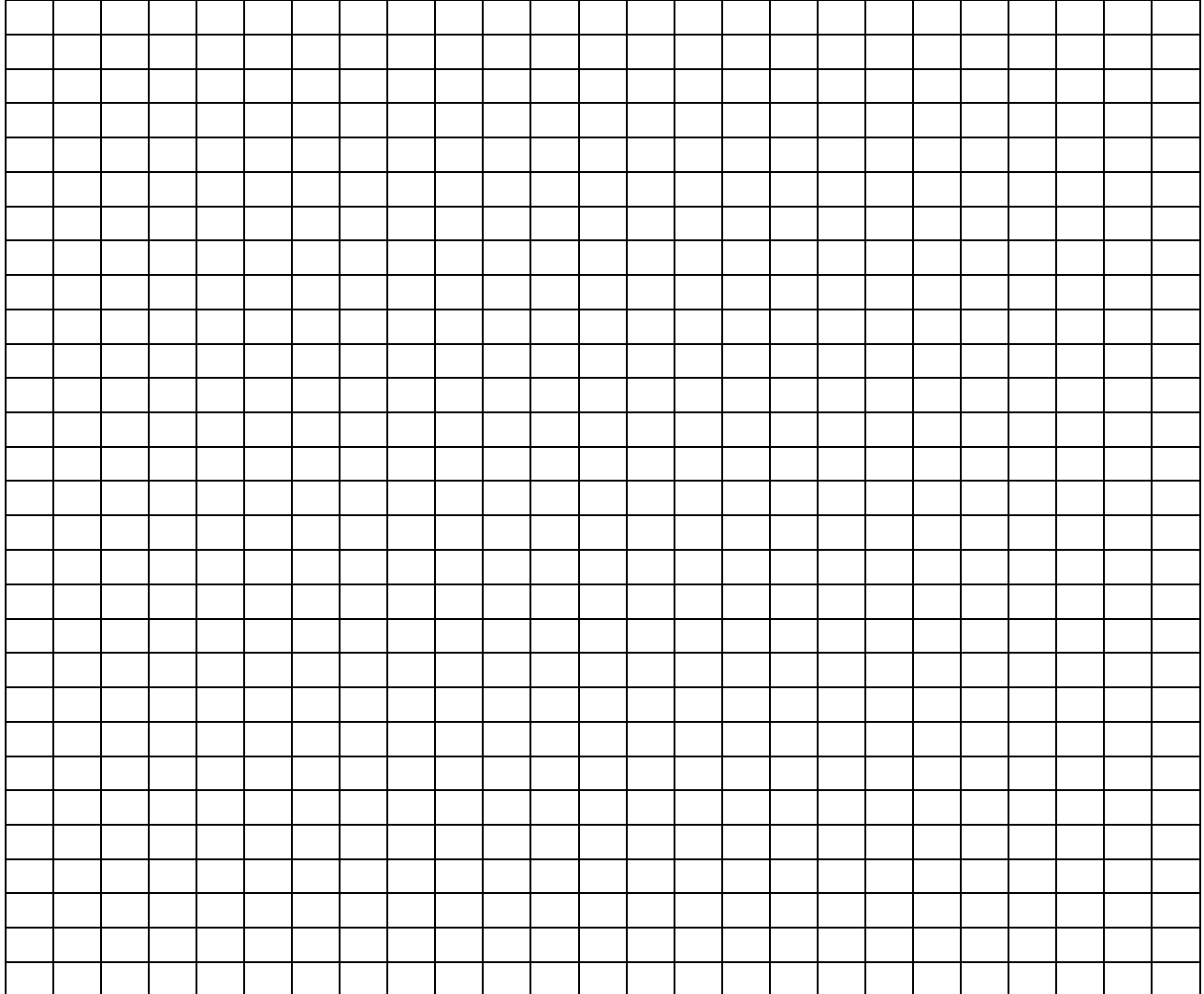
1. **AGREEMENT TO SELL AND BUY.** ENERGY WEST (EW) shall sell and deliver to the customer, and the customer shall purchase from ENERGY WEST, during the term of this agreement, utility service at the premises, all in accordance with the rules and regulations duly and regularly established by the Montana Public Service Commission (PSC) relating to the furnishing of utility service by ENERGY WEST. Such rules are available for inspection by the Customer during regular business hours.
2. **RATES AND PAYMENTS.** The Customer shall pay ENERGY WEST for gas service at all served premises in accordance with rate schedules approved by the PSC. Bills rendered for utility service supplied shall be due and payable on receipt by the Customer. In compliance with section 31-1-106 of M.C.A. and the rules duly adopted by the PSC, Customer enters into this express agreement agreeing to pay interest at the rates and under the terms established by the PSC.
3. **DEPOSIT.** ENERGY WEST reserves the right to require the Customer to make a deposit in advance of delivery of any utility service, in accordance with the rules and regulations of the PSC.
4. **PLACE OF DELIVERY.** The Customer shall supply house piping to the outlet of the Company's meter set, and the gas provided shall be metered at a point approved by ENERGY WEST. The Customer's service shall be installed in accordance with all applicable laws, rules and regulations.
5. **ACCESS TO THE PREMISE.** Energy West's agents shall have access to the premises at all reasonable hours for the purpose of examining, reading, repairing, or removing it's property. The Customer shall provide space for and protect ENERGY WEST'S property. The Customer shall notify ENERGY WEST or its agent of any dangerous animals or any condition, which may affect access to the premise.
6. **TERMS AND TERMINATION.** This agreement shall commence on the date when ENERGY WEST begins to supply utility service. ENERGY WEST reserves the right to discontinue its utility service to the Customer and to remove its equipment from the Customer's premises if the Customer fails to make payments as herein required, fails to pay any account for service at a location, in Customer's name or in the name of Customer's present spouse or a previous spouse, or fails to comply with or perform any of the conditions or obligations hereof. In the event that service is discontinued for any reason, the Customer hereby authorizes and empowers ENERGY WEST to remove its property. If ENERGY WEST'S property on the premises has been interfered with or if evidence is found that the Customer service has been tampered with, the Customer shall be required to bear all costs incurred by ENERGY WEST for investigation of such tampering and for installation of necessary protective equipment. If the tampering has resulted in improper measurement of service, the Customer shall be required to pay for such service as ENERGY WEST may reasonably estimate, from available information, to have been used by the Customer but not registered by ENERGY WEST' meters. If the investigation by ENERGY WEST shows that the Customer is responsible for tampering, ENERGY WEST may discontinue gas service and remove its equipment from the Customer's premises without notice. Montana law provides that theft of service is a crime.
7. **LIMITATION OF COMPANY'S LIABILITY.** Energy West does not guarantee a constant supply of the utilities, and no liability shall attach to ENERGY WEST for any failure to deliver utility service for any cause whatsoever. The Customer agrees that ENERGY WEST shall not be liable to the Customer or to third persons for personal injury or property damage resulting from use of utility or from the presence of ENERGY WEST service equipment on the Customer's premises, unless such injury or damage is due to the willful fault or neglect on the party of ENERGY WEST. ENERGY WEST assumes no liability or responsibility and shall have not liability or responsibility for leaks or any connections beyond the outlet of the meter set.
8. **MODIFICATION OF AGREEMENT.** This agreement shall at all times be subject to changes or modifications that may be made by the PSC. This agreement shall constitute the entire agreement between ENERGY WEST and the Customer, and no modifications of this agreement shall be binding upon the parties unless such modifications are made by PSC or are in writing, duly accepted by the Customer and executed by ENERGY WEST.
9. **ASSIGNABILITY.** This agreement shall not be assigned without the prior written consent of ENERGY WEST. In the event that the Customer sells, rents or moves from the premises, the Customer shall give ENERGY WEST at least a 5-day notice in advance of the time of such rental, sale or move.
10. **BINDING ON HEIR AND ASSIGNS.** This agreement shall be binding on the heirs, assigns and successors of the parties hereto. It is acknowledged that the utility service provided is a necessity such that the Customer and the Customer's spouse, and his heirs, assigns and successors, are liable for payment thereof.
11. **CUSTOMER WARRANTY.** The Customer warrants that the information provided in this application for service is true, complete, and correct and that neither the Customer nor his or her spouse is indebted to ENERGY WEST for any utility service previously supplied by ENERGY WEST. In the event that ENERGY WEST employs an attorney for the enforcement of any provision of this agreement, the Customer agrees to pay to ENERGY WEST the reasonable value for such attorney's services.

