

## **Guidelines for Ordering Additional Meters**

### Contractor/Plumber Responsibilities:

- Confirm fuel line is stubbed out.
- Tie fuel line into outlet of meter bar.
- Confirm that fuel line is tied into at least one appliance.
- Clearly mark the address on the top of the meter bar and the fuel line with black permanent marker.
- After all conditions are met, call Nicor Gas at 1.800.730.6114 option 3 to schedule an appointment (2 hour window) for Meter Set Only.
- **Contractor must be present at time of appointment** to meet Nicor Gas mechanic and allow Nicor Gas mechanic access to the unit and physically confirm fuel line termination point and appliance connection.

**NOTE:** If the aforementioned conditions are not met, or if the contractor misses the scheduled appointment window, a trip charge may be assessed and the appointment will be rescheduled. Trip charge will include all travel expenses and loss of productive time.

### Nicor Gas Responsibilities:

- Arrive at scheduled appointment time.
- Verify that the meter is registering.
- Verify that the address on the completed order matches the address marked on the meter bar and fuel line.
- Mark the unit number on the meter.
- Lock off all open spaces on meter bar header.