

# Connecting to Natural Gas: Checklist



## Connect to Natural Gas Checklist

The following checklist will help guide you through the steps of connecting your home to natural gas:

*Numbers without a checkbox are the responsibility of RMPU. Numbers with a checkbox are the customer's responsibility.*

1.  **Contact a licensed HVAC contractor** to determine the cost and feasibility of connecting to natural gas. Locate a licensed HVAC contractor by visiting [www.nlicensing.org](http://www.nlicensing.org).
2.  **Apply for natural gas service** through Customer Service by calling (252) 972-1250 or visiting City Hall at 331 S. Franklin St. in Rocky Mount. Online applications are available at [rockymountnc.gov/utilities](http://rockymountnc.gov/utilities).
3. RMPU will determine the location of the gas meter. An RMPU representative will contact you to schedule a time to visit your property to determine meter location and if any installation costs are required. Once the meter location is determined, an installation date will be set.
4.  **Obtain a mechanical permit.** Confirm with your contractor who will obtain the permit. You are responsible for the cost of the permit.
5. RMPU will install the gas service line from the gas main at the front of the property to the site of the meter location.
6.  **Install gas lines from the meter location to the appliances.** (This must be done by a licensed HVAC contractor.)
7.  **Install or convert the appliance(s) to use natural gas.** (This must be done by a licensed HVAC contractor.)
8. RMPU will install the meter and turn the gas services on after the work passes inspection.
9.  **Contact the contractor** to activate the gas service to the interior of the home.