



## **Guidelines for Ordering Additional Meters**

### **Contractor/Plumber Responsibilities:**

- Confirm fuel line is stubbed out
- Tie fuel line into outlet of meter bar
- Confirm that fuel line is tied into at least one appliance
- Clearly mark the address on the top of the meter bar and the fuel line with black permanent marker
- After all conditions are met, call Nicor Gas at **800.730.6114 (option 6)** to schedule an appointment (two-hour hour window) for Meter Set Only.
- **Contractor must be present at time of appointment** to meet Nicor Gas mechanic and allow
- Nicor Gas mechanic access to the unit and physically confirm fuel line termination point and
- appliance connection.

**NOTE:** If the aforementioned conditions are not met, or if the contractor misses the scheduled appointment window, a trip charge may be assessed and the appointment will be rescheduled.

**Trip charge will include all travel expenses and loss of productive time.**

### **Nicor Gas Responsibilities:**

- Arrive at scheduled appointment time
- Verify that the meter is registering
- Verify that the address on the completed order matches the address marked on the meter
- bar and fuel line
- Mark the unit number on the meter
- Lock off all open spaces on meter bar header