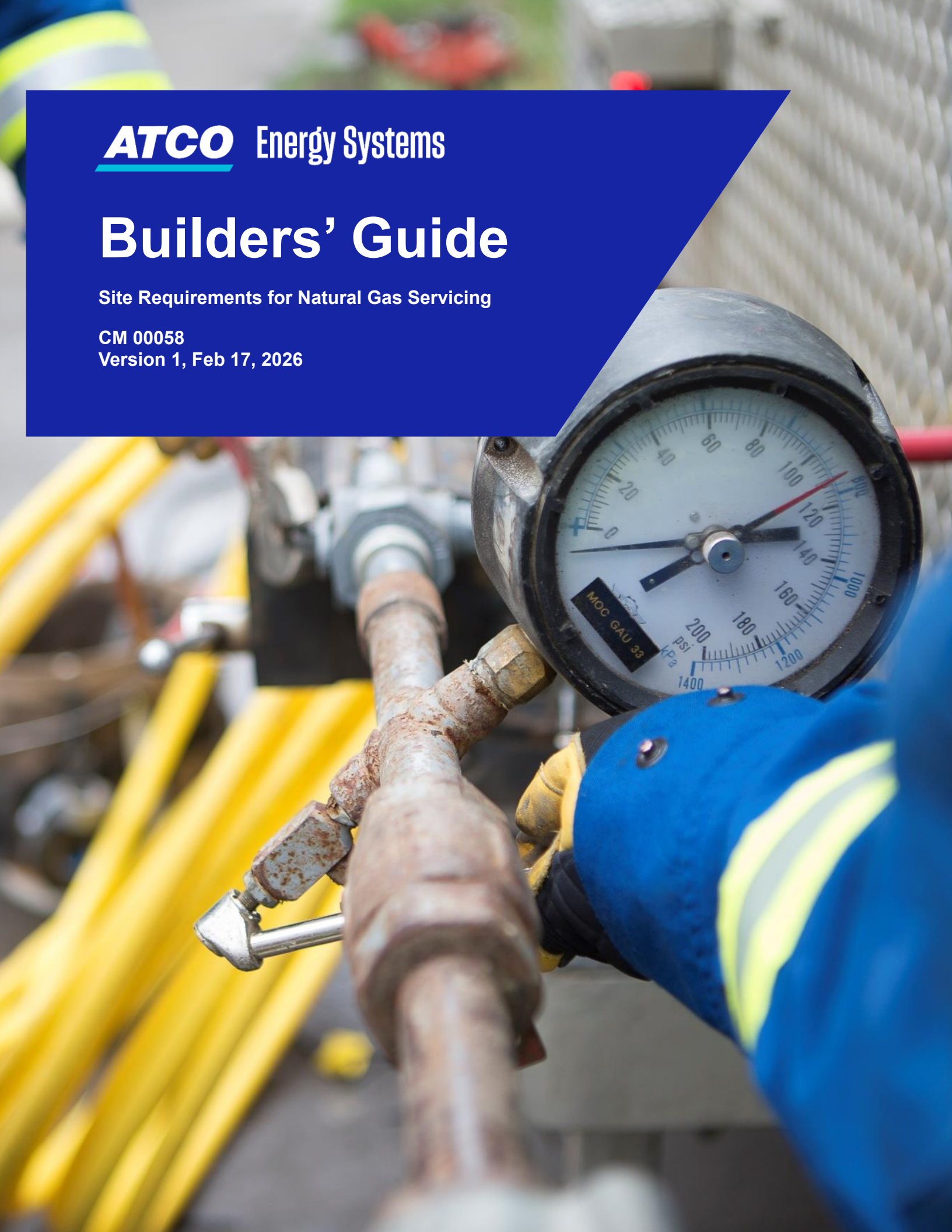

ATCO Energy Systems
Builders' Guide
Site Requirements for Natural Gas Servicing
CM 00058
Version 1, Feb 17, 2026

SITE REQUIREMENTS FOR NATURAL GAS SERVICING

Builders' Guide

Contents

Note that the summary checklist included in Appendix A is intended to be used once builders/plumbers have familiarized themselves with the full contents of this document.

SITE REQUIREMENTS FOR NATURAL GAS SERVICING

Builders' Guide

1.0 Purpose of Guide

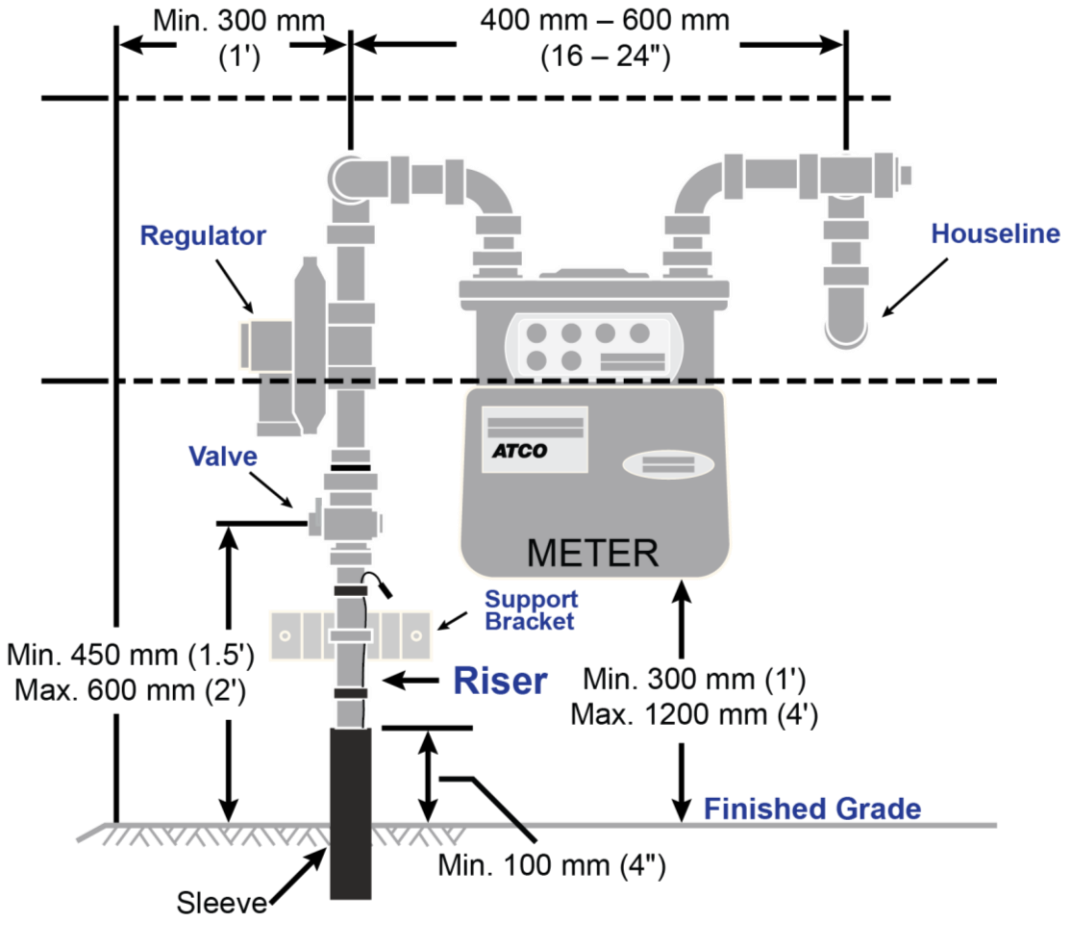
Geared toward builder site supervisors and plumbing and heating contractors, this guide is intended to define all site requirements that must be met **before** ATCO mobilizes to site, which will enable timely service and meter installation and help builders avoid additional mobilization fees that may be applied for sites that do not meet necessary specifications.

This guide is intended to provide general information and guidance; however, it is not inclusive of all potential site requirements. Depending on specific site conditions, there may be additional requirements not covered in this document. Users should consult with relevant authorities and/or ATCO early to ensure compliance with all applicable regulations.

It is imperative that builders plan ahead and select the correct location for the gas service/meter

2.0 Typical Meter Set

Figure 1: Typical meter set with dimensions and spacing requirements



3.0 Gas Service Type

Determine which type of gas service you require, as each has specific siting requirements.

3.1 GAS SERVICE OPTIONS

Traditional Trench

With traditional trenches, shallow utilities are installed at separate times, and kept in separate trenches, with power, telephone and cable in one trench and gas in another.

4-Party Installations

This is the most common type of service installation today and involves installing all shallow utilities in one common trench.

4-party trenches have specific siting requirements. The location of the main service stub is predetermined by the developer before the mainline is installed, and gas risers must be placed on the same side of the building as the stub. If the riser is placed on the incorrect side of the building, builders may incur additional fees to service the property. Figure 2 below depicts a typical 4-party gas design, showing the gas main and the location of the service stub.

