# Contract for Service Line Requirements and Facilities

## Authority
- **Contract No:**
- **Statement Acct:**
- **Site ID:**
- **Service Point:**
- **Project No:**

## Contract Costs
- **Total (incl. GST):**
- **GST Calculation:**
- **Sub Total:**
- **Additional Contract Costs:**
- **Contract Price:**
- **Rural Connection:**
- **Contract Price:**
- **Additional Contract Costs:**
- **Sub Total:**
- **GST Calculation:**
- **Total (incl. GST):**

## Service Point/Premises
- **Floor Area (m²):**
- **Special Use:**
- **HWT:**
- **Construction Heat:**
- **Construction Energy Rental Request:**
- **Building Open?**
- **Water Off Date:** (yy/mm/dd)

## Requirements
- **Natural Gas fueled appliances/equipment being installed:**
- **Other Description:**

## Contract Costs
- **Item:**
- **Additional Contract costs which may be incurred at time of construction:**
- **Fixed Charge:**
- **Linear Charge:**
- **Contract Price:**
- **Rural Connection:**
- **Additional Contract Costs:**
- **Sub Total:**
- **GST Calculation:**
- **Total (incl. GST):**

## Notes
- **Site Contact Name:**
- **Number:**
- **Email:**

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As the customer, I have read and agree to the description of services applied for and the Terms and Conditions under which construction will occur. I have read, and I acknowledge that ATCO will not install a meter for the specified facilities in this contract until all conditions have been met, including the selection of an energy provider and enrollment of the site. Contract costs are an estimate only. I agree to pay the charges in effect at the time construction is completed.

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**Version 5**

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**Shaded Areas for Office Use Only**

**Contract Costs provided are an estimate only. Charges for goods and/or services will be those in effect at the time construction is completed.**

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**GST Reg. No: 119325652**
# Service Line Contract Construction Information

## Main Information
- **Size**
- **Material**
- **Pressure**
- **Measurement**
- **Direction**
- **Location**
- **Main to Property**

## Service Point Information
- **Service Line Pressure**
- **Service Line Diameter**
- **Company Plan Number**
- **Service Line Number**
- **Site Inspection Required?**
  - [ ] Yes
  - [ ] No
- **Use Code**
- **Work Order No.**
- **Service Type**
- **Sic Code**

## Premise Information
- **District**
- **Community**
- **Municipality**
- **Rev Allocation**
  - [ ] Inside
  - [ ] Outside
- **Grid**

## Approval Work Events *(check all that apply)*
- [ ] Title Check
- [ ] Letter of Entry
- [ ] Stub Ease
- [ ] PVC Tie In
- [ ] Work Order Req’d (Work Order Request)
- [ ] Main Ext Req’d (Approved Work Order)
- [ ] Municipal Road Crossing
- [ ] HP Gas Crossing
- [ ] HP Ground Disturbance
- [ ] HP Proximity Agreement
- [ ] Highway Crossing
- [ ] Railway Crossing
- [ ] Creek Crossing
- [ ] Body of Water Crossing
- [ ] Airport Crossing
- [ ] Fibre Optic Crossing

## Installation Instructions

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**Version 5**
### SITE READINESS REQUIREMENTS

#### Estimated Site Ready Date
A customer's estimated site ready date must meet all of the following conditions:

- The street address must be clearly marked and visible from the road.
- The site must be within 150 mm (6 in.) of final grade and, except in joint trench installation areas, the foundation walls should be backfilled.
- Water, wire and sewer utilities have been installed.
- Service pipe alignment has been staked and entry location has been marked on the foundation wall with an "X" with the word "GAS". (ATCO inside/outside meter setting instructions are available upon request).
- The route to install the service line must be clear of spoil, building materials and other debris.

#### Installation Guidelines
Only after a satisfactory site inspection will ATCO schedule the construction specified in this contract. The following installation timeframes are in effect from the date of a satisfactory ATCO site inspection and when main extensions and third-party approvals are not required.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frost-free conditions</td>
<td>Residential</td>
</tr>
<tr>
<td></td>
<td>15 working days</td>
</tr>
<tr>
<td></td>
<td>Light commercial</td>
</tr>
<tr>
<td>Frozen ground conditions</td>
<td>Residential</td>
</tr>
<tr>
<td></td>
<td>20 working days</td>
</tr>
<tr>
<td></td>
<td>Light commercial</td>
</tr>
</tbody>
</table>

#### IMPORTANT CUSTOMER INFORMATION

If work requested has not been completed within 12 months of contract date, this contract becomes null and void.

