BGE Service Application Guidelines—Residential Modification/Relocation Projects

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 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
  - 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.
• 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 #: ________________________________

An Exelon Company
5. **Person responsible for electric and/or gas monthly Consumption/Service Billing:**

Name: __________________________________________ Title: ____________________________

First   MI   Last

Legal Name of Company: ______________________________________________________________________________________

Address: ________________________________________________________________________________________________

City: ______________________________________________ State: __________________ Zip: _______________________

Phone: ____________________________________________ Fax: ________________________________________________

Email: _____________________________________________ Cell Phone: _________________________________________

Do you currently have a BGE account?  

☐ Yes: Account # ____________________________  ☐ No

Have you ever had service with BGE in the past?  

☐ Yes  ☐ No

• If yes, at what address? ____________________________________________________________________________

6. **Project Information:**

Type of Building *(check one)*:  

☐ Existing    ☐ Rehab    ☐ Single Home    ☐ Townhouse    ☐ Mobile Home

Type of Service:  

☐ Electric Only    ☐ Gas Only    ☐ Gas & Electric

Service Required:  

☐ Permanent    ☐ Relocation    ☐ Increase

Total number of meters to be set/changed/relocated: ______________ Electric    ______________ Gas

7. **Please Provide a Detailed Description of Your Project:**

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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 1φ, 3 wire
- □ 120/208V 3φ, 4 wire
- □ 240V Delta 3φ, 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.

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

<table>
<thead>
<tr>
<th>Gas Type of Load</th>
<th>Proposed New or Additional Gas Load (Do not include existing load)</th>
<th>Existing Gas Load</th>
<th>Total Gas Load (Proposed new or additional plus existing gas load)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Comfort Heat</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>3. Range</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
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<tr>
<td>4. Water Heater</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
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<tr>
<td>5. Tankless Water Heater</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>6. Dryer</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>7. Pool Heater</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
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<tr>
<td>8. Generator</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>9. Gas Fireplace</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>10. Outdoor Grill</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
<tr>
<td>11. Other:</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
<td>_______ Btu</td>
</tr>
</tbody>
</table>
10. If there is any other information that BGE needs to know about your project, please note below:

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_______________________________________________________________________________________
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11. Summary:
To ensure that BGE can quickly and easily process your service application, please provide the following:

☑ Load information
☑ A complete set of plans including (electronic version, if available):
  • 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
  • Driveway and property lines

Ways to submit a service application:

Email service application and complete set of plans to: SitePlans@bge.com

Fax service application and complete set of plans to: 443-213-6574

Mail service application and complete set of plans to:
BGE - Customer Planning Department
Service Application Unit
1068 N. Front Street, Room 501
PO Box 1475
Baltimore, MD 21203-1475

Have questions?
Call the BGE New Business Department
800-233-1854
Or visit the BGE website at www.bge.com