

METER WORK REQUEST FORM

You must have a service line already installed ***BEFORE*** you can order a meter to be set or turned on. Refer to the appropriate Service Installation Agreement to have your service scheduled.

Date: _____ Email (for order confirmation): _____

REQUEST TYPE

- Meter Set and Turn On* Meter Set Only* Meter Upgrade Load Check
 Inspection of proposed meter location (prior to service installation) Meter Removal

If you need your existing meter moved or relocated, contact the NW Natural Engineering Department at 503-226-4211 ext. 4344 or engcoord@nwnatural.com

*** Your billing account will activate *as soon as your meter is set, even if you are not using gas.***

CUSTOMER INFORMATION

Site contact name: _____

Phone Number: _____ Email: _____

Job Site Address: _____

City: _____ State: _____ Zip: _____

Additional Contact Info: _____

HOUSE OR STRUCTURE INFORMATION

Meter Pressure: Standard 2 PSI 5 PSI Is the houseline green tagged? Yes No

If meter is part of a row of multiple meters, does the houseline have a permanent ID tag? Yes No

Do you want the meter left on and off at the Customer Valve? Yes No

For a meter upgrade or load check, list the new added total load in BTUs: _____

For an inspection of a proposed meter location, list the total load in BTUs: _____

ACCESS FOR EQUIPMENT TURN-ON*

If you require the NW Natural service tech to turn on your gas equipment, please fill out the access information below:

Lock Box: Location & Combo _____ Door unlocked: What Door: _____

Hide a key: Location: _____

If a residential address, is the meter behind a gate or fence? Yes No

If a commercial address with equipment on the roof, is there a ladder on site available? Yes No

Please specify the location and types of the gas equipment: _____

**NW Natural requires clear access to all equipment to be turned on. Gates must be unlocked or a key/lock combination made available, and there can be no objects blocking access to the equipment. All dogs must be restrained and no unattended minors may be present at the time of the visit. For commercial equipment, a ladder must be made available if equipment is on the roof or mounted to a high ceiling.*