

# **BGE Service Application Guidelines—*Residential Modification/Relocation Projects***

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## **To the Customer**

Following is important information to assist you in applying for BGE gas and/or electric modification or relocation of equipment, and completing the BGE Service Application for Modification/Relocation Projects of the following types of facilities:

- Residential rehab
- Increase in residential service
- Relocation of any residential BGE equipment, such as poles, guy wires, meters, service wires, etc.

## **Completing the Service Application**

In order for BGE to meet your requested service date, we strongly recommend that you submit the service application as early as possible in your planning process. It is very important that you complete **all** the requested information on the service application. Do not skip or omit any of the items. This may cause unnecessary delay of your project. Jobs are subject to cancellation if you do not respond to requests for information or if initial site work does not progress.

In addition, it is essential that you enter your company's name accurately on the service application. When you are asked for the Legal Name of Company, please provide the official name of your company as it appears on file with the State of Maryland Attorney General's Office. Your company's legal name will also appear on your Charter or Articles of Incorporation.

## **Meter Location and Traffic Protection Requirements**

When selecting your desired electric and/or gas meter location, it is necessary to follow BGE's meter configuration and traffic protection requirements. For these requirements, please consult the *BGE Gas & Electric Metering Manual* or the *Customer Information Booklet*. These publications are available online at [www.bge.com](http://www.bge.com) under the heading of <Business> and <New Construction Services>. Your BGE representative will also discuss these requirements with you.

## **Submitting Other Important Information**

To ensure the proper processing of your service application, it is necessary for BGE to receive the following information:

- A completed copy of the BGE Service Application for Residential Modification/Relocation Projects
- A Site Plan to scale\* (1" = 100' at a minimum) showing the following:
  - All on-site utilities (water, sewer, septic area, storm drain, etc.)
  - Proposed meter location (gas and/or electric); see BGE Gas & Electric Metering Manual at [www.bge.com](http://www.bge.com)
  - Existing BGE poles and pole numbers
  - Driveway and property lines

\*If no site plan exists, draw your proposed work in the Sketch Area provided.  
You may also submit photos of your project.

More important information is continued on the next page.

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- You may submit a hard copy of the Site Plan, an electronic file on diskette, or a CD-ROM in one of four BGE approved formats:

- Microstation (.dgn) (all releases)
- AutoCAD (.dwg) (releases prior to Version 14)
- .dxf format
- .pdf format

## **BGE's Outdoor Lighting Program**

If street lighting is required or you are interested in BGE's private area lighting program, visit [www.bge.com/outdoorlighting](http://www.bge.com/outdoorlighting). Please complete and submit the application.

## **Small Generator Connection**

If your project entails small generator interconnection (solar panels, wind turbines, interconnected generators, etc.) visit [www.bge.com/energychoices](http://www.bge.com/energychoices) - Small Generator Interconnection. Please complete and submit the *Interconnection Request Application* in addition to this application.

## **Working Near Power Lines**

The law requires that before anyone begins work that may bring people, equipment, or other objects within 10 feet of overhead power lines, they must notify BGE at 410-685-0123. Please refer to [www.bge.com](http://www.bge.com) under the heading of <Business> and <New Construction Services> then <Additional Resources> for information on the Maryland High Voltage Line Act.

In order to prevent any scheduling delays once you submit your service request, please submit a complete set of site plans with your service application as soon as possible.

With regard to Verizon, CATV or other non-BGE equipment relocation, contact the appropriate utility for procedures and costs.

*If you would like additional information about applying for BGE Service, visit New Construction Services at [www.bge.com](http://www.bge.com). Also available online are the BGE Gas & Electric Metering Manual and the Customer Information Booklet.*

# BGE Service Application for Residential Modification/Relocation Projects

Today's Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_ Service Request #: \_\_\_\_\_  
(mm/dd/yy) (mm/dd/yy) (For BGE internal use)

Lead time for an individual job will vary depending on the scope of the work and weather conditions. Within 10 days of receipt of this application, the BGE representative assigned to your job will contact you to discuss the project.

Please print or type.

## 1. Project Address:

Address(es): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ ADC Map Page: \_\_\_\_\_ ADC Grid: \_\_\_\_\_

## 2. Owner/Contractor/Builder Information:

Name and/or Legal Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## 3. Person BGE will contact to discuss the Project and send communications regarding changes affecting the status of the job:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*First MI Last*

Legal Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## 4. Person responsible for Construction Charges:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*First MI Last*

