



**APPLICATION FOR A TEMPORARY GAS CONNECTION/HOT TAP PERMIT
FOR CONSTRUCTION**

Please Submit Completed Form To:

UBC Energy & Water Services
 6130 Agronomy Road
 VANCOUVER, BC V6T 1Z3
 Tel: 604-822-9445 | Fax: 604-822-8833 | Email: utilities.clerk@ubc.ca

Section A – Connection Details

Purpose for Connection:	Requirements: <input type="checkbox"/> Temp service design submission <input type="checkbox"/> Meter set details incl. meter, regulator, seismic valve, etc. <small>*For install, request UBC Tech Guidelines Div. 33 Standard Dwg 1100-UT-01</small>	Size of Service Required:	For Hot Tap**: Proposed service size hot tap: _____ Existing main size: _____ <small>** 48 hrs notice required, contact Head Plumber: 604-822-5986</small>
Project Name and Connection Location:			
When is Connection Needed	Date:	When is Disconnection/Decommission Scheduled (approximate OK)	Date:

Section B – Applicant Information

Name (please print)	
Organization/Department	
Billing Address	
Office Telephone	
Emergency or Cell Phone	
Fax Number	
Signature	
Date	
6. Fees	Refundable Security Deposit = \$4,000.00 (unless previously paid with Utility Services Agreement) UBC Energy & Water Services may lend a gas meter to the project, however the project shall design and construct the meter set including a regulator, seismic valve, shut off valve and the meter enclosure, etc. Work Order will be required for any services (i.e. service lines) provided by UBC Energy & Water Services. Work Order #: _____ Gas usage will be billed monthly based on EWS regular gas rate per meter reads.
THIS SECTION FOR UTILITIES USE ONLY	
Date Received:	By: (initial)
Date Approved:	By: (initial)
Date Connected:	By: (initial)
Util. Agreement Sign-off	<input type="checkbox"/> Yes <input type="checkbox"/> No



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1. **Purpose:** Temporary gas connection permits are mandatory in order for the University to meet the requirements of a number of codes and regulations, the most critical being The Gas Safety Regulation and the standards listed in UBC Technical Guidelines Div. 33 Section 2.2.
2. **Permit Application:** Users fill out the reverse side of this application, sign a Utility Service Agreement, and pay the required refundable damage deposit for a connection permit.
3. **Design:** Submit a temporary gas servicing design as well as temporary service decommissioning plan for UBC approval. This process may require an SLP (Streets & Landscaping permit) if service runs in public space.
4. **Authorized Permit:** Once the application is signed by UBC Energy & Water Services and assigned a permit number, this becomes the permit. Users must keep a hardcopy of their authorized permit on site. After your permit has been signed and approved, submit a completed **Utility Service Activation Request** and contact UBC Energy & Water Services Administration at (604) 822-9445 to coordinate connection and disconnection.
5. **Connection:** Project is responsible for temporary service installation and decommissioning. UBC Energy & Water Services may supply a meter for the project to borrow. EWS plumbing crew will go to the site to turn on the gas. After receiving the request for disconnection of the temporary supply from the contractor, EWS plumbers will go to the site and turn off the gas. No cost is required for this activation/deactivation service. However, any gas services (i.e. standpipes, stub out, or service lines) provided by UBC Energy & Water Services will be at project cost, and a Work Order will be required for this type of connection.
6. **Fees: Refundable security deposit: \$4,000.00 (Hot Tap is exempt).** Deposit cheques can be made payable to UBC. Gas usage is charged at the regular gas rate based on meter reads. The deposit is for security only and cannot be applied to outstanding bills (see Utility Services Agreement). The deposit is returned only when the Building Turnover Information for Utilities form is completed and submitted, any borrowed equipment or meter is returned, requirements met, and the account is paid in full.
7. Applicant to provide a Work Order number for any services provided by UBC Energy & Water Services. Contact UBC Facilities Management (604-822-4116) to set up an account.
8. **Users connected without an authorized permit will be subject to double fees.**