

GAS LINE INSTALLATION

A Guide for Residents

1. Permit. A permit is required for any gas line installation. Homeowners may apply for a gas trade permit if the work being done costs less than \$10,000. Any work over \$10,000 will require a Louisiana licensed plumber to apply for a permit. Permits can be applied for online at mgoconnect.org or in person with the Permits Division on the first floor of Government Tower at 8026 Main St. The types of permits that may begin the gas line installation process are:

- **Gas Trade Permit:** To install a gas line to an existing home or business.
- **Residential/Commercial New Construction Permit:** To install a gas line to a new construction.
- **Generator Permit:** To install a gas line for a natural gas generator.
- **Swimming Pool Permit:** To install a gas line for a pool heater.

Visit tpcg.org/PermitFees for information on permit fees.

2. Gas Load Form. A *Gas Load Form* must be completed in order for the Utilities Department to install the correctly sized meter for your gas needs. This form may be found and submitted online while applying for your permit or in person at the Permits Division office. In some instances, a double meter loop may be necessary. The Utilities Department will contact you or your plumber in order for the correct piping to be installed to accommodate this.

3. Account Setup. Once you have a permit number, you can speak to the Bill Pay & Licensing Department located on the first floor of Government Tower to either create a new account or add gas service to your existing account. Information for account setup fees can be found at tpcg.org/UtilityRates.

4. Gas Line Application. After creating your account, you must apply for a gas line to be installed with Bill Pay & Licensing. This application is then sent to the Utilities Department to begin the installation process.

5. Gas Line Installation. Your gas line application will be placed on the installation list. Please note that installation may take several weeks, depending on the current number of requests.

Before your gas line is installed, underground locates will be performed within two business days prior to installation. The gas line will then be run to your plumber's specified location where the gas meter will be installed.

6. Installation Fees. Installation fees are calculated at a rate of \$2.00 per foot of line ran from the main gas line to the meter for residential customers and \$7.00 per foot plus other associated construction costs for commercial customers. Additionally, there may also be a *main line charge* depending on your location. Depending on the volume of gas requested on your *Gas Load Form*, a fee may be added to your account for the cost of the correctly sized gas meter. For questions related to installation fees, please contact the Utilities Department at 985-873-6750.

7. Gas Line Payment. You can pay for your gas line online at mgoconnect.org or in person at Bill Pay & Licensing. If you have a fee for a large gas meter, this must be paid in person at Bill Pay & Licensing.

8. Gas Inspection. Once your account is set up and gas line is paid for, you may request a final gas inspection from the Permits Division. A passed inspection is required in order for your gas meter to be installed.

9. Gas Meter Installation. After any necessary payments for your gas meter are made and your final gas inspection passes, the Utilities Department will create a work order to install your gas meter or meters in the case of a double meter loop. If no one is present at the time that the gas meter is installed, the Utilities Department will leave your gas turned off, and an appointment will need to be made to have your gas turned on by calling 985-873-6750.

CONTACT US

Utilities
985-873-6750

Permits
985-873-6567

Bill Pay & Licensing
985-873-6462