New Service and Meter Installation Process & Guidelines for New Developments

The following documents the general process and guidelines for a new service and meter installations for both Chesapeake Utilities / Sandpiper Energy (CU) and Builders.

A. New Service Install Process:

Builder Responsibilities:

1. Request new service installation (at least 30 days in advance) to install@chpk.com
   Include a desired timeline (one week window)
   - Once received, CU will respond within two (2) business days to confirm receipt of the request.
   - Note that if there is no availability within the requested timeframe, this will be communicated and an alternate day will be scheduled.
   - If the site is not ready the week before the installation time window please notify CU at install@chpk.com with a new preferred one week window.
2. Prior to the start of the service installation, the following must be true:
   - The building site must be within **6" of final grade** with the working area clean and free of working obstructions.
   - The fuel line stub out location should be clearly marked on the house. The area **18" to the left of the stub out** should be free of any obstructions to allow for the underground service riser, regulator, and eventual meter.

CU Responsibilities:

1. CU or a CU qualified contractor will call in a Miss Utility ticket for the requested lot.
   - The Miss Utility ticket must be cleared and marks in place before installation starts.
   - The service will be installed by CU or a CU qualified contractor.

B. Meter Install Process: (After completion of the service install)

Builder Responsibilities:

1. **Request meter installation to install@chpk.com Include a 911 address, lot #, requested delivery pressure, BTU load and desired timeline (one week window)**
   - Once received, CU will respond within two (2) business days to confirm receipt of the request.
   - Note that if there is no availability within the requested timeframe, this will be communicated and an alternate time will be scheduled.
2. Install fuel line and tie into outlet side of meter bar.
3. **Multi meter locations need to have the unit # or address on the fuel line connected to the meter bar.**
4. **Please be sure the 911 address is posted and a minimum of 3" tall font and Lot # is clearly visible from the road, either posted permanently on the front of house, through a front facing window or front door. Painted on sheathing of home will not be acceptable.**

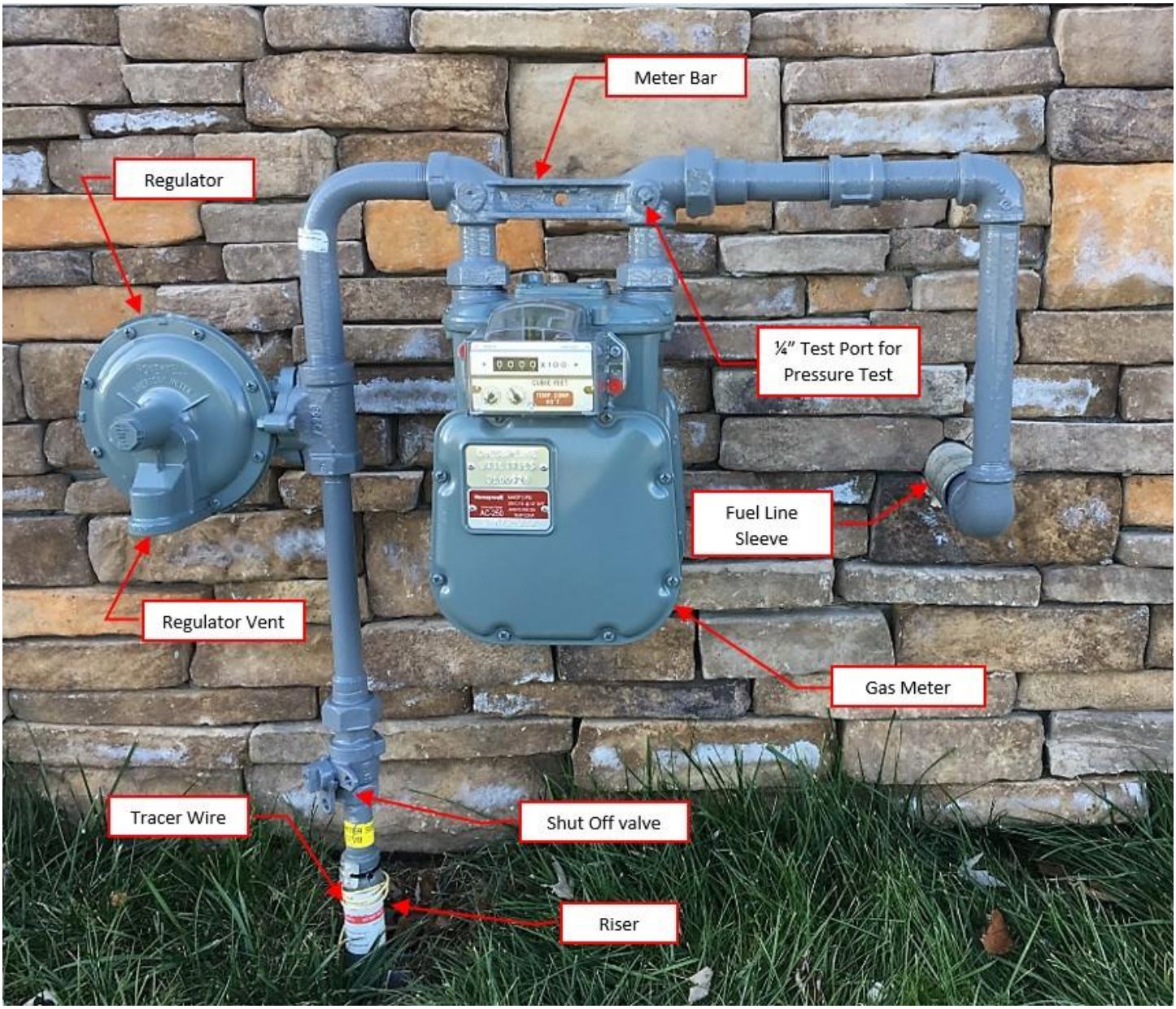
CU Responsibilities:

1. CU or a CU qualified contractor install meter per applicable codes and standards.
    - Please note that any failure or any non-compliance items are subject to a 3 day reschedule for installation or unlocking of the meter. **A $35 trip charge will be imposed on any failed attempt to set a meter.** Please refer to the following guidelines for more information.

General Notes and Guidelines

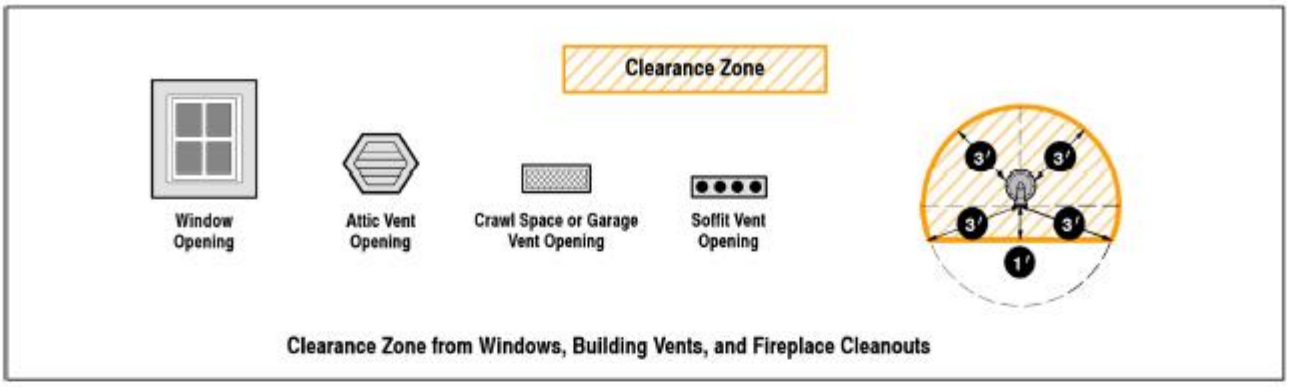
- If any metering equipment is to be installed within 5' of an area subject to vehicular traffic (i.e. driveway, alley, roadway, garage) the meter shall be protected (i.e. have bollards or other protective device installed).
- Regulator vents must be a minimum of 36" from a door, window, vent, fresh air intake, or source of ignition (electrical outlet, AC compressor and disconnect, appliance vent). The Regulator must also be a minimum of 10' from a **forced** fresh air intake. Please refer to the attached regulator clearance guidelines.
    - Please note that these requirements apply before, during and after meter installation. Once the meter bar is installed, additional equipment or vents cannot be placed that do not meet the above referenced space requirements. If the space requirements are not met, the area is out of compliance and the meter cannot be set, or if already set, will be locked off until corrections are made (please reference Meter Install Process page 1).
- The fuel line pressure test will be verified by CUC and/or the prevailing authority (city, county, inspection personnel).
    - Please note the fuel line pressure test must be no less than 2½ times the maximum working pressure, 5psi, or 1/3 the gauge face (maximum 30psi gauge), whichever is greater for a minimum of 15 minutes.
    - The test port on the meter bar (1/4" NPT) or a test fitting on the outlet side of the meter bar (20LT) may be used when pressure test is performed.
