



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

Work Order #:	
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**COMMERCIAL METER & SERVICE RELOCATE REQUEST  
 GENERAL INFORMATION**

<b>On-Site Contact Name:</b>	
<b>On-Site Contact Phone:</b>	
<b>On-Site Contact Email:</b>	
<b>Service Address:</b>	
<b>Type of Business:</b>	
<b>Expected Project Start Date:</b>	<b>Property Owner Name:</b>

**Note to Customer:**

If a new location for the gas meter is being requested, the “Meter Location Requirements” listed here must be satisfied. These requirements apply to all new gas service installations, as well as modifications to existing gas services.

**Meter Location Requirements:**

- Not closer than 36” from an electric meter or doorway.
- Not below operable windows, decks, structures.
- Not below overhangs greater than 4’.
- A minimum of 10’ away from power transformers & power air intakes.

**Please provide the following information**

**Square Footage**  
**New Square Footage Added** \_\_\_\_\_ **No Change**   
**Existing Therm Load** \_\_\_\_\_ **Proposed New Therm Load** \_\_\_\_\_

**Proposed Changes to Meter and/or Service Pipe Location:**

**Meter Relocate Request?** No  Yes   
**Service Line Relocate?** No  Yes

**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  Asphalt  Dirt

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 (non-refundable) 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. A guard post may be required if the new location is near a parking or loading zone. NW Natural will provide an actual cost estimate up to 6 months in advance of the project's completion. After that time, the cost estimate must be recalculated at current construction rates.
4. NW Natural or its agent will perform the relocation, which will be subject to NW Natural’s scheduling priorities.
5. NW Natural reserves the right to designate the appropriate meter or riser location.

**For NW Natural Office Personnel:**

Existing Meter Size: <input type="checkbox"/> STD <input type="checkbox"/> 2# <input type="checkbox"/> 5# <input type="checkbox"/> <5#	ICOM Account: <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Svc Line Size:	
Svc Line Pressure: <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	Commercial Tech Notification <input type="checkbox"/>

<b>Customer Signature:</b>		<b>Date:</b>	
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Return Completed form to: [EngineeringSolutionsTeam@nwnatural.com](mailto:EngineeringSolutionsTeam@nwnatural.com) or Fax to 503.273.4822  
 Questions call (971)979-9615