Figure 2: Typical gas service stub

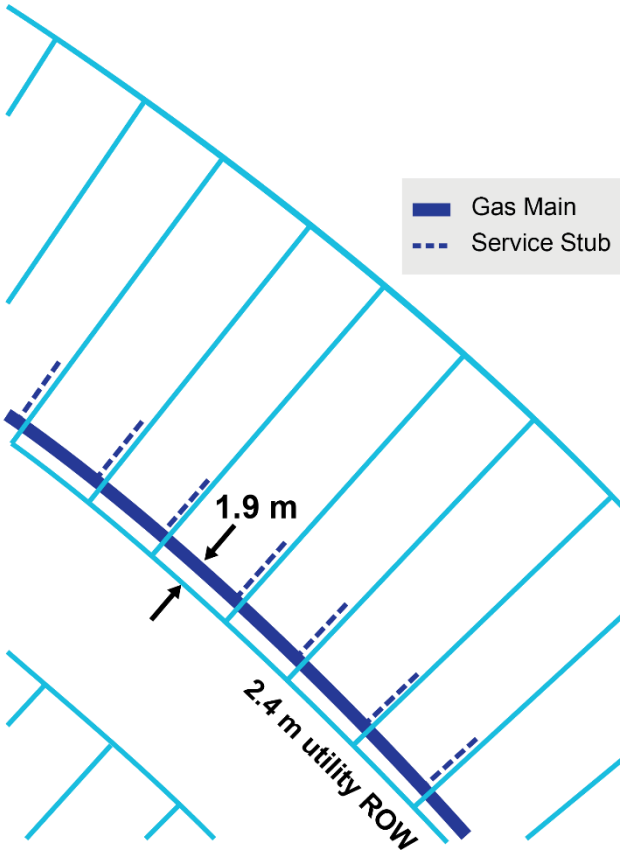
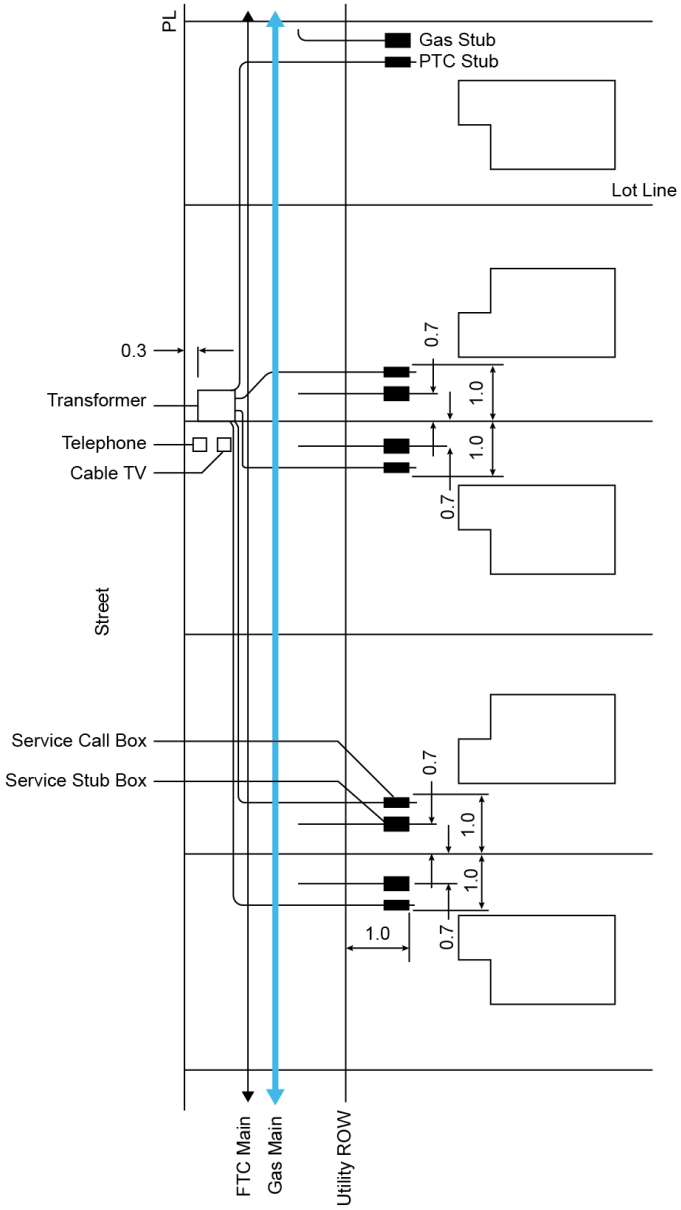


Figure 3: Example of a typical service stub layout: garage, side by side



3.2 SELECT A LOCATION FOR YOUR SERVICE

The gas service line must be located on the property and securely attached to a building or another structure, while ensuring good access and proper ventilation. For any gas service installation, the service line and gas meter must be placed no less than 0.3 m (12″) from the front/rear corner of building closest to the distribution main. All meters are installed on the outside wall.

Take care in selecting your riser location based on your project's specifications and note where future vents will be. The supporting riser pipe must be protected from damage and not encased in concrete: **the riser sleeve must extend 100 mm (4″) above any concrete or ground cover** (refer to Figure 6: Typical residential riser installation).

Do not place the riser:

- Within 1 m of all building openings, such as windows, doors, vents and appliance intakes
- Note that risers must be at least 3.0 m away from intakes that are more than 219 mm (8″) in diameter
- In an enclosed space, carport or area that may become enclosed in the future
- Under a roof drain or water tap, sump discharge, dryer vent or any other source of water
- In areas where the meter, regulator or riser could be damaged, such as:
  - Areas with traffic exposure (e.g., driveways, laneways and loading docks)
  - Areas where there is risk of falling snow, ice or debris (e.g., under large overhangs or metal roofs)
  - **Additional riser protection or a vehicle barrier must be installed if there is risk of damage**
- Under a deck that is less than 4' high or fully enclosed (lattice is acceptable)
- In areas that impede safe access for maintenance (e.g. near decks, sundecks, porches and bay windows)

Figure 4: Required clearances from service regulator relief vent (typical right-hand-side installation)

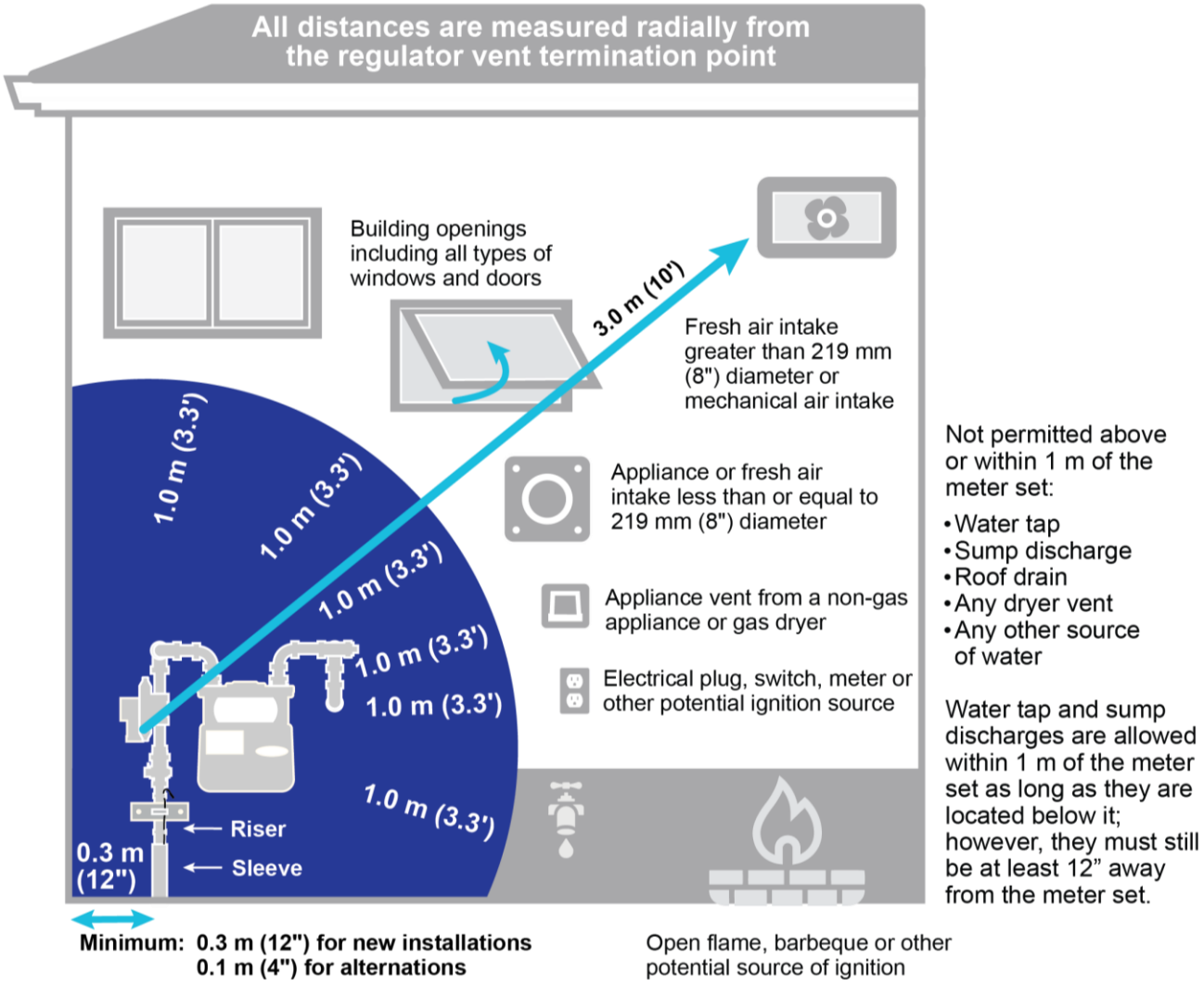
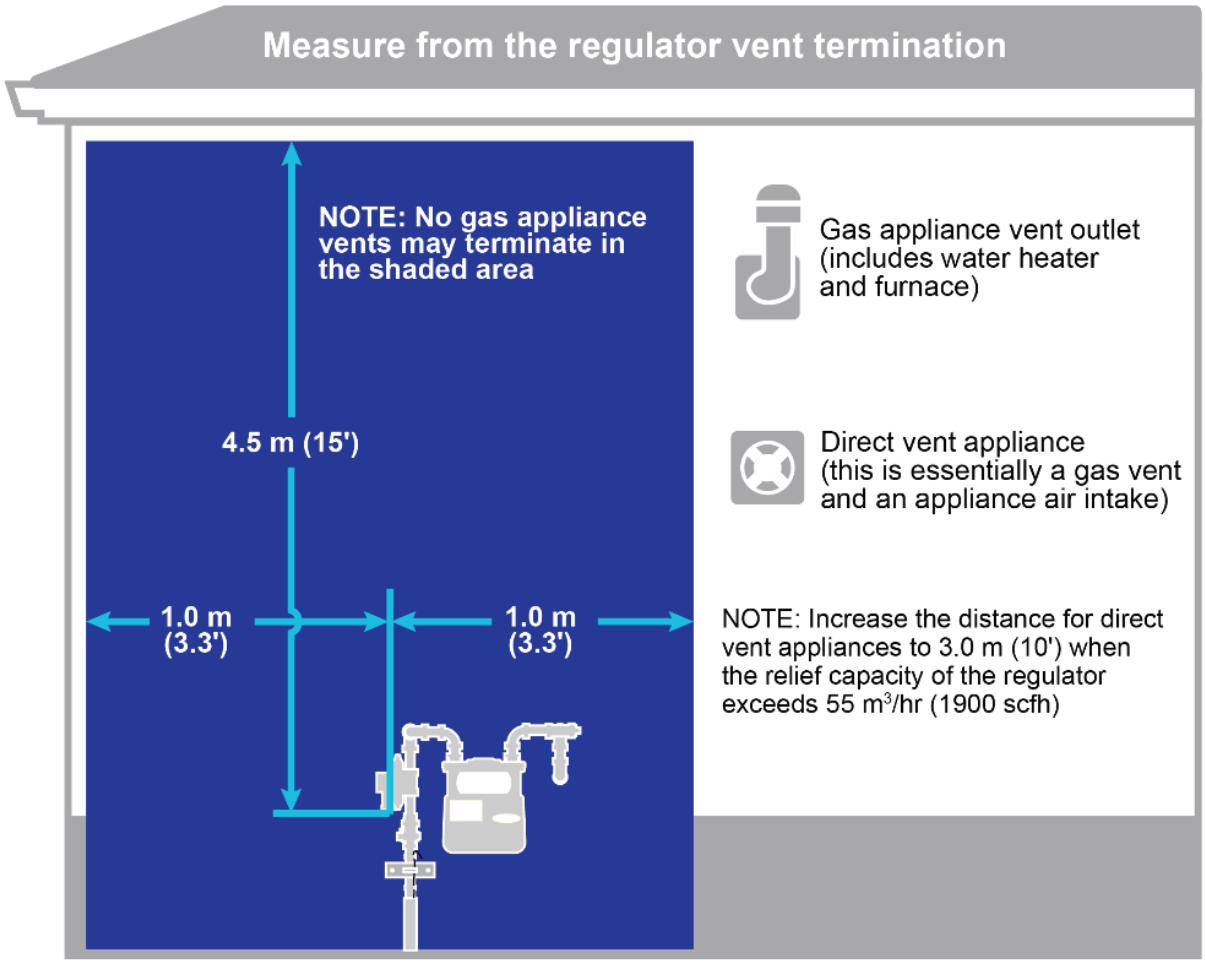