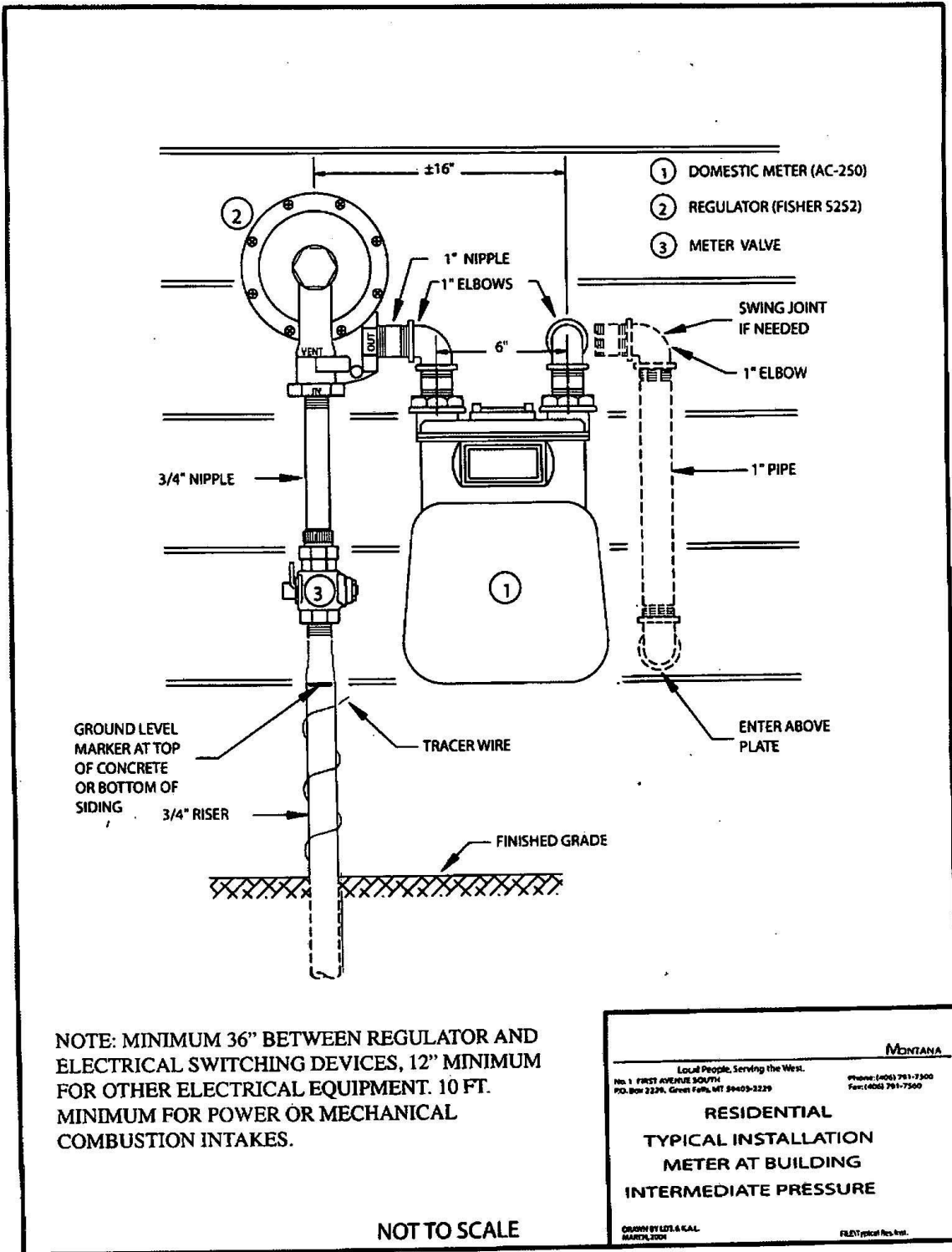
**IN WITNESS WHEREOF**, said parties have caused this agreement to be executed the day and year first above written. Customer has read and understands the mutual covenants and promises contained herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Customer drawing of new service site:**

