



Applying for a New Service Line

If gas service is not currently available at your property, we recommend that you follow this guideline: Do not purchase gas equipment or appliances until we have confirmed that gas service is available.

Please have the following information with you when you come to our office:

- The address where you want service
- The equipment you want serviced by natural gas
- The date you would like natural gas service to begin
- Your photo I.D., or two other forms of I.D.

[Service Application 2017.pdf](#)

[Residential Application 2017.pdf](#)

We will then determine if gas service is available, visit the property to determine the meter location (usually on the exterior of the home), obtain any highway permits (if required) and identify any charges or installation deposit required.

Once the service line is installed and at least one gas appliance is properly installed, call our office to arrange for the gas meter to be installed, and service turned on. We will issue the necessary service order, and you can start enjoying the benefits of using natural gas.



Corning Natural Gas Corporation

Application for Natural Gas Service



Customer Type: Single Family Multi-Family _____ Number of Units Commercial / Industrial Date Received: _____

Applicant Name: _____ Email: _____

Business Name (if applicable): _____

Service Address (911): _____ Own Rent

City: _____ State: _____ Zip: _____

Applicant Tax ID (If Applicable): _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____
(Please include area code)

Credit History, Emergency Contact & Personal Information

Employer Name: _____ Address: _____ Years: _____

Name of nearest relative (not living with you): _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Applicants Driver License No: _____ State of Issue: _____ Expires: _____

Applicant Date of Birth: _____ Marital Status: _____ Spouse's Name: _____

Service Information

Service Type: New Service Existing Service (transferring to your name) Converting from another fuel Date Requested: _____

Usage (check all that apply):
 Space Heating Water heating Cooking Other Describe: _____
 Industrial Process Describe: _____

Gas Load Information (Commercial / Industrial only):
 Hourly: _____ MCFH / BTUH Daily: _____ MCFD Annual: _____ MCF
(circle one)

Commercial & Industrial only: Corning Natural Gas Corporation (CNGC) offers the following delivery pressure options. You and your Mechanical Contractor must complete this form and return to Corning Natural Gas. All delivery pressure and Commercial / Industrial Gas Load requests will be subject to investigation by our Operating and Engineering Departments. CNGC will provide a single service regulator, thus providing only one delivery pressure from our meter.

Requests for delivery pressure greater than 5 psig will require welded steel piping throughout the distribution system after our meter. Proper design of the distribution system dictates that your gas fired equipment is rated to accept an established maximum allowable operating pressure (MAOP) which refers to the maximum pressure your internal piping, equipment, regulators and related items can withstand without harm. MAOP is normally a minimum of at least one and one half times the requested delivery pressure. Please note that CNGC's distribution grid may not necessarily accommodate all delivery pressures requested.

Please indicate your desired delivery pressure:
 Standard Pressure – 7" water column. This is the most commonly used delivery pressure and is available throughout our gas system.
 Fixed Factor Billing – 2 PSIG delivery pressure. This is not available on gas equipment loads in excess of 5 million BTU.
 Elevated Pressure – Pressure in excess of 7" water column. Typically 2 psig delivery with 5 psig MAOP for load exceeding 5 MBH, 5 psig delivery with 10 psig MAOP, or 10 psig delivery with 20 psig MAOP. Additional monthly charge applies.

Residential Customers Please Note: The first 100' of the gas service line installed by the company from an existing main to the meter set is at no cost to owner. However, payment for the first 100' will be required if you do not begin to use gas within 6 months from the date of installation unless other arrangements can be made.

Gas service to be furnished by CNGC under its rules, regulations and general schedules on file with the Public Service Commission and available for inspection in the office of CNGC. Applicant will be billed in accordance with the Public Service Classification Rates and Tariffs. By signing below you agree to all conditions outlined above and that you have been provided with and will follow the requirements in all attachments to this application (such as the *Natural Gas Installation Checklist* and *The Importance of Chimney Cleaning, Gas Odor Detection, etc.*).

Signature of Applicant _____ Date _____

Copies: Construction Dept., Meter Shop

Corning Natural Gas Corporation

Natural Gas Service Installation Checklist ✓

The following checklist is in accordance with the requirements of the National Fuel Gas Code (NFGC) and Corning Natural Gas Corporation (CNGC) Gas Installation Standards. Prior to requesting installation of the gas meter, the gas service, regulator and meter bar must be installed, with the trench backfilled up to the structure.