Figure 5: Clearances required between service regulator relief vent and any gas appliance vent



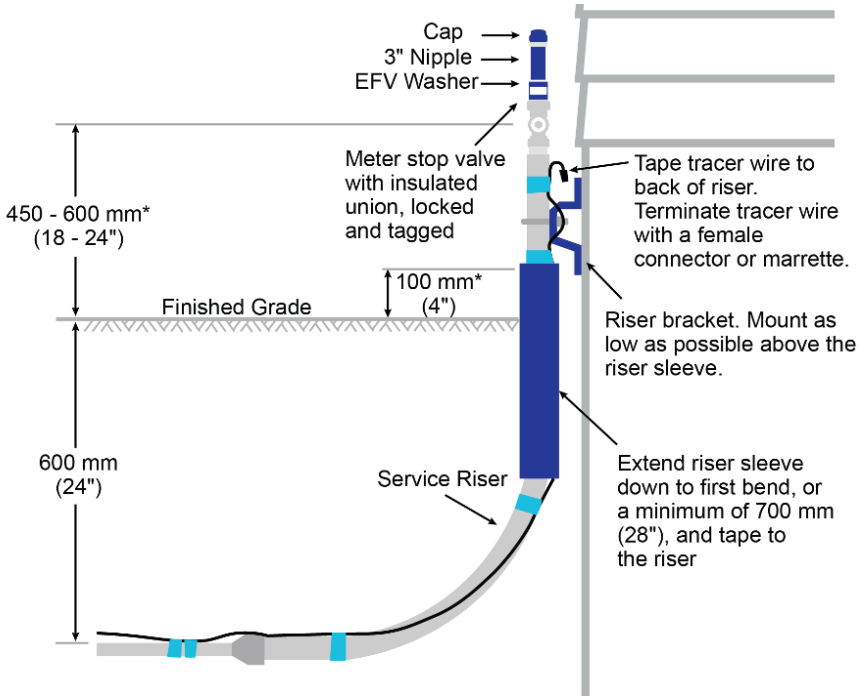
Failure to meet ATCO and Gas Code clearance requirements can lead to failing the final building inspection and additional costs and time to alter a service

4.0 Preparing Your Site for Service

4.1 SERVICE PIPE & RISER INSTALLATION

ATCO must ensure site safety and code adherence to install the pipe and riser. As a result, sites must meet specific conditions to receive service. If a site fails to meet these requirements, which are defined in the following sections, they cannot receive timely service. Site requirements vary depending on the installation method — i.e., whether a traditional installation or a 4-party installation.

Figure 6: Typical residential riser installation



4.1.1 Requirements for Traditional Trench Installation

- There must be proper horizontal and vertical clearances from other buried utilities (Table 1 below provides specific clearances)
- The street address must be clearly marked and visible from the road
- The site must be within 150 mm (6″) of final grade and the foundation walls must be backfilled (Table 2 below provides minimum ground coverage for the gas line)
- The location of the gas riser must be clearly marked with an upside-down T on the foundation wall, where the bottom part of the upside-down T reflects the final grade and the vertical part references the riser location (refer to Figure 4 and Figure 5 for distances and clearances). The houseline entry must also be marked (see the pink circle in Figure 7).
- The route to install the service line must be clear of spoil, building materials, debris and other utilities

Figure 7: Gas riser location marking

Table 1: Horizontal and vertical clearance requirements from other utilities under normal conditions

Normal Conditions	Required Clearance
Horizontal Clearance	
Below-Grade Facilities (pipelines, cables, conduits, phone lines)	1.0 m (3.3')
Above-Grade Facilities (fences, trees, power poles, phone pedestals, fire hydrants, streetlighting)	1.5 m (5')
Deep Facilities (water mains, sewers)	2.0 m (6.6')
Vertical Clearance	
Above-Grade Facilities (pipelines, cables, conduits, phone lines)	0.3 m (1')

Table 2: Minimum Ground Cover Requirements for Distribution Mains and Services

Ground Cover Requirements	Normal Conditions		Difficult Conditions	
	Mains	Services	Mains	Services
Urban: Public Property	1.0 m	0.8 m	0.6 m	0.45 m
Urban: Private Property	1.0 m	0.6 m	0.6 m	0.45 m
Rural: Public or Private Property	1.0 m	0.8 m	0.8 m	0.6 m

4.1.2 Requirements for Joint-Trench Installation

- The location of the gas riser must be clearly marked on the foundation wall with an upside-down T, where the bottom part of the upside-down T reflects the final grade and the vertical part references the riser location (refer to Figure 4 and Figure 5 for distances and clearances and Figure 7 for an example of the upside-down T)
- The street address must be clearly marked and visible from the road
- The foundation must be tarred or wrapped
- All parts of the wooden utility box must be removed from the trench (refer to Figure 3)
- 18″ of yellow PE must be exposed on the stub, and there must be 12″ of clearance around the stub
- Wash rock or gravel must be in place
- Other shallow utilities must be installed, sleeved and staked for separation
- The trench must be 5′ or less in depth and level, with no step-downs
- The trench must be free of debris

Once the riser is installed it must not be damaged or altered in any way. A damaged riser impedes our ability to install the meter and will delay service. Builders are liable for all costs associated with ATCO having to repair the riser prior to meter install.

5.0 Preparing for Your Meter Installation

5.1 MINIMUM METER-SET REQUIREMENTS

For ATCO to set a meter at any site, we require the following specifications *at a minimum*. **Please note that these are also the requirements for single residential meters;** multifamily and commercial installs will have additional requirements beyond these, which are described in more detail in Sections 5.2 and 5.3.

