

# **BGE Service Application Guidelines—*Residential Development Projects***

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## **To the Developer**

Following is important information to assist you in applying for BGE gas and/or electric service and completing the BGE Service Application for Residential Development Projects for five or more lots or units. Please advise your builder to submit a service application for each house in the development.

It is important to note that if you are applying for gas and/or electric service for four or fewer lots or units, you must complete the BGE Service Application for Residential Single Projects. If you are applying for gas and/or electric service for a condominium or apartment project, please complete the BGE Service Application for Commercial & Industrial Projects.

## **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 Development 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, if available (gas and/or electric)
  - Existing BGE poles and pole numbers, if available
  - Driveway and property lines



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

- 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](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.

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 Development Projects

Use this application for five or more lots/units; gas and/or electric infrastructure only.

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Requested Permanent 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. Development Information:

Subdivision Name: \_\_\_\_\_ Number of Lots/Units: \_\_\_\_\_

Main Entrance Street Name: \_\_\_\_\_

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

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

Type of Construction:

Single family houses  Town houses  Duplex

Stage of Construction:

Planning  Land cleared  Curbs/gutters/roads staked  House(s) started

*Before selecting meter locations, consult the BGE Gas & Electric Metering Manual or Customer Information Booklet for meter configuration and meter/traffic protection requirements.*

**NOTE:** If project also includes condo/apartments, complete the BGE Service Application for Commercial & Industrial Projects for this portion of the project.

## 2. Developer Information:

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

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

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

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

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

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

## 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: \_\_\_\_\_

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

## 4. Person BGE will contact to set up site meeting:

Project or Site Manager: \_\_\_\_\_  
First MI Last

Company: \_\_\_\_\_

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

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

**5. Service Information:**

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, 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](http://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](http://www.bge.com/energychoices) - Small Generator Interconnection. Please complete and submit the *Interconnection Request Application* in addition to this application.

Will the community have a lighted entry sign or gatehouse?  Yes  No

**6. 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

**7. 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

**8. Builder List (if other than Developer):**

Builder Name/Company: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

Builder Name/Company: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 10. 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

### 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](http://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:**       Not Applicable

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:

Check here if Temporary and Permanent Service Construction billing is the same. If not, complete the following:

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

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

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

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

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

Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_

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

### Person responsible for electric and/or gas monthly Consumption Service Billing:

Check here if Temporary and Permanent Service Construction billing is the same. If not, complete the following:

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

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

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

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

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

Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Relocation Service:**       Not Applicable

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 Relocation/Remove Charges:

Check here if Relocation and Permanent Service Construction billing is the same. If not, complete the following:

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

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

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

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

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

Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_

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