

BGE Service Application Guidelines—*Residential Single Projects*

To the Developer or Builder

Following is important information to assist you in applying for BGE gas and/or electric service and completing the BGE Service Application for Residential Single Projects for service to the following types of facilities:

- A single home
- A new home within a development (service lateral)
- A development consisting of 4 or fewer lots
- Temporary service to a construction/sales trailer

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 Single 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 the BGE Gas & Electric Metering Manual
 - Existing BGE poles and pole numbers, if applicable
 - Driveway and property lines

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

- If temporary service is needed, complete the section regarding Temporary Service
- If BGE facility relocation is necessary, complete the section regarding Relocation Service

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. 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 - 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 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.

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

BGE Service Application for Residential Single Projects

Service Request #: _____
(For BGE internal use)

Today's Date: ____ / ____ / ____
(mm/dd/yy)

Lead time for an individual project will vary (4 to 12 weeks) depending on the scope of the work, permitting requirements, and weather conditions. Within 10 days of receipt of this application, the BGE representative assigned to your job will contact you and advise you of the project's scheduled completion date.

Requested Permanent Service Date: ____ / ____ / ____
(mm/dd/yy)

Has building permit been issued? Yes No

If yes, date issued: _____ Building Permit Number: _____

Please print or type.

1. New Home Information:

Address(es): _____

City: _____ State: _____ Zip: _____

County: _____ ADC Map Page: _____ ADC Grid: _____

Subdivision Name: _____ Lot Number(s): _____

2. Builder Information:

Legal Name of Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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

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 #: _____

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. Site Information:

Type of Construction: Single Family House Town House Modular Duplex Mobile
(For town house construction, complete the Meter Location Requirements section below)

Square footage of dwelling: _____

Stage of construction: Staked Foundation In Under Roof

Are you interested in natural gas service, if it is available? Yes No

Do you need temporary power during construction? Yes No

• **If yes**, please complete the Temporary Service section.

Do you require BGE facility relocation? (*transformer, pole, guy wire, buried cable, etc.*) Yes No

• **If yes**, please complete the Relocation Service section.

Do you require street lighting or are you interested in private area lighting
(*roadway, parking lot, common area, etc.*) through BGE's Outdoor Lighting Program? Yes No

• **If yes**, visit www.bge.com/outdoorlighting. Please complete and submit the application.

Does your project entail small generator interconnection?

(*Solar panels, wind turbines, interconnected generators, etc.*) Yes No

• **If yes**, visit www.bge.com/energychoices - Small Generator Interconnection. Please complete and submit the *Interconnection Request Application* in addition to this application.

7. Meter Location Requirements for Town Houses:

Indicate below your preauthorized meter configuration as agreed to with your BGE representative:

Configuration A *BGE Standard Construction—both gas and electric meters installed outdoors.*

Configuration B

Configuration C

NOTE: *If any changes are required to the preauthorized meter configuration, please contact your BGE representative immediately.*

Meter/Traffic Protection:

Will your metering equipment be installed within 3 feet of any area subject to vehicular traffic?

(*driveway, alley, roadway, garage, etc.*) Yes No

• **If yes**, meter protection will be required, please indicate: Electric Meter Gas Meter

NOTE: *The cost of each bollard installed is \$186.00*

8. Electric Load Information (typical of each house/unit):

Size of permanent service: 100A 200A 400A Other

Appliances (check all that apply):

- Standard Residential Load (lighting, refrigeration, freezer, dishwasher)
- Range Clothes Dryer Pool heater/spa: _____(kW load)
- Water Heater Tankless Water Heater: _____(kW load) Other: _____(kW load)

Electric Heat: Yes No (If no, indicate type): Oil Propane

Type of electric heating:

- Heat Pump/number of units: _____ Geothermal? Yes No
 - Unit one: _____ Tons and _____ kW Auxiliary
 - Unit two: _____ Tons and _____ kW Auxiliary
 - Unit three: _____ Tons and _____ kW Auxiliary
- Baseboard: _____ kW _____ # of Thermostats
- Electric: _____ kW

Central Air Conditioning: (If using above Heat Pump for heating and cooling, skip central A/C selection)

- Number of A/C units:
 - Unit one: _____Tons
 - Unit two: _____Tons
 - Unit three: _____Tons

9. Natural Gas Load Information:

Gas Pressure Requested: 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.

Appliances (check all that apply):

<u>Gas Type of Load</u>	<u>Proposed Gas Load</u>	<u>Quantity</u>	<u>Total Gas Load</u>
1. Comfort Heat	_____ Btu	_____	_____ Btu
2. Heat Pump Aux. Heat	_____ Btu	_____	_____ Btu
3. Range	_____ Btu	_____	_____ Btu
4. Water Heater	_____ Btu	_____	_____ Btu
5. Tankless Water Heater	_____ Btu	_____	_____ Btu
6. Dryer	_____ Btu	_____	_____ Btu
7. Pool Heater	_____ Btu	_____	_____ Btu
8. Generator	_____ Btu	_____	_____ Btu
9. Gas Fireplace	_____ Btu	_____	_____ Btu
10. Outdoor Grill	_____ Btu	_____	_____ Btu
11. Other:			
_____	_____ Btu	_____	_____ Btu
_____	_____ Btu	_____	_____ Btu
_____	_____ Btu	_____	_____ Btu

10. If there is any other information that BGE needs to know about your project, please note below:

11. Before you submit your application:

To ensure that BGE can quickly and easily process your service application, please refer to the information checklist below:

- Project Address - Your complete U.S. Postal address of where the work is to be performed.**
- Site Contact** - Person BGE will contact to discuss the project, and send communications to regarding changes affecting the status of the job.
- Electric Load Requirements** - If you do not know your electrical load requirements, you will need to consult with an electrician.
- Gas Load Requirements** - If you do not know your gas load requirements, you will need to consult with a plumber and/or mechanical contractor.
- Billing Information** - As it pertains to construction and consumption charges.
- Site Plan - (An electronic site plan is preferred, if available. See page 2 of instructions for approved formats.)**
 - A site Plan to scale (1" = 100' at a minimum) showing the following:
 - Existing and proposed utilities (water, sewer, septic area, storm drain, underground fiber optic cables, underground cable TV, gas and electric mains, etc.)
 - Existing BGE poles and pole numbers, meters and/or pad mounted transformer locations
 - Driveway, sidewalk, and property lines
 - Street names and lot numbers
 - Buildings/houses
 - Fences
 - Easement designations, wetland boundaries and designations
 - Wells and drain fields
 - Woods, trees, rivers and streams

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**

Supplemental Service

Please indicate if you require Temporary or Relocation Service and complete the information requested.
Be sure to include a site plan showing the proposed location of the Temporary and/or Relocation Service.

Temporary Service:

Date temporary service is needed: ____ / ____ / ____
(mm/dd/yy)

Service Request # _____
(For BGE internal use)

Purpose of temporary service: _____

Address: _____

City: _____ State: _____ Zip: _____

Load information: Electric heat _____ kW A/C Unit _____ Tons Other: _____

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 #: _____

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: _____

Federal Tax ID #: _____

Relocation Service:

Date relocation is needed: ____ / ____ / ____
(mm/dd/yy)

Service Request # _____
(For BGE internal use)

Address: _____

City: _____ State: _____ Zip: _____

Description of relocation work required: _____

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 #: _____