Builders' Guide

5.1.1 Residential Permanent Gas Meters

Permanent meter sets are installed on a building with the permanent houseline (interior) stubbed outside. The following site requirements must be met **before** ATCO installs a permanent gas meter:

- The site must be enrolled with an energy provider (retailer) using the correct gas Site ID
- You must have obtained the proper gas rough-in inspection by the authority in your area and present documentation stating that the site is acceptable and has passed the air test
- The site must be clear, accessible and backfilled around the riser and surrounding area
- No equipment or building materials can be stacked in front of the riser
- There must be sufficient clearance from the gas riser — i.e., 1 m (39″) from the gas riser to any door, opening window or intake or exhaust venting
  - See the *Gas Code (CSA B149.1 Natural Gas & Propane Installation Code)* for comprehensive details, and to Figure 4 above for a diagram of spacing requirements
- The houseline must be plumbed correctly and must protrude at least 3″ (max. 4.5″), including thread, from the finished wall as viewed from the outside
- For single-family residential, the houseline must be located between 16″ and 24″ to the **right** of the gas riser (the houseline cannot be more than 24″ vertically from the top of the primary gas riser)
  - For residential meters from 400,000 – 800,000 BTU, the houseline must be located 24 – 28″ to the right of the gas riser (and no more than 24″ above the gas riser); requirements for other BTU ranges are included in Table 3 in Section 0.

Single Residential Construction Energy

Use natural gas for heating and power during construction: it's a cost-effective alternative to diesel or propane. Contact us early to arrange service.

To obtain construction energy:

- The site must be enrolled with an energy provider (retailer) using the correct gas Site ID
- The site must be clear, accessible and backfilled around the riser and surrounding area
- The address must be visible on site

Please note: If you have a construction meter, once the interior gas line has been installed and has passed inspection, the plumber can return to tie the gas line into the gas meter; they can also remove the bracket and rebuild the outlet of the meter if needed.

Please note that quick connect fittings have a maximum capacity of 250,000 BTU/hr at a pressure of 7" W.C. (water column). If you require more gas load for your construction energy requirements, you may need to alter the setup.

For more information, see Section 7 of this document.

Common Errors with Clearance & Houseline Locations That Must Be Avoided

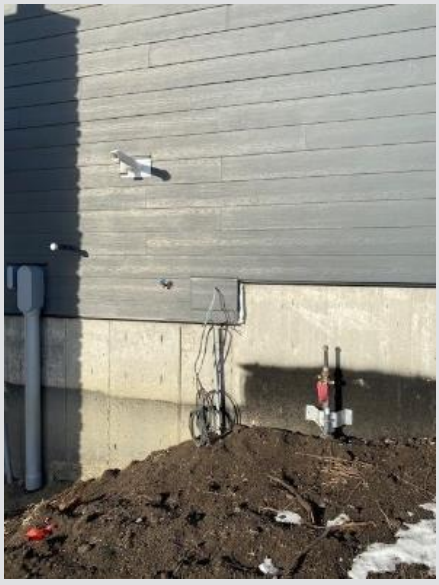
(Residential Permanent Meter Installation)

This site is not backfilled

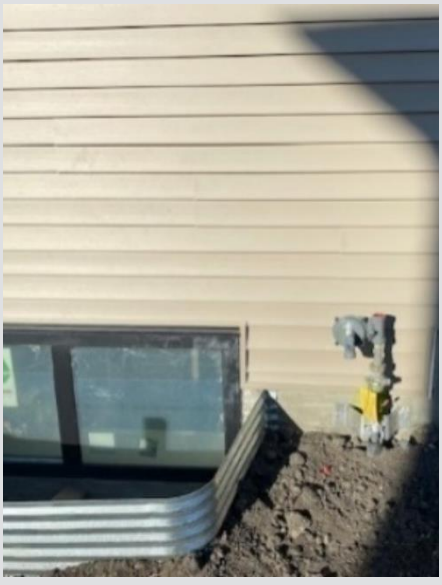
Appliance venting is too close to service (must be 1 m), and in the spot the meter needs to be placed

The houseline is not stubbed out the minimum 3"

The houseline is too close to service. It must be 16 – 24" to the right.



The houseline is too far away and on the left side of service. It must be within 16 – 24" to the right of the riser.



An opening window is within 1 m of the regulator. The customer reversed the window opening to obtain proper clearances.

Builders' Guide

5.2 RESIDENTIAL MULTIFAMILY METER-SET REQUIREMENTS

In addition to the minimum meter requirements specified in Section 5.1, all multifamily sites must have a backing board and completed houseline inspections. The requirements for each are listed below.

Backing-Board Requirements (see Figure 8)

- Backing boards must be secured to the wall and be able to accommodate approximately 80 – 200 lbs. of weight, depending on the manifold size (no finishing nails or strapping)
- **Backing board needs to be on the exterior**
- They must be able to accept 2" to 3" lag bolts
- The board must be Hardie board-style material (smartboard, plywood) and a minimum of 3/4" thick

Houseline Requirements

- All houselines must have a passed rough-in inspection (air test)
  - **The site ID/retailer address and the address listed on the inspection must match**
- Each houseline must have a metal or plastic tag showing the corresponding unit number and address (per Fire Code); see Figure 9
- ATCO must have access to the units and each gas line to verify that each unit corresponds with the correct meter (e.g., BBQ stub, furnace/hot-water heater line, secondary service outlet tee)
- Houselines must be stubbed 3 – 4.5″ (with threads) out of the wall, and be secured and level
- Houselines must be between 3′ and 5′ from final grade
- For multifamily projects, the houseline can be to the right or left of the riser; see Figure 10
- When houselines are being stacked, there **can only be two rows**, to ensure future maintenance access
  - If a project has more than 12 meters (six meters stacked on top of six meters), this must be approved by ATCO. However, please consider installing two separate gas services instead, one at each end of the building, to accommodate a larger number of meters.

Multifamily Residential Construction Energy

Use natural gas for heating and power during construction: it's a cost-effective alternative to diesel or propane. Contact us early to arrange service.

To obtain construction energy:

- A site visit is required to properly plan temporary service
- The site must be enrolled with an energy provider (retailer) using the correct gas Site ID
- The site must be clear, accessible and backfilled around the riser and surrounding area
- The address must be visible on site

For more information, see Section 7 of this document.

Figure 8: A backing board

Figure 9: Brass address tags zip-tied to the houseline

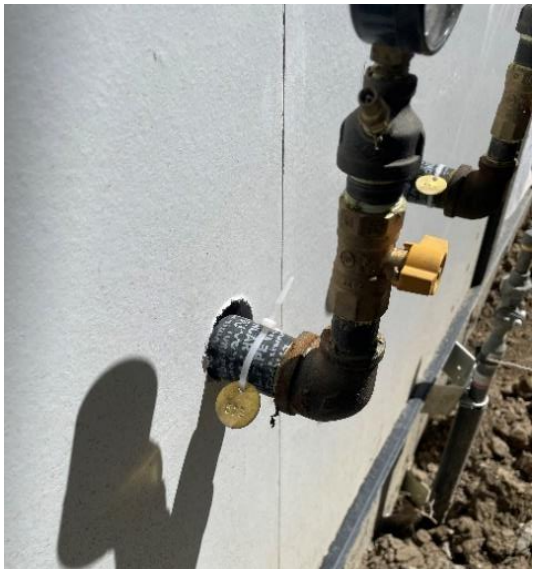


Figure 10: Straight meter manifold: backing board & houseline requirements

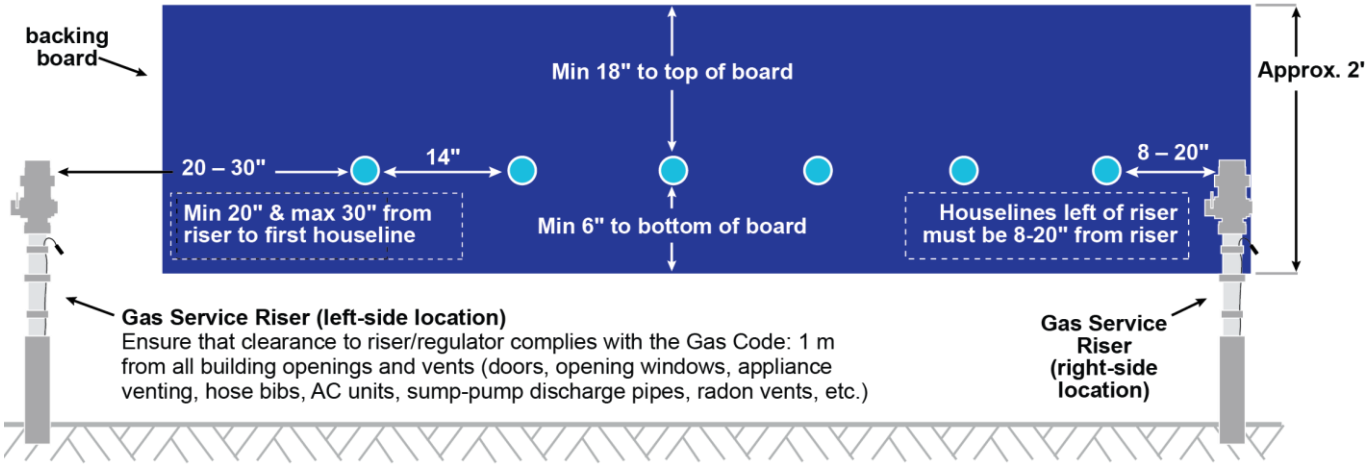


Figure 11: Residential Two-Meter Manifold with an alternate style backing board (Figure 12)