- Fuel lines must be stubbed out and tied into the right side of the meter bar. The fuel line will be tied into the meter bar by the builder's contractor with a minimum schedule 40 black steel or galvanized steel pipe and be plumb, level, and painted.
- CU must have access to the fuel line and equipment for inspection. Any equipment that is in an attic must have the area around the equipment floored with sturdy flooring a minimum of 2' around the equipment with floored walkway to the unit.
- Riser must be sleeved if concrete or other material such as decorative rock is placed around it.
- All applicable codes and standards must be adhered to. Please note the following:
    - All piping is to be installed per NFPA 54 or local code, whichever is more stringent.
    - Shut off valves must be no more than 6 feet from an appliance and in the same room.

- Fuel lines must exit the building above grade and the opening sealed to prevent water or gas from entering into the building. If fuel line is going through any masonry material (stucco included) it must be sleeved.
- At least one (1) stationary appliance must be connected and ready to fire up per manufacturer's specs and/or NFPA 54. Any other outlets on the fuel line not hooked up must have shut off valves and be plugged or capped.
- All appliances must be vented to manufacturer's instructions or to the NFPA 54 code.
- If a ladder is needed to access the equipment, it must be provided for the technician. Any equipment located over 15' above ground should have a fixed ladder to access it.
- CSST must be installed and bonded per the manufacturer specifications, the 2018 edition of the National Fuel Gas Code, International Fuel Gas Code, and Uniform Plumbing Code.

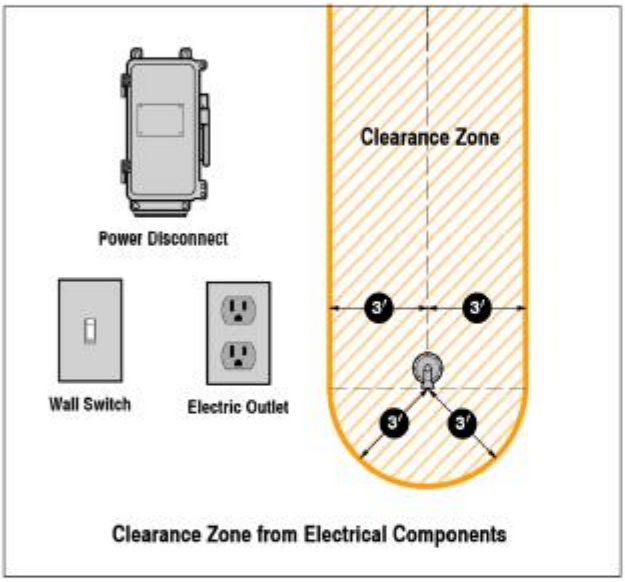

Meter Bar
Regulator
¼" Test Port for Pressure Test
Fuel Line Sleeve
Regulator Vent
Gas Meter
Tracer Wire
Shut Off valve
Riser

