



NW Natural - Engineering  
 250 SW Taylor Street  
 Portland, OR 97204

**RESIDENTIAL GAS SERVICE CUT and METER RELOCATION REQUEST:**

<b>Contact Name:</b>			
<b>Contact Number:</b>			
<b>Contact Email:</b>			
<b>Service Address, City, Zip:</b>			
<b>Approx. Date Cut Needed:</b>		<b>Approx. Date Relocation Needed:</b>	
<b>REASON FOR SERVICE CUT:</b> Remodel: Yes ___ No ___ Partial Demo: Yes ___ No ___ Full Demo: Yes ___ No ___ Plans to Rebuild: Yes ___ No ___ Plans to Rebuild with GAS: Yes ___ No ___ Demo Date _____		<b>PLEASE PROVIDE THE FOLLOWING INFORMATION FOR SERVICE RELOCATION:</b> <b>Existing Conditions:</b> Gas Equipment: Furnace <input type="checkbox"/> Water Heater <input type="checkbox"/> Home Square Footage _____  <b>Proposed Changes to Property:</b> ADDITIONAL Gas Equipment: Furnace <input type="checkbox"/> Water Heater <input type="checkbox"/> ADDITIONAL Home Square Footage _____	
<b>NOTE TO CUSTOMER REGARDING METER LOCATION:</b> If a new location for the gas meter is being requested, the <b>"Meter Location Requirements"</b> listed here must be satisfied. These requirements apply to all new gas service installations, as well as modifications to existing services.		<b>METER LOCATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Not closer than 36" from an electric meter.</li> <li>• Not below operable windows, decks, structures.</li> <li>• Not below overhangs greater than 4'.</li> <li>• Not closer than 36" from an air intake.</li> <li>• Not closer than 36" from doorway.</li> </ul>	
<b>Proposed Changes to Meter and/or Service Pipe Location:</b> Provide comments on what you are requesting. For example, "Move meter 15 feet down side of house." "Move service line around new egress window." Comments: _____ _____			
<b>Ground Conditions in the Immediate Area:</b> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel/Dirt <input type="checkbox"/>			

**CUT GAS SERVICE INFORMATION:**

1. There may be a fee associated with any future reconnection or change in the location of the gas meter and service line.
2. If the property is sold after the project is complete the new homeowner will be responsible for any fees associated with a new service installation.
3. Before the gas service can be cut NW Natural requires written documentation from the property owner confirming that they are aware of the service cut request. Please complete this form and return via E-mail or Fax.
4. NW Natural's policy is to remove the gas service riser when the service is abandoned. Therefore, if a service riser is present it is best to assume the service is active. Due to certain permitting needs, the cut may take longer than 10-15 business days to complete. The cut will be scheduled typically within 10 business days after the permit is received.

**RELOCATION INFORMATION:**

1. In accordance with applicable tariffs, the Customer is responsible for all costs of the relocation. A Facilities Relocate 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 anticipate that the cost for a relocate request may be up to approximately \$4000 for NW Natural's facilities with additional costs if flaggers are required. A guard post may be required if the new location is near parking. The cost estimate will be updated if construction is not completed within 6 months.
4. Normal scheduling is 15 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.

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