Figure 12: Residential two-meter manifold: backing board and houseline requirements

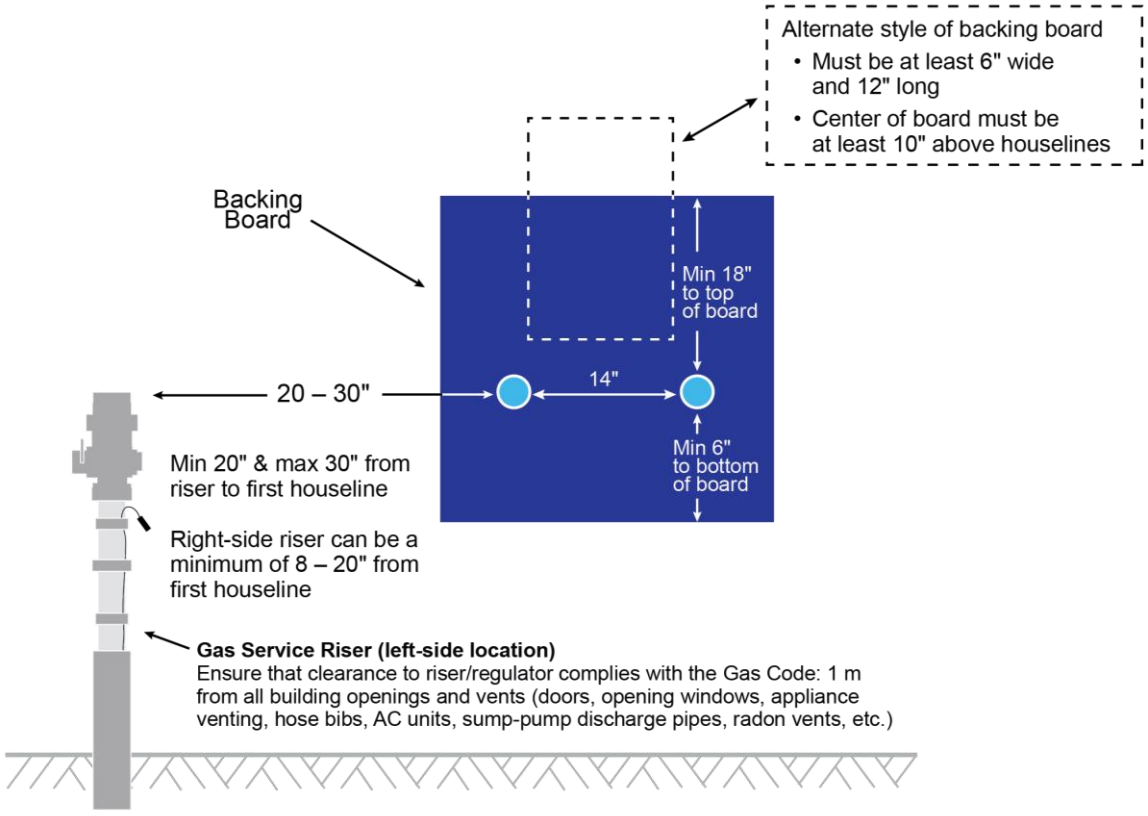
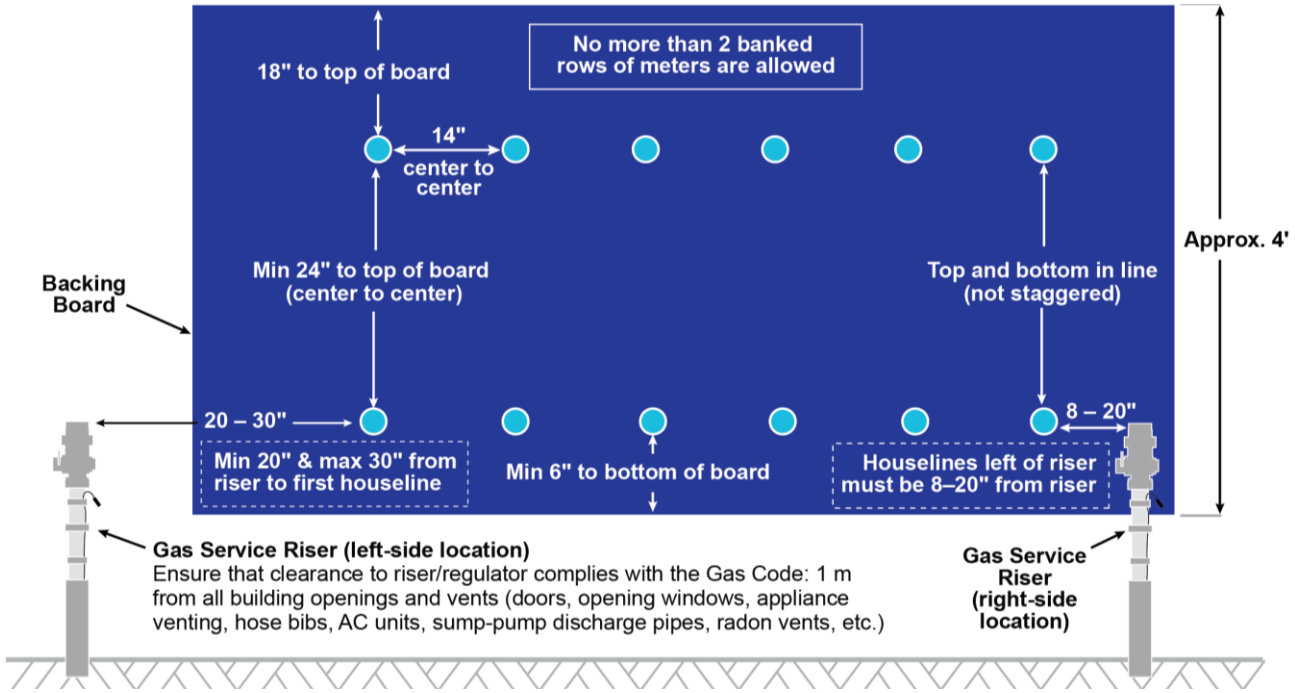


Figure 13: Stacked meters

Figure 14: Stacked meter manifold: backing board and houseline requirements



5.2.1 Secondary-Style Houselines

Secondary-style houselines (Figure 15) can be used for any residential multi-family or commercial building. Instead of running lines of hard pipe through the building, gas is run underground through secondary gas lines to each unit.

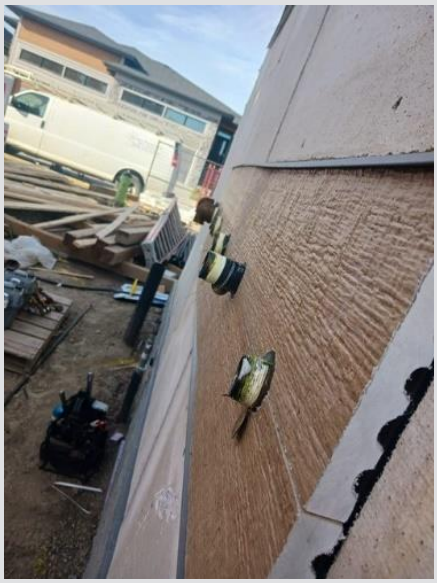
Exterior secondary lines must meet the following specifications:

- The lines must have an insulating lubo valve or valve with an insulated union
- They must be tagged with the appropriate address
- The spread between risers must be 14″
- The secondary riser must be level side to side and front to back
- Risers must have brackets securing them properly

Figure 15: Secondary-style houseline

Common Errors with Clearance & Houseline Locations That Must Be Avoided

(Multi-Family Installations)



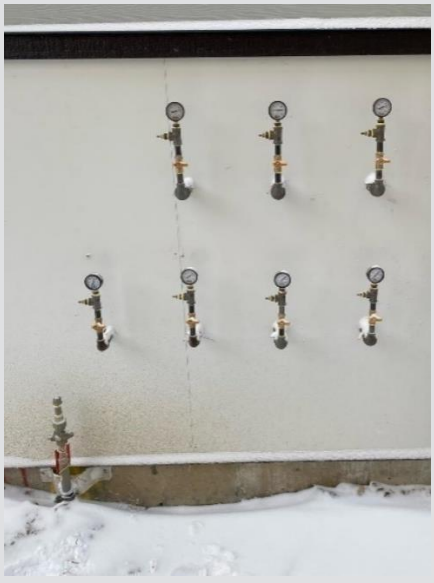
The houseline is too short. It must be 3 – 4.5" out of the finished wall.

Insufficient clearance. There cannot be venting within 15' of the top of the regulator. (Refer to Figure 5)

Houselines must be spread 14" apart.

Insufficient clearance from appliance vent. Refer to Figure 5 for distances gas regulator must be from all appliance vents.

The houselines are too far apart. Houselines (including secondary houselines) must be 14" apart.



The riser on left is too close to the first houseline. It must be between 20" and 30" away.

Houselines are too far away from the service riser. The first houseline should be a between 20" and 30" from the service riser.

Houselines must only come out on one side of the riser. The riser cannot be in the middle.

There is no backing board and the houselines are staggered. They should be in line with each other, up and down, and there should be a backing board

A maximum of 2 rows is allowed for stacked meters to allow for future access for maintenance.