**Please provide lot dimensions, house /garage dimensions, decks, trees, septic and drain fields, roads and driveways, fences, decks, sidewalks, any buried cables or pipes.**







**CHARGES EFFECTIVE: October 1, 2018**

**NEW SERVICE**

**RESIDENTIAL SERVICE:**

0' to 100'	No Charge
101' and over	\$5.50 per foot

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**COMMERCIAL SERVICE:**

0' TO 100'	No Charge
101' and over	Time and Materials will be charged

**\*An additional \$300.00 will be charged for Pavement Opening if required**

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Unusual conditions, such as digging in frost or rock, having to remove and replace concrete or asphalt, going deeper at Customer request, replacing sod, or digging around Customer's buried facilities, are all additional time and material.

**Customer is responsible for non-located facilities, such as sewers, sprinkler systems, or buried facilities to other buildings.**

**Meter Move Outs:** These are done at no charge unless the Customer has created the problem, such as by building over the service line and meter.


**REPLACEMENT SERVICES AND REROUTES:**

Services replaced at company request, while moving meter out, or replacing main—Free

**Service Reroute:** \$300 Minimum Charge plus **\$5.50/ft over 25 feet**  
**Unless waived after inspection by Energy West**

NOTE: For Reroutes, concrete/sod/asphalt are Customer's cost.

Pricing Effective October 1, 2018

	<b>ENERGY WEST MONTANA</b>
<b>DUTY TO WARN INFORMATION</b>	<b>GENERAL SERVICE INFORMATION</b>

To Our Valued Customer:

You may own a buried gas line (piping located after the gas meter) on your property. Energy West Montana (EWM) does not maintain customer owned above ground or buried piping, EWM only maintains the gas line up to the gas meter.

If your gas piping and related appurtenances (valves/regulators) are not maintained, it may be subject to the potential hazards such as corrosion and leakage.

Therefore; all buried gas piping should be:

1. Periodically inspected for leaks.
2. Periodically inspected for corrosion.
3. Repaired by licensed plumber if an unsafe condition is found.

Whenever excavating, the underground utilities must be located in advance and the excavation done by hand in accordance with Montana Law. Please call the One Call Center at 811 and allow at least full two business days prior to excavation to have the underground utilities located.

Your plumbing contractor can assist in locating, inspecting and repairing your buried piping. If you have questions, please call us.

#### WHAT TO DO IF YOU SMELL GAS:

- **Do not smoke. Do not use lighters or matches.**
- **Do not turn on or off any switches or appliances, including a flashlight.**
- **Do not use the phone in your house.**
- **Go to a neighbor's house and telephone the gas company.**
- **Call Energy West Montana, our personnel are available 24 hours a day.**

