



## Job Site Readiness Checklist

Establishing new natural gas service is an important step in your project. You can help Nicor Gas keep your project moving forward by familiarizing yourself with our “site readiness” requirements.

### Preparing for your New Gas Service

To avoid delays in your project’s timeline, please use the following requirements as a checklist to ensure that your site is “**site ready**”. Nicor Gas will proceed with your service installation after your site has been accepted as “**site ready**” according to the requirements set forth below.

If your site does not meet our readiness requirements by the scheduled date, Nicor Gas reserves the right to reschedule our installation crews to return at a later time.

Nicor Gas also reserves the right to physically inspect a site at any time in order to confirm the property is “**site ready**”.

### Checklist for New Services

- Customer provides Nicor Gas with required site drawings/plats, if applicable
- All required easement and rights-of-way have been provided to Nicor Gas, if applicable
- All required contracts and agreements have been signed and all fees and deposits have been paid and received by Nicor Gas
- Any past due balances or debts to Nicor Gas have been paid
- Customer has requested service installation by specific date
- Lot lines, easements and rights-of-way are clearly marked
- Private (non-utility owned) underground facilities are clearly marked (i.e., wells, cisterns, water lines, sprinkler systems, sewer lines, septic tank and lateral lines, drain lines or tiles, etc.)
- The property has been graded to within +/- 4 inches of final grade along installation path
- The site is accessible by utility vehicles/equipment
- All obstructions have been cleared (i.e., structures, construction materials, fences, vehicles, dirt piles, bushes/trees, etc.) on the path of installation
- Any other requirements, specified by Nicor Gas have been completed

### Checklist for Gas Main Extension (conversion)

- Customer provides Nicor Gas with required site drawings/plats
- All required easement and rights-of-way have been provided to Nicor Gas (Nicor Gas real estate department will assist in this regard)





### **Checklist for Gas Main Extension (cont.)**

- All required contracts and agreements have been signed and all fees and deposits have been paid and received by Nicor Gas
- Any past due balances or debts to Nicor Gas have been paid
- Customer has requested gas main extension installation by specific date
- Lot lines, easements and rights-of-way are clearly marked
- Private (non-utility owned) underground facilities are clearly marked (i.e., wells, cisterns, water lines, sprinkler systems, sewer lines, septic tank and lateral lines, drain lines or tiles, etc.)
- The property has been graded to within +/- 4 inches of final grade along installation path
- The site is accessible by utility vehicles/equipment
- All obstructions have been cleared (i.e., structures, construction materials, fences, vehicles, dirt piles, bushes/trees, etc.) on the path of installation
- Any other requirements, specified by Nicor Gas have been completed

### **Checklist for Gas Main Installation (new residential/industrial/commercial subdivision)**

- Customer has provided Nicor Gas with all required drawings/plats
- All required easements and rights-of-way have been provided to Nicor Gas
- All required contracts and agreements have been signed and all fees and deposits have been paid and received by Nicor Gas
- Any past due balances or debts to Nicor Gas have been paid
- Customer has requested gas main installation by specific date
- Private (non-utility owned) underground facilities are clearly marked (i.e., wells, cisterns, water lines, sprinkler systems, sewer lines, septic tank and lateral lines, drain lines or tiles, etc.)
- All required easements and permits are complete and available for inspection
- All rights-of-way and easements are clearly marked
- Utility easements are within +/- 4 inches of final grade along gas main extension installation path
- The site is accessible by utility vehicles/equipment
- All obstructions have been cleared (i.e., structures, construction materials, fences, vehicles, dirt piles, bushes/trees, etc.) on the path of installation
- Any other requirements, specified by Nicor Gas have been completed
- Sleeves required by Nicor Gas have been installed

### **Checklist for Gas Main Installation**

- Preferred location for the gas meter is within 2-5 feet of the front corner of the house
- Customer fuel line should enter the house as soon as practical (preferably within 3 feet of gas meter)





### **Checklist for Gas Main Installation (cont.)**

- Customer fuel line shall not be below finished grade
- Gas regulator relief vent or relief valve vent must be located at least 3 feet from any electric meter, air conditioner condensing unit, electrical outlet, electrical disconnect or any other ignition source
- Customer fuel line shall be in accordance with applicable building code requirements
- Gas meter shall not be installed above, below or adjacent to or within 12 inches of any window, door, stairs, dryer vent, furnace intakes or exhaust or other potential air inlet to the house or appliances

### **Rights-of-Way and Easement Specifications**

Most of our facilities are located within rights-of-way that have been issued to us by an easement. This type of easement allows us the right to access the area to construct, operate and maintain our facilities.

**QUESTIONS? CALL US AT 800.730.6114**