CHESAPEAKE UTILITIES

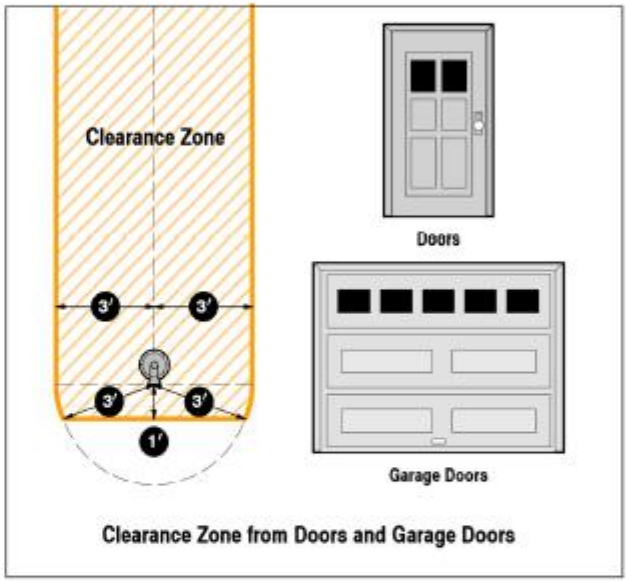
- Residential Service Regulator



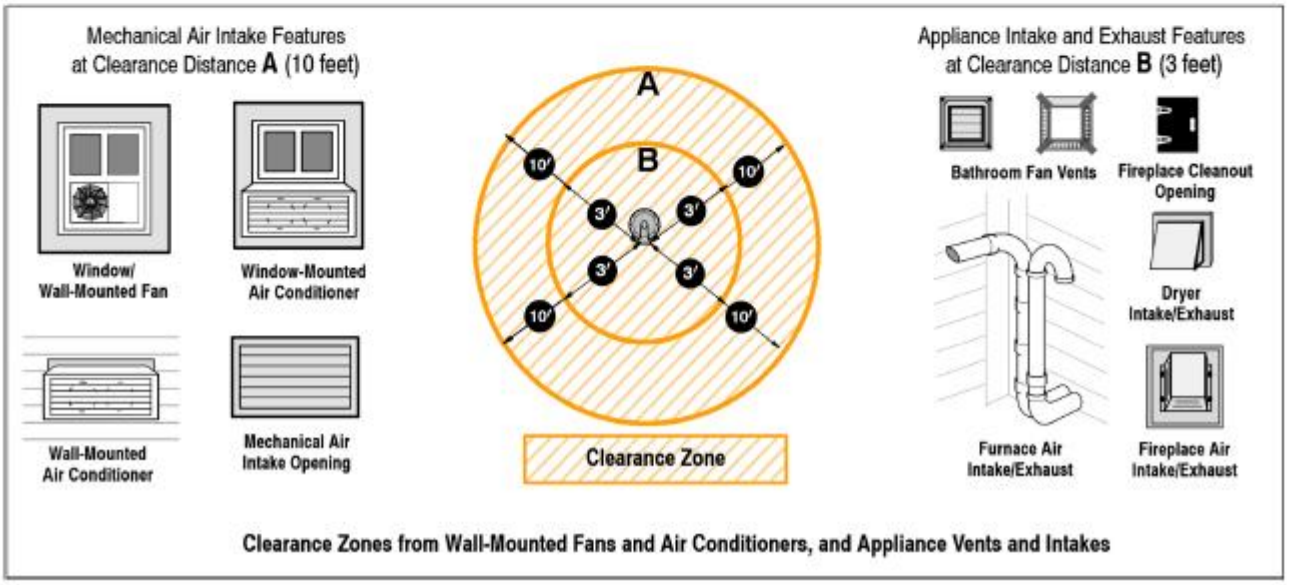
Clearance Zone from Windows, Building Vents, and Fireplace Cleanouts



Clearance Zone from Electrical Components



Clearance Zone from Doors and Garage Doors



Clearance Zones from Wall-Mounted Fans and Air Conditioners, and Appliance Vents and Intakes