Please assure the following:

- CNGC service personnel must have access to the inside of the building to perform inspections
- You must know your dwelling's total BTUH load for proper facility sizing
- The electric service must be energized prior to gas meter installation

Service Installation:

- If Corning Natural Gas or its representative has installed a new service on your property to your dwelling, you will be responsible for final raking, seeding and watering of the disturbed area
- All meters shall be installed outdoors
- A minimum of one permanent piece of gas equipment must be installed and ready to operate prior to meter activation

Venting Installation:

- All flues must be rigid, tight and cemented at the point of entry to masonry chimneys
- All single wall vent pipes must have a clearance of six inches from any combustible material
- Double wall piping (Type B) must be used when installed along the outside wall of the structure (for most commercial establishments) and must have a clearance of one inch from any combustible material
- Heating equipment must be installed in clay tile chimneys or approved metal chimney systems
- In the case of solid fuel (oil, wood, coal, pellet, etc.) to gas conversions, the chimney must be cleaned and if the chimney is not lined a flue liner must be installed
- Gas appliances cannot be vented with wood or coal, etc. burning appliances in the same chimney

Fuel Line Installation (customer installed piping):

- Fuel lines must be air tested for leaks by your contractor prior to Corning installing the meter. Written certification must be provided by owner to CNGC prior to service initiation.
- All lines must have doped fittings and be supported or strapped every six feet
- Water heaters, boilers and furnaces must have drip legs, and flexible pipe connectors cannot be used
- Every gas appliance must have a separate, easily accessible shut-off valve within six feet of the appliance and in the same room as the appliance
- All gas line unions must be located on the appliance side of the shut-off valve
- Gas lines must be connected to the meter bar by the customer's contractor

- On multiple metered installations, the meter bars must be permanently marked with corresponding unit/apartment numbers. The units/apartments also must be clearly numbered
- Pressure test results for high pressure welded installations must have been submitted in writing to Corning prior to meter activation
- Gas lines must be sleeved when penetrating cement or masonry walls
- Flexible gas lines must have been installed per manufacturer and NFGC specifications using approved pipe fittings and adaptors. Exterior wall penetration to the outside meter bar must be black iron pipe

Appliance and Equipment Installation:

- All appliances must have been installed in accordance with manufacturer and NFGC specifications. All appliances must be made accessible
- A utility room or closet containing a gas dryer must have a fully louvered door or one inch unobstructed space above the finished floor
- All utility rooms that have a boiler, furnace or water heater must have provision for make-up air in accordance with local building codes
- Vented appliances must not be installed in a closed room (i.e. bedroom, bathroom, etc) unless they draw fresh air from outside the closed room such as through louvers to other rooms in the dwelling
- Appliances installed in a garage must be protected from vehicular or physical damage
- The burner portion of any appliance installed in a garage must be at least 18 inches above the floor unless the unit is manufacturer and NFGC approved for direct floor installation
- Heating appliances with total input capacity of 250,000 BTUH or greater must draw combustion air from the outside using NFGC approved methods
- Whenever roof access to an appliance or equipment is over 14 feet, permanent stairs or hatchways in the interior of the building must be provided to assure access to heating systems installed on rooftops
- All installations must meet Federal, State and Local Building Codes.



330 W William Street
Corning, NY 14830
607.936.3755 (24/7)
www.corninggas.com

Prior to excavating please call NY Dig Safely – CALL 811

Corning Natural Gas Corporation

The Importance of Chimney Cleaning

Thank you for choosing natural gas service for your home. Since deciding to switch your water heating and/or heating unit to natural gas, Corning would like to make you aware of a few important items.

Not all municipalities require plumbing and heating installers to be licensed. It is Corning Natural Gas Corporation's recommendation that customers utilize a professional who is experienced in natural gas appliance installation and operation. In addition, all gas appliances, as well as the gas piping, chimney/venting system and related appurtenances, must be installed in accordance with applicable codes and standards (latest edition) including, but not limited to the Fuel Gas Code of New York State, the New York State Fire Prevention Building Code and the manufacturer's installation instructions as well as all other State and Local Building Codes.

When switching from a solid fuel (oil, wood, coal, pellet, etc.) to natural gas, it is very important that your home's chimney and/or exhaust flue pipe be cleaned and inspected by a qualified service person. Although natural gas appliances do not produce visible soot that solid fuel burning appliances do, they do produce more moisture in their exhaust. This moisture combined with the residue (soot) that can remain in a flue may lead to deterioration of a masonry chimney; therefore the National Fuel Gas Code indicates that all chimneys shall be properly lined prior to the installation of a natural gas appliance. This deterioration can lead to poor venting conditions, improper draft and unsafe operation of your heating system.

With respect to the new high efficiency heating systems, your masonry chimney or flue pipe may not be compatible. In fact, some of the high efficiency heating systems available today are direct vented through the exterior wall with the use of a plastic vent pipe or require the use of a stainless steel chimney liner if an existing masonry chimney is to be used. When purchasing high efficiency equipment it is important for you to ask your heating contractor if your system will need special venting requirements.

Regardless of the heating fuel used in your home an annual heating system tune-up and equipment service, as well as an inspection of the chimney and/or flue, is critical to the safe operation of the systems and is recommended. Maintaining these vital systems will ensure the safety and maximum efficiency of your heating system for years to come.



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