Legal Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

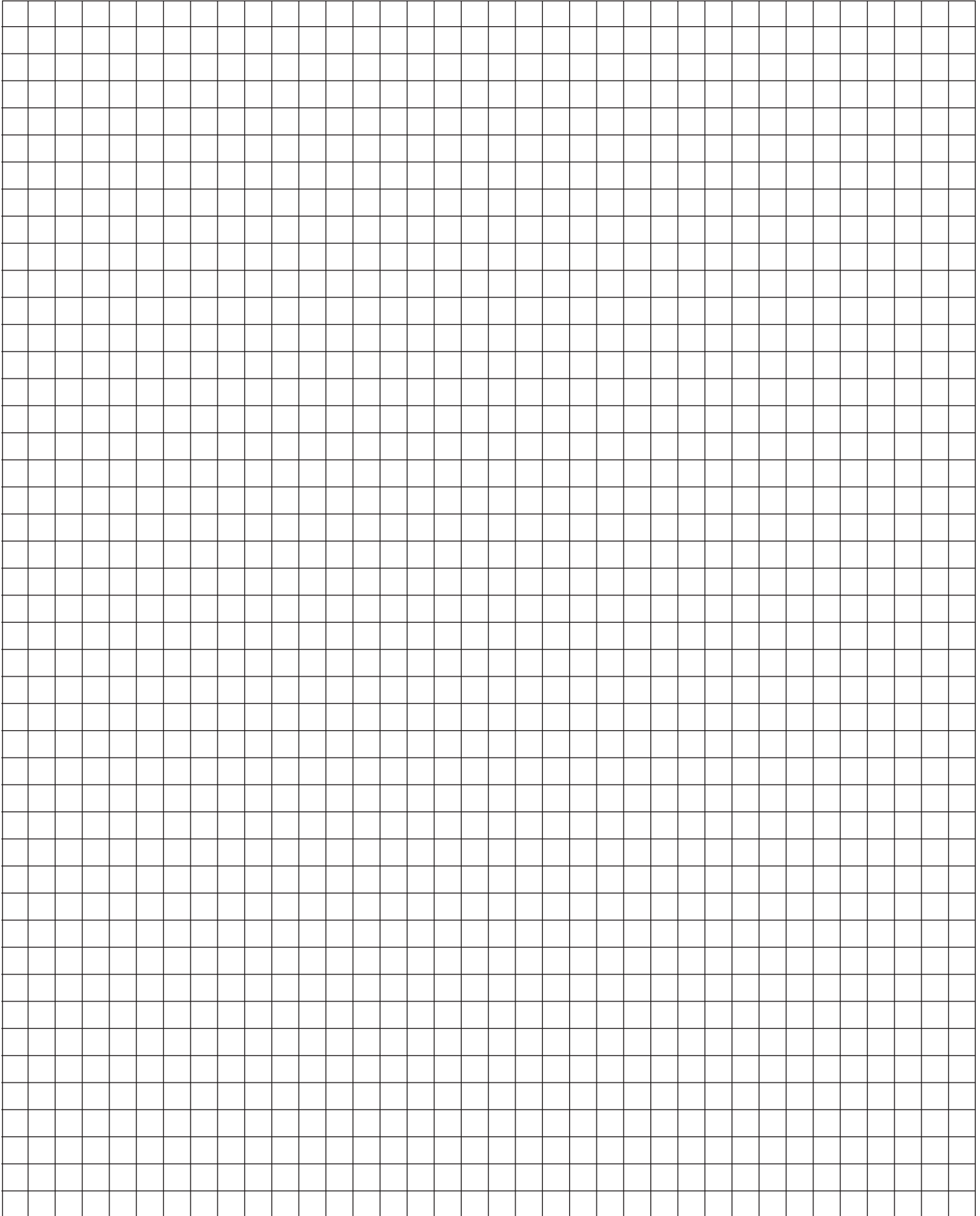
Federal Tax ID #: \_\_\_\_\_





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**8. Sketch Area:** Please show existing and proposed locations of utilities. You may also submit photos of your project.



## 9. Load Information:

If your project is a rehab and/or an increase in service, complete the following:

Existing Building Area Sq. Footage: \_\_\_\_\_

Proposed Building Area Sq. Footage: \_\_\_\_\_

Existing Size of Main Disconnect: \_\_\_\_\_ amps

Proposed Size of Main Disconnect: (check one)

100 amps  150 amps  200 amps  400 amps

**Electric Voltage Requirements** (check one):

120/240V 1 $\phi$ , 3 wire

120/208V 3 $\phi$ , 4 wire

240V Delta 3 $\phi$ , 3 wire (limited availability)

**Gas Delivery Pressure** (check one):

Standard (1/4 PSIG)

2 PSIG

**NOTE:** Verify with your BGE representative that the available gas main pressure will support a 2 PSIG interior piping system.

### Connected Loads

Include both your existing electrical loads and any new electrical loads you may be adding.

Electric Type of Load	Proposed New or Additional Electric Load (Do not include existing load)	Existing Electric Load	Total Electric Load (Proposed new or additional plus existing electric load)
1. Indoor Lighting	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
2. Outdoor Lighting	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
3. Comfort Heat	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
4. Heat Pump Compressor	_____ kW _____ ton	_____ kW _____ ton	_____ kW _____ ton
5. Heat Pump Aux. Heat	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
6. Electric Baseboard (# of thermostats)	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
7. Air Conditioning	_____ kW _____ ton	_____ kW _____ ton	_____ kW _____ ton
8. Range	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
9. Water Heater	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
10. Tankless Water Heater	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
11. Dryer	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
12. Dishwasher	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
13. Air Compressor	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp
14. Motors	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp

Gas Type of Load	Proposed New or Additional Gas Load (Do not include existing load)	Existing Gas Load	Total Gas Load (Proposed new or additional plus existing gas load)
1. Comfort Heat	_____ Btu	_____ Btu	_____ Btu
2. Heat Pump Aux. Heat	_____ Btu	_____ Btu	_____ Btu
3. Range	_____ Btu	_____ Btu	_____ Btu
4. Water Heater	_____ Btu	_____ Btu	_____ Btu
5. Tankless Water Heater	_____ Btu	_____ Btu	_____ Btu
6. Dryer	_____ Btu	_____ Btu	_____ Btu
7. Pool Heater	_____ Btu	_____ Btu	_____ Btu
8. Generator	_____ Btu	_____ Btu	_____ Btu
9. Gas Fireplace	_____ Btu	_____ Btu	_____ Btu
10. Outdoor Grill	_____ Btu	_____ Btu	_____ Btu
11. Other:			
_____	_____ Btu	_____ Btu	_____ Btu
_____	_____ Btu	_____ Btu	_____ Btu
_____	_____ Btu	_____ Btu	_____ Btu

