



1424 CAMP GROUND ROAD
LANCASTER, OHIO 43130-9503
Telephone (740) 687-6670
Telefax (740) 687-6672

New Residential Tap Information

1. Apply for a tap. This can be done online through the Lancaster Municipal Gas (LMG) web site <http://www.ci.lancaster.oh.us/184/Gas>; or apply in person at LMG's main office 1424 Camp Ground Rd Lancaster, OH 43130.
2. If the tap is approved, a fee of \$400.00 in the city, \$525.00 out of the city will be charged for the installation of the tap. This fee can be paid at LMG's office with a check or cash.
3. The homeowner must also sign up for utility service. This must be done in person at the Utilities Collections office. For a more detailed explanation of what will be required by Utilities Collection Services please contact 740-687-6627, or refer to their web site, <http://www.ci.lancaster.oh.us/258/Utilities-Collection>.
4. Once a tap is approved, a homeowner must obtain an "Operator Qualified (OQ