Copies of the ATCO Terms and Conditions for Distribution Service Connections, detailing the obligations of customers and the company, are available upon request.

ATCO does not provide natural gas supply and the company's employees are unable to provide recommendation of a supplier. Information about companies licensed to provide natural gas in Alberta is available from the Alberta Government.

#### Interference with Company's Gas Pipeline System
As stated in article 6.4 in the Terms and Conditions for Distribution Service Connections, approved by the Alberta Utilities Commission:

- The Customer shall not install or allow to be installed on property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the Company’s Gas Pipeline System or result in non-compliance with applicable statutes, regulations, standards and codes. The Company shall not be liable for any damage to any structure or improvement erected, installed or placed in contravention of these Terms and Conditions resulting from the maintenance of such gas line or service line.

#### Alberta One Call 1-800-242-3447  www.alberta1call.com
Before starting any major digging project, contact Alberta One Call for a free underground natural gas, electric and telephone line locate. Landscaping or changes to the ground surface may leave buried facilities much closer to the surface than expected. There may be natural gas, electric or telephone lines buried between your house and garage. Please allow at least two working days to ensure lines can be marked before digging.

#### TERMS AND CONDITIONS

1. The customer represents that if the customer is not the owner, the owner has consented to be jointly and severally responsible for payment of all charges associated with the work stated in this contract.
2. The customer grants ATCO or its agents right of entry to the property to perform the work applied for.
3. All primary service line piping, regulating and metering equipment shall remain the sole property of ATCO.
4. All secondary service lines are owned and maintained by the customer.
5. To change or cancel your contract for installation, alteration, or the disconnection of the service line, please contact your local ATCO office.
6. ATCO, for purposes of this agreement, is authorized to verify the credit worthiness of the customer and, if necessary, require prepayment of the estimated charges before construction commences.
7. To comply with installation and safety standards, the exact location and conditions under which construction will occur will be determined by ATCO.
8. The customer must supply an estimated site ready date. It is the customer’s responsibility to notify ATCO if the estimated site ready date changes.
9. A site inspection will be carried out by ATCO after the customer’s estimated site ready date. Where unsatisfactory site conditions exist, it is the customer’s responsibility to notify ATCO when the situation has been rectified. Only after a satisfactory site inspection has been completed will the work requested in this contract be scheduled.
10. Winter construction rates may apply if there are winter conditions at the site (typically 150 mm or more of frozen ground and/or at least 300 mm of snow cover). If construction occurs within the winter construction season as determined by ATCO, the customer authorizes ATCO to complete installation/alterations under winter conditions where the winter construction rates will apply. If winter construction rates apply, ATCO will perform clean-up on property to the best of their ability. The customer acknowledges that any additional clean-up required later becomes the responsibility of the customer.
11. Should underground obstacles and/or changes in alignment arise, which have not been identified prior to construction and which significantly impact the cost, ATCO agrees to contact the customer for approval of costs.
12. Charges for goods and/or services received by the customer will be those in effect at the time construction is completed unless otherwise specified within this contract.
13. When accounts are not paid in full on or before the due date within 15 business days of the statement date, the Company will apply a 1% penalty on the amount due. If the payment is not received by the next billing cycle, a 1% penalty will be applied to the balance carried forward (including prior penalties).
14. The customer agrees to indemnify ATCO for any damage caused to its facilities due to the customer’s negligence or willful misconduct.
15. The customer or an agent of the customer is responsible for notifying ATCO of all underground utilities, right of ways, easements, sprinklers, septic tanks, cisterns, etc.
16. Our standard service facilities and pipe installation does not include special backfilling and trenching, mechanical compaction, driveway gravel, resodding, reseeding, black soil, shrub or tree removal or trimming, lifting patio blocks, concrete or asphalt breaking/repair or alteration of internal house piping.
17. Customers are responsible for protecting their property from damage resulting from heat loss when service lines are disconnected temporarily or permanently or when gas meters are removed or shut off for any reason.
18. ATCO will install a meter after installation of service, receipt of a gas permit number and an energy provider has successfully enrolled the site. It is the customer’s responsibility to secure a natural gas supplier of choice.