

Vectren Indiana Business Natural Gas & Electric Service/Meter Relocation or Resize Request



Please complete this form if you need to relocate and/or resize your existing Vectren Indiana commercial or industrial natural gas and electric services and/or the associated meters. In order to process your request, please complete all required fields (*) and mail a copy of your completed application to: **Vectren Energy Delivery of Indiana, ATTN: New Business Service Center, P.O. Box 209, Evansville, IN 47702-0209.** You may also submit your application via fax at 1-888-287-2770 or e-mail at newservice@vectren.com.

Important!

Before submitting your application, review the important information found on the last page.

Please consult your **professional electrical or plumbing contractor** to ensure the information you include on this application is accurate and all required information (*) has been provided.

Need Help?

For assistance, call 1-800-990-1930 to speak with a Vectren representative.

APPLICANT

1. Applicant

Applicant Name*		Point Of Contact Name*	
Contact Daytime Phone*		Contact E-mail Address	
()			
Billing Address*	Billing City*	Billing State*	Billing Zip Code*
Are You The Property Owner?*	Vectren Account Number For This Service (If known)		
<i>If 'No', please have the property owner call to grant authorization.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

SERVICE

1. Location Information

Service Address*		City*	State*	Zip Code*
			IN	
County*	Township	Nearest Major Cross Street	Subdivision	Lot Number

2. Service Request Details

Service Type*	Structure Type*		
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial House Meter <input type="checkbox"/> Production/Industrial	<input type="checkbox"/> Barn/Pole Barn <input type="checkbox"/> Medical	<input type="checkbox"/> Gas Grain Dryer <input type="checkbox"/> Restaurant <input type="checkbox"/> Warehouse <input type="checkbox"/> Other _____
<input type="checkbox"/> Garage <input type="checkbox"/> Hotel/Overnight <input type="checkbox"/> Retail/Office <input type="checkbox"/> Sign			
Is This Service Part Of A Multi-Unit Project?*	Total Current Square Footage Of Heated Space*	Are You Adding Heated Square Footage?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Amount) _____	
Additional Gas Meters Requested*	Additional Electric Meters Requested*	Preferred Request Completion Date* (See last page)	
<i>If relocation only, choose '0'</i> <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> Other _____	<i>If relocation only, choose '0'</i> <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> Other _____	_____ / _____ / _____	

3. Customer-Owned Facilities

Please indicate if any of the following apply. If you make a selection below, please locate and mark the facilities prior to installation. **It is the customer's responsibility to mark all facilities prior to service installation—Vectren is not responsible for damage to unmarked private facilities.** (Please read "Facilities" section on last page of this document before submitting your application.)

Customer-Owned Facilities* (Check all that apply)					
<input type="checkbox"/> Septic/Sewer <input type="checkbox"/> Sprinklers	<input type="checkbox"/> Sewer Lateral <input type="checkbox"/> Private Electric	<input type="checkbox"/> Underground Fuel Tank <input type="checkbox"/> Customer-Owned Cable	<input type="checkbox"/> Well <input type="checkbox"/> Other _____	<input type="checkbox"/> Pet Fence	<input type="checkbox"/> Drains/Downspouts <input type="checkbox"/> None
Potential Surface Obstructions*				Additional Comments	
<input type="checkbox"/> Concrete <input type="checkbox"/> Shed	<input type="checkbox"/> Asphalt <input type="checkbox"/> Steep Hill	<input type="checkbox"/> Grass <input type="checkbox"/> Other _____	<input type="checkbox"/> Ditches/Ravines <input type="checkbox"/> None		

ELECTRIC SERVICE

1. Electrical Contractor Information

Electrician Name	Electrician Phone
	()

2. Existing Electric Service Information

Existing Electric Service Type*	Existing Electric Service Size*	Existing Electric Service Voltage*	Existing Electric Service Phase*
<input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> 100 Amps <input type="checkbox"/> 200 Amps <input type="checkbox"/> 400 Amps <input type="checkbox"/> Other _____	<input type="checkbox"/> 120/240V <input type="checkbox"/> 120/208V <input type="checkbox"/> 277/480V <input type="checkbox"/> Other _____	<input type="checkbox"/> 1 Phase <input type="checkbox"/> 3 Phase
Existing Electric Meter Location*	Reason For Electric Relocation and/or Resize		
<i>Example: 5 ft. north from southwest corner of the building</i>	<i>Example: Remodeling</i>		