The houseline is too long. Houselines must protrude 3 – 4.5" from the final wall.

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5.3 COMMERCIAL SET REQUIREMENTS

The following high-level requirements are meant to serve as a guideline. There will, however, be some variation depending on total connected gas load, service pressure in the area, building type and downstream houseline pressure and equipment available (e.g., gas meter, regulating equipment available at the time). As a result, ATCO will require a site visit prior to installation to define site-specific requirements. This meeting should occur as early as possible in the site build, once the foundation has been poured and the preferred meter and riser locations have been determined.

During this site visit, ATCO's gas meter installer will confirm:

- Total number of gas meters (single or multiple meter set)
- Total connected gas load and downstream pressure (for each installation)
- If the gas meter location is appropriate, that is:
  - There are no clearance issues (see Figure 4 above)
  - ATCO will be able to access the meter set with a vehicle for future underground/meter-set work and repairs
  - There are no safety concerns (e.g., it must not be in a high vehicle-traffic area or a loading port)
- Backing-board and wall requirements
- Pad requirements
- If multiple houselines are being connected into one gas meter-set, the contractor must provide ATCO with a single connection point
- Meter-set protection requirements

Based on this information, the meter installer will provide the houseline spacing requirements.

Please note that, before the gas meter can be installed, the houseline must have passed a municipal inspection/pressure test, and the address on the initial service application **must match:**

- The address on the gas rough in/air test tag
- The address provided to the energy provider/retailer

Elevated Gas Pressure

The required gas pressure must be indicated on the initial service application, and houselines must be sized appropriately, as meter-set requirements for standard and elevated gas pressures differ. Elevated gas pressure will only be approved if the total connected gas load is **750,000 BTU/hr** or more. Anything less than 750,000 BTU/hr will use standard gas pressure (1.72 kPa).

Commercial Construction Energy

Use natural gas for heating and power during construction: it's a cost-effective alternative to diesel or propane. Contact us early to arrange service.

To obtain construction energy:

- A site visit is required to properly plan temporary service
- The site must be enrolled with an energy provider (retailer) using the correct gas Site ID
- The site must be clear, accessible and backfilled around the riser and surrounding area
- The address must be visible on site

For more information, see Section 7 of this document.

Builders' Guide

The site must be clear, accessible and backfilled around the riser and surrounding area for us to install a meter.

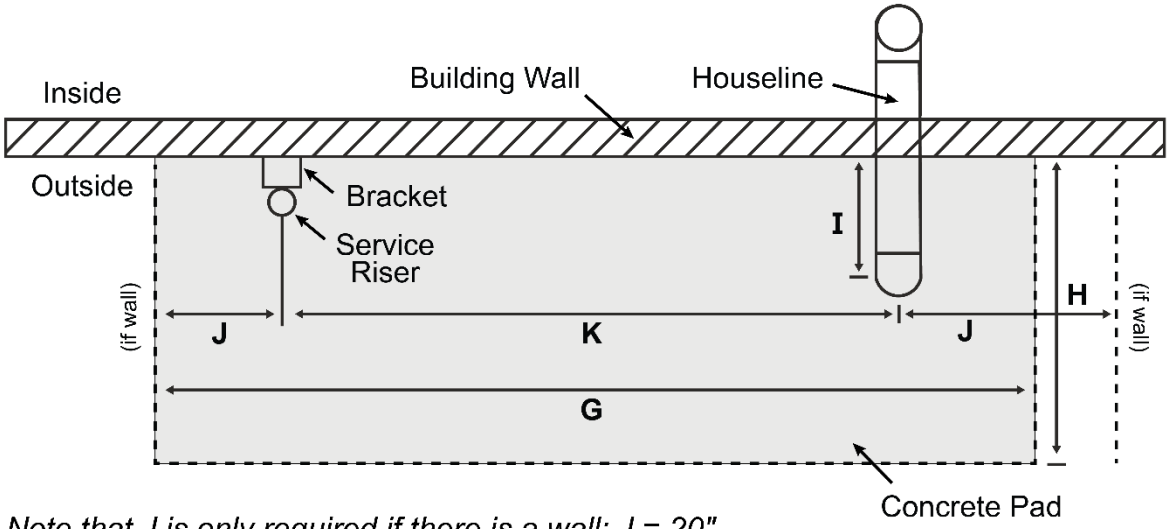
5.3.1 Single Commercial Meter: New Build, Permanent Location

Table 3 and Figure 16 outline requirements that apply for typical single commercial meter sets:

Table 3: Single Commercial Meter-Set Requirements by Load and Pressure

Load & Pressure	Meter-Set Dimensions	Other Requirements
Load: 0 – 2 million BTU/hr **Houseline Pressure:** **0.25 or 2 psi**	▪ Spread from riser to houseline must be 24" (K in the picture below) ▪ Houseline must be installed to the right of the riser ▪ No pad or backing required ▪ If gas loads are 1.5 – 2M BTU/hr with pressure of 2 psi, the spread must be 30" (K)	Houseline must be installed: ▪ Straight and level ▪ 3 – 6" with threads (I) past finished Wall ▪ 48" above finished grade ▪ Properly secured/supported when installed on exterior wall ▪ Wrapped or sleeved when installed through a wall ▪ Up to a 2" threaded houseline (connection point)
Load: 2 – 10 million BTU/hr **Houseline Pressure:** **0.25 or 2 – 10 psi**	▪ Meter-set area: 4' (G) × 4' (H) ▪ Spread from riser to houseline: 4" (K) ▪ **Contact the meter installer early to confirm**, as some sites have specific requirements ▪ Pad and backing/wall required (see below) ▪ Houseline can be installed to the right or left of riser	▪ Same requirements as above
Load: 10 – 30 million BTU/hr **Houseline Pressure:** **2 – 10 psi**	▪ **Site visit required**: service pressure in build area dictates meter-set dimensions ▪ Pad and backing/wall required (see below) ▪ Houseline can be installed to the right or left of riser ▪ Typical meter set area: 8' spread (G) × 4' (H) off the finished wall ▪ Spread from riser to houseline: 7' (K)	▪ Minimum 3" houseline may be used; discuss with meter installer prior to installation ▪ Discuss an ATCO-installed outlet tank with flange fitting for houseline connection with the meter installer ▪ Center of vertical houseline termination (I) should be 20 – 24" from finished wall
Load: 30+ million BTU/hr **Houseline Pressure:** **2 – 10 psi**	▪ **Site visit required:** service pressure in build area dictates meter-set dimensions ▪ Pad and backing/wall required (see below) ▪ Houseline can be installed to the right or left of riser ▪ Typical meter set area: 12' spread (K) × 4' (H) off the finished wall ▪ Spread from riser to houseline: 11' (K)	▪ Minimum 3" houseline may be used; discuss with meter installer prior to installation ▪ Discuss an ATCO-installed outlet tank with flange fitting for houseline connection with the meter installer ▪ Center of vertical houseline termination (I) should be 20 – 24" from finished wall

Figure 16: Outside Set Area, Adjacent to Building (Birds-Eye View)



Note that J is only required if there is a wall; J = 20"

5.3.2 Meter-Set Support & Protection

For most commercial meter-sets, ATCO requires a proper structure to support the meter sets — i.e., a concrete pad on the ground and/or a wall structure (e.g., concrete wall or backing board secured to a finished wall). Please connect with ATCO early in the planning process to confirm what support and protection is required.

If there is no backing board, ATCO will not be able to install meters

Backing Board Requirements

- Backing boards must be secured to the wall and be able to accommodate approximately 80 – 200 lbs. of weight, depending on the manifold size (no finishing nails or strapping)
- **The backing board must be on the exterior**
- They must be able to accept 2" to 3" lag bolts
- The board must be Hardie board-style material (smartboard, plywood)
- Dimensions:
  - Length: Sufficiently long to extend from the riser to the last houseline
  - Height: Start 2' above the finished grade and terminate 6' high
  - A minimum of 3/4" thick

Figure 17: A good example of a commercial backing-board set; the customer installed a backing board (grey) so we could mount meters

Concrete Pad Requirements

Concrete pads must be:

- A minimum of 6" thick
- Installed on pilings or dowelled into the foundation wall
- Extend 4' our past the finished wall (H in Figure 16)
- The length will be determined by the meter set requirements (i.e., 4', 8' or 12') (G in Figure 16)

Meter-Set Protection Requirements

The gas meter set may require a particular type of protection to prevent damage. This will apply as follows:

- Where there is vehicle traffic, the meter-set will require bollards or jersey barrier
- Where there could be vandalism, meter-sets require a cage around the meter set, with an ATCO lock for access
- Where there could be falling debris (e.g., ice and snow from the roof), meter-sets require overhead protection

Please confirm any protection requirements with ATCO.

5.3.3 Multiple-Meter Commercial Installation: New Build, Permanent Location

ATCO can install a maximum of six gas meters on one service riser. It is best to meet with ATCO to discuss specifications before installing the houselines. ATCO must verify the service pressure in the area, the size of the service line, total connected loads for each unit and space requirements for the entire multi-meter-set. There are situations where a second riser will be required.

Meters **must not be stacked**. All meters must also adhere to the clearance requirements outlined in Figures 4 and 5 shown earlier in this document.

