

## **Dominion Energy Ohio Steps to Apply for Natural Gas Service**

1. Complete application in its entirety and accurately to avoid delays.
2. Dominion Energy Ohio (DEO) will thoroughly review your application. We will determine if a gas main line is available and can reliably serve your request or if a Main Line Extension is needed.
3. If we determine that we can provide service, we will proceed to plan the project details. This entails working with our internal and external partners to meet construction requirements, set up your account in our system, order the metering equipment and other materials, prepare construction paperwork, apply for permits, clear environmental or land issues, etc. We will also notify you of the next steps as we may need additional forms from you and/or to schedule an appointment to meet with you on site.
4. Once we have planned the project and received a signed Service Line Agreement (SLA) from you, which will be emailed or mailed to you as part of the previous step in our process, we will contact you to verify that the site is “ready.” Once it is ready, we will send the project to our contractor to schedule the installation of the service line.

The site is “ready” when:

- the property is at least 6” from final grade and no more grade cutting will take place,
- the electric service has been energized,
- the walls and roof are up,
- construction material (scaffolding, dirt piles, building material, dumpsters, etc.) has been removed.

5. Once we have completed the installation of the service line, please refer to the Houeline Installation Record (HIR) Form, also provided to you in step 3 of our process. We require that the house line – the internal gas line for the building – is stubbed out and pressure tested and tied in to the meter bar. The HIR Form contains the requirements that must be met by the applicant prior to DEO installing a meter and turning the service on. Once you return the HIR Form, fully and properly completed, and signed, we will contact you to schedule your Meter Set appointment to activate your service and account.

**Thank you for choosing Dominion Energy Ohio!**