3. Electric Equipment Load

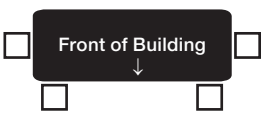
Please provide the electric equipment load information in the table below. If you do not know this information, please consult your professional electrical contractor. **You may submit your application without providing this information; however, it will be required before your order can be processed.**

Electric Equipment Type	Existing Or New?	Number Of Units	kW Per Unit	Annual Hours Of Operation
<i>EXAMPLE: 5-Ton AC</i>	<i>New</i>	<i>1</i>	<i>8 kW</i>	<i>1,200 (Annual Cooling Hours)</i>

4a. Electric Service and/or Meter Relocation

Complete this section only if your Vectren electric service and/or the associated meter needs to be **relocated**. If this request involves relocating and resizing your electric service/meter, complete this section and the "Resize" section below.

1.



Preferred Vectren Electric Meter Location*

Three items are required: (1) In the diagram at left, please mark one of the four boxes to specify the preferred location for your Vectren electric meter; (2) Below, specify the distance (in feet) to the nearest corner of the building; and (3) Below, specify the distance (in feet) to the middle of the nearest street.

2. Distance of Electric Meter to Nearest Corner of Building: _____ ft.

3. Distance of Electric Meter to Middle of Street: _____ ft.

Is Temporary Electric Service Required?*	If Temporary Service Is Required, Has Temporary Saw Service Pole Been Installed?*
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Pole must be installed within 75' of pole top transformer or 1' from a pad mount transformer.</i>

4b. Electric Service and/or Meter Resize

Complete this section only if your Vectren electric service and/or the associated meter needs to be **resized**. If this request involves relocating and resizing your electric service/meter, complete this section and the "Relocation" section above.

Requested Electric Service Type*	Requested Service Size*	Requested Service Voltage*	Requested Service Phase*
<input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> 200 Amps <input type="checkbox"/> 400 Amps <input type="checkbox"/> Other _____	<input type="checkbox"/> 120/240V <input type="checkbox"/> 120/208V <input type="checkbox"/> 277/480V <input type="checkbox"/> Other _____	<input type="checkbox"/> 1 Phase <input type="checkbox"/> 3 Phase

NATURAL GAS SERVICE

About Natural Gas Pressure
Elevated pressure above Vectren Standard Gas Delivery Pressure ("Vectren Standard Pressure") will need to be approved. Please consult your plumber and/or appliance dealer to confirm pressure required to operate appliances. Vectren Standard Pressure is 7" W.C. in Daviess, Dubois, Gibson, Knox, Pike, Posey, Spencer, Vanderburgh and Warrick counties.

1. Plumbing/HVAC Contractor Information

Contact Name	Contact Phone
	()

2. Existing Natural Gas Service Information

Existing Gas Pressure* (See "About Natural Gas Pressure" at top of page)	
<input type="checkbox"/> Vectren Standard Pressure <input type="checkbox"/> 2 psig (Pounds per Square Inch Gauge) <input type="checkbox"/> Other _____	
Existing Vectren Natural Gas Meter Location*	Reason for Gas Relocation and/or Resize
Example: 5 ft. north from southwest corner of the building	Example: Remodeling

3. Natural Gas Equipment Load

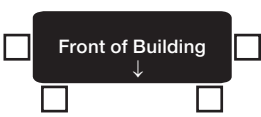
Please provide the gas equipment load details below. If you do not know this information, please consult your professional plumbing contractor. **You may submit your application without providing this information; however, it will be required before your order can be processed.**

Gas Equipment Type	Existing Or New?	# Of Units	Estimated Btu/Hr. Input	Required Operating Pressure [†]	Annual Hrs. Of Operation
<i>EXAMPLE: Gas Furnace</i>	<i>New</i>	<i>1</i>	<i>90,000 (Btus)</i>	<i>Standard Pressure</i>	<i>800 (Annual Heating Hrs.)</i>

[†] See "About Natural Gas Pressure" at top of page

4a. Natural Gas Service and/or Meter Relocation

Complete this section only if your Vectren natural gas service and/or the associated meter needs to be **relocated**. If this request involves relocating and resizing your gas service/meter, complete this section and the "Resize" section below.