Multiple-Meter Commercial Sets with Connected Load of 0 – 2 million BTU/hr & Houseline Pressure of 0.25 or 2 psi)

In this scenario, a pad will not be required; however, a backing board will be critical. Figure 19 below provides specifications for backing boards and instructions on where to terminate each houseline. Requirements for each houseline:

- Per the Gas Code, each houseline must have a metal or plastic tag showing the corresponding unit number and address (see Figure 18)
- Each houseline must have a gas line inspection (air test) completed by an authority with jurisdiction
- Must be straight and level
- Extend 3 – 6" past the finished wall
- Have threaded ends
- Maximum of a 2" houseline (connection point)
- They must be wrapped/sleeved if it passes through a wall
- They must be supported and secured if installed on an exterior wall

Note that ATCO uses a prefabricated manifold with 24″ spreads. Inform the meter installer of any obstructions to determine if houselines can be moved at all.

Figure 18: Brass address tags zip-tied to the houseline

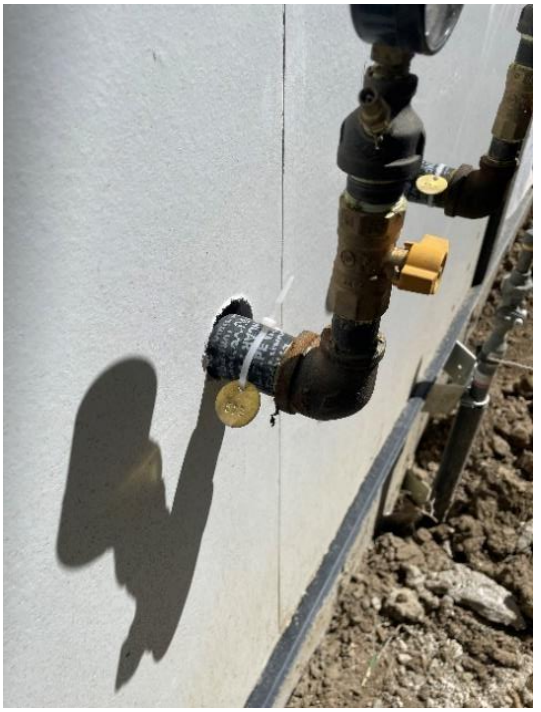
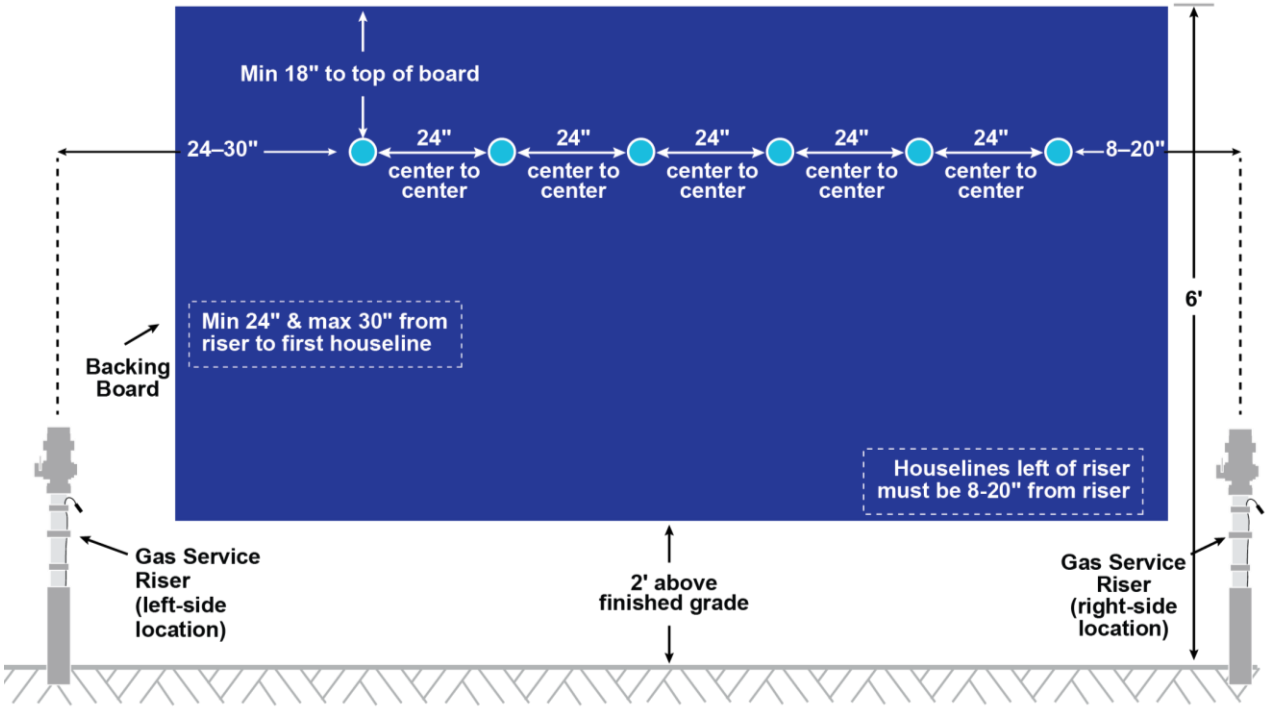


Figure 19: Straight Meter Manifold: Backing Board & Houseline Requirements



Multi-Meter Commercial Sets with connected load over 2 million BTU/hr

A site visit is needed to determine the pad and backing-board requirements.

5.3.4 Commercial Meter-Set Enclosures

Commercial meter-set enclosures are standalone structures on private property that protect commercial meter sets while maintaining access to the gas meters. These enclosures may be a good option for you, given the following key benefits:

- Reducing natural gas installation time, allowing permanent meter sets to be installed before construction
- Eliminating the need for propane or diesel fuel during construction, as natural gas can be readily available for construction heat and power (see Appendix A for more details)
- Reducing service installation costs, with shorter primary service lines
- Improving your control over your worksite construction schedule with contractors, meaning you can install the secondary system when you need to

ATCO will work with you to design an enclosure that works for your development. There is flexibility to conceal the meter in an enclosure that blends with the surrounding environment, or to place it within existing enclosures like entrance signs — or in other safe locations, such as behind walls, fences or recycling areas. We accept enclosures in a variety of finishes (e.g., wood, brick, concrete, stone, masonry blocks).

Minimum Requirements for Meters in Approved Standalone Enclosures

- The customer must indicate the desired enclosure location on a plan to be submitted to ATCO for approval.
- Standalone structures must have a concrete pad engineered to avoid settling. A site visit is required prior to building the enclosure.
- ATCO will help determine the size of the enclosure based on the size of the meter.
- The service riser must be located outside the standalone enclosure. The riser may extend over the wall of the enclosure or through a suitable hole in the structure. The final location of the inlet and outlet piping will be determined by ATCO.
- Suitable enclosure materials include masonry block, precast concrete, etc. ATCO must approve the enclosure before it is constructed.

Figure 20: Enclosure Examples

6.0 Scheduling Your Service Installation

Once you are confident that your site meets the requirements listed above, contact ATCO to confirm readiness and we will schedule your gas service installation. Please note that, once your initial Quick Connect service application is processed, ATCO will send an email that may contain additional region-specific instructions for scheduling installations.

Mobilization Fees

If you schedule your service installation and the site does not meet the specifications defined in this document, ATCO may charge a fee for each subsequent mobilization to site — representing the cost of mobilizing the crew, materials and equipment to the job site.

7.0 Temporary Gas Service for Construction Energy

ATCO can offer temporary natural gas service for construction heat and power, which may be more affordable than diesel or propane depending on local infrastructure and project complexity. **Contact us early** to find out if construction energy is available for your site. With advance planning, temporary gas service can start before your foundation is poured, meeting your initial heat and power needs.

7.1 STEPS TO OBTAIN TEMPORARY GAS SERVICE FOR CONSTRUCTION ENERGY

1. When applying for natural gas service within the Quick Connect portal, request construction energy. Apply early!
2. Once you receive your site ID, sign up with an energy retailer.
3. Meet with an ATCO representative on site to discuss requirements and plan the location of the temporary service.
4. Provide a temporary wood or concrete wall for ATCO to install the gas riser and meter.
5. Provide a gas line manifold for ATCO to tie the meter-set into.
6. ATCO installs the service.

Note: Once the permanent building foundation is built and site requirements are met, contact ATCO to have the temporary service relocated to the permanent location. There will be additional costs for this work.

7.2 TEMPORARY SERVICE REQUIREMENTS

To install temporary service for construction energy, site requirements are the same as those for permanent service, with the addition of the following:

- An inspected section of gas line (manifold) must be installed downstream of the gas meter-set and have approval by an authority with jurisdiction (i.e., temporary heat gas-line air test)
- The meter set must be installed on a secure temporary structure. The builder must pre-install this for ATCO, and there are two options for doing so:
  - Option 1: Temporary Wood Wall (Figure 21)
    - Two 6 × 6" posts
    - To prevent settling, the ground must be properly compacted before the posts are installed
    - The posts must have a backing board/plywood that is 4 × 8" and at least 3/4" thick, running post to post
    - The board must be 2' off grade
  - Option 2: Concrete Structure (Figure 22)
    - A concrete structure with pad, pilings and wall

Figure 21: Temporary wood wall specifications for construction energy meter set

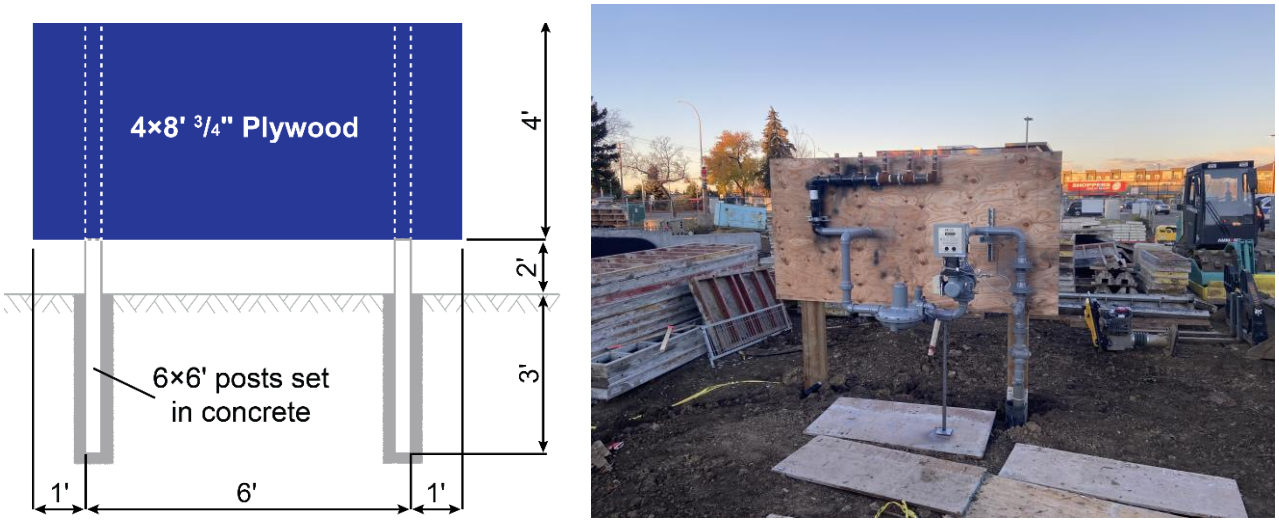
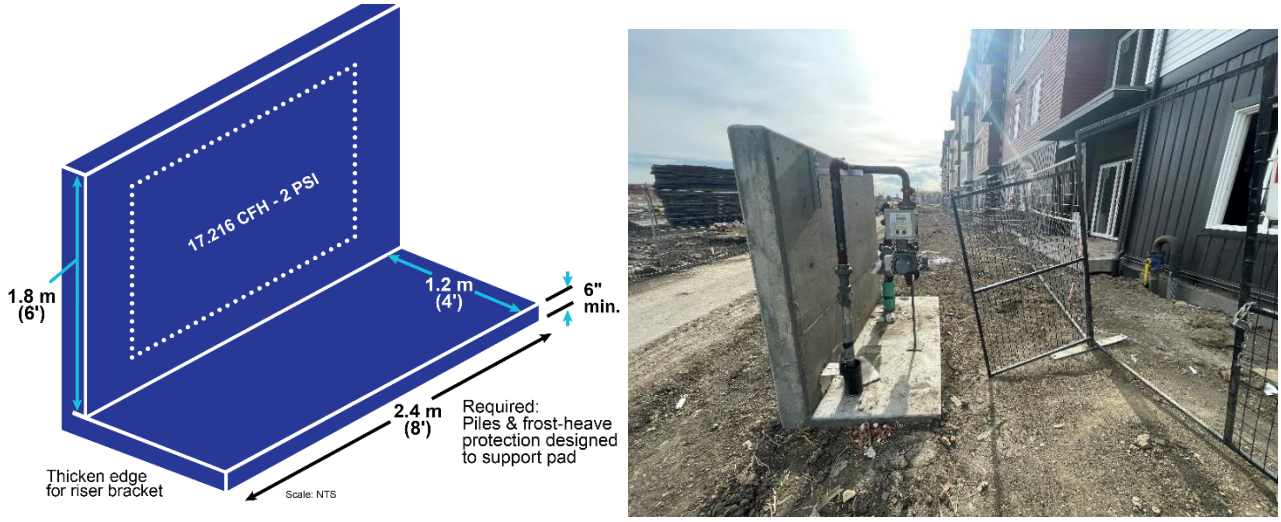


Figure 22: Concrete wall used for construction energy meter set



Builders' Guide

Appendix A: Site Readiness Summary Checklist

Natural Gas Service Line & Meter Installation

A. Plan First (avoid delays & remobilization fees)

☐ We have planned the gas service line/meter location early and reviewed site requirements **before requesting ATCO mobilization**
☐ We understand that additional mobilization fees may apply if the site is not ready when scheduled

B. Confirm Your Service Type (critical for correct riser placement)

☐ We know which installation applies:
☐ Traditional Trench (separate trench) or ☐ 4-Party/Joint Trench (shared trench)

If 4 Party/Joint Trench:

☐ We confirmed the developer predetermined service stub location
☐ The gas riser is on the **same side of the building as the stub** (wrong side can result in extra fees)

C. Choose a Compliant Meter/Riser Location (clearances)

☐ Meter will be installed **outside on an exterior wall**
☐ Service line/meter location is at least **0.3 m (12")** from the front/rear building corner closest to the distribution main
☐ Riser sleeve extends **100 mm (4") above** concrete or ground cover (riser not encased in concrete)

DO NOT place riser/meter:

☐ Within **1 m** of any building openings (windows, doors), vents or appliance intakes
*Note: intakes > 219 mm (8") require **3.0 m** separation*
☐ In enclosed spaces or spaces potentially enclosed in the future (carports, etc.)
☐ Under roof drains, water taps, sump discharge, dryer vents or other water sources
☐ Where damage is likely (driveways/laneways/loading docks, falling snow/ice/debris); if risk exists, **install riser protection/vehicle barrier**
☐ Under a deck **< 4'** high or fully enclosed (lattice acceptable)
☐ Where access for maintenance is impeded (tight to decks/porches/bay windows)

D. Site Must Be Ready for Service Pipe & Riser Work

☐ Street **address is clearly marked and visible from the road**
☐ Site is within **150 mm (6") of final grade** and foundation walls are **backfilled**
☐ Route for service line is **clear of spoil, debris, building materials, and other utilities**
☐ Riser location is clearly marked on foundation wall with an **upside down "T"** (bottom shows final grade; vertical indicates riser location) and **houseline entry is marked**
☐ Once installed, the **riser will not be damaged or altered** (builder liable for repair costs if damaged before meter install)

Traditional Trench: Clearance Readiness

☐ We maintain required utility clearances (e.g., 1.0 m from below-grade facilities, 1.5 m from above-grade facilities, 2.0 m from deep facilities; 0.3 m vertically from certain facilities)

Joint/4-Party Trench: Trench Readiness

☐ Foundation is tarred or wrapped

- ☐ Wooden utility box parts removed from trench
- ☐ **18″ of yellow PE exposed** on stub and **12″ clearance** around stub
- ☐ Wash rock or gravel is in place; other shallow utilities installed/sleeved/staked for separation
- ☐ Trench is **≤ 5' deep**, level (no step downs), and free of debris

E) Ready for Meter Installation (Minimum Requirements)

Applies to ALL meter installs

- ☐ Site is enrolled with an energy retailer using the **correct Site ID**
- ☐ Site is clear, accessible and backfilled around the riser area
- ☐ No equipment/materials are stacked in front of the riser/meter area

Permanent Residential Meter (single family)

- ☐ Gas rough-in inspection/air test is passed and documentation is available
- ☐ Minimum **1 m (39") clearance** from riser to any door, opening window, intake/exhaust venting
- ☐ Houseline is correctly installed and protrudes **at least 3" (max 4.5")** including thread from finished wall
- ☐ Single family houseline is **16" – 24" to the right** of the riser (and not more than 24" vertically from the top of primary riser)

Construction Energy (temporary meter use on residential sites)

- ☐ Retailer enrollment and Site ID are complete
- ☐ Site is clear/backfilled and address visible
- ☐ If using quick connect fittings, we understand the noted maximum capacity (**250,000 BTU/hr at 7" W.C.**) and will adjust if more load is required

F. If Multifamily (add these requirements)

- ☐ Exterior backing board installed (supports ~80 – 200 lbs, accepts 2" – 3" lag bolts; Hardie/smartboard/plywood; **≥ 3/4" thick**)
- ☐ Each houseline has passed rough-in inspection and **inspection address matches** retailer/site ID address
- ☐ Each houseline is **tagged** with unit number and address
- ☐ Houselines protrude **3" – 4.5"**, are secured/level and are **3' – 5'** from final grade
- ☐ If stacking meters/houselines, **maximum of 2 rows**
- ☐ If project exceeds 12 meters, ATCO approval is obtained (consider two separate services)

G. If Commercial (add these requirements)

- ☐ We scheduled an **early ATCO site visit** (foundation poured; preferred meter/riser locations identified)
- ☐ Total connected load and required pressure are confirmed; elevated pressure only considered at **≥ 750,000 BTU/hr**
- ☐ Meter area is accessible by vehicle for future work and not in a high-risk damage area
- ☐ Required supports/protection are in place as directed (e.g., backing board/pad/bollards/cage/overhead protection as applicable)
- ☐ Address consistency is confirmed (application address matches air test tag and retailer address)

H. Schedule Installation Only When Ready

- ☐ We are confident that all above items are complete before contacting ATCO to schedule installation
- ☐ We will follow any **region-specific scheduling instructions** received after the service application is processed