<p>1.</p> <div style="text-align: center;">  <p style="font-size: small;">Front of Building</p> </div>	<p style="background-color: #cccccc; margin-bottom: 5px;">Preferred Vectren Natural Gas Meter Location*</p> <p><i>Three items are required:</i> (1) In the diagram at left, please mark one of the four boxes to specify the preferred location for your Vectren natural gas meter; (2) Below, specify the distance (in feet) to the nearest corner of the building; and (3) Below, specify the distance (in feet) to the middle of the nearest street.</p> <p>2. Distance of Gas Meter to Nearest Corner of Building: _____ ft.</p> <p>3. Distance of Gas Meter to Middle of Street: _____ ft.</p>
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4b. Natural Gas Service and/or Meter Resize

Complete this section only if your Vectren natural gas service and/or the associated meter needs to be **resized**. If this request involves relocating and resizing your gas service/meter, complete this section and the "Relocation" section above.

Requested Natural Gas Pressure* (See "About Natural Gas Pressure" at top of page)	
<input type="checkbox"/> Vectren Standard Pressure <input type="checkbox"/> 2 psig (Pounds per Square Inch Gauge) <input type="checkbox"/> Other _____	
Current Total BTU Load	Added BTU Load

Only complete applicable section(s)

Only complete applicable section(s)

IMPORTANT INFORMATION

Please review the following information before submitting your application:

Formal Design Requirements

We will strive to have your new service installed within 20 business days of your initial request for service. If formal design is required, the lead time for installing gas and electric facilities may be longer. Formal design is required if one or more of the following conditions are met:

Natural Gas

- Total connected load over 550 CFH (cubic feet per hour) at standard delivery pressure (1 CFH = 1,000 BTUs)
- Total connected load over 930 CFH at 2 psig delivery pressure
- Multi metered exceeds 550 CFH
- Natural gas main extension required
- Easement/permits required
- Any service off a high pressure line (farm taps)
- Length of service over 600 feet

Electric

- Greater than 400 amps
- 3 Phase
- If it requires more than one pole to be set
- Easements/permits required
- Length of service over 200 feet

If a formal design is required:

Our engineering department may contact you to discuss and/or schedule a site visit meeting to discuss the location of the meter(s), the service line route, the load sheet and easements. If an easement is required, you are responsible for providing the deed to the engineer that scheduled your site visit.

Site Ready Date

The date that your site is ready determines when construction can start. The site is ready when the following criteria have been met:

- Within 6" of final grade
- Clear path for service (approximately 10' wide)
- Meter location(s) meets code and is marked
- All private facilities are located and marked
- Inspection requirements have been met (see 'Inspection Requirements' below)

Once the site is ready, allow 3 business days for locates and 10 business days for construction to be complete. Allow 3 business days for the meter(s) to be installed.

Inspection Requirements

If you are in an area that requires an inspection (see list below), you are responsible for contacting the county or city to set up the inspection. The inspector will contact Vectren when the inspection is complete. If your area does not require a county inspection, contact Vectren at 1-800-990-1930 to have a meter(s) installed once your plumber and/or electrician have completed their work. The following Indiana counties require an inspection:

- Daviess County (Gas Only)
- Posey County (Gas and Electric)
- Spencer County (Gas and Electric)
- Vanderburgh County (Gas and Electric)
- Warrick County (Gas and Electric)

If your Preferred Request Completion Date or Site Ready Date changes, please contact Vectren at 1-800-990-1930.

Facilities

Prior to service installation and/or performance of improvement request by Vectren, **You, as the property owner, are responsible for locating and marking all existing utility and septic facilities ("Facilities") at the Service Address provided above, using your state's 811 service.** Please be advised, however, that the property may contain Facilities which have not been recorded and the locations of which are not identifiable at this time. By submitting this Application, You: 1) acknowledge that You assume all risks associated with unlocatable and unmarked Facilities, even if you contacted your state's 811 service to locate and mark the Facilities; and 2) shall indemnify, defend, hold harmless and release Vectren and its respective shareholders, directors, officers, administrators, managers, employees, servants, agents successors and assigns from or against any injuries, including death, damages, fines, claims, lawsuits, penalties or expenses, including reasonable attorneys' fees, arising from Your failure to locate and mark all Facilities at the Service Address provided above. This indemnification obligation shall not apply to the extent liability is caused by the negligence or wrongdoing of Vectren.

Check Request Status Online

After we have received your application, you may check the status of your service request by completing a short online form at:
www.vectrenlivesmart.com/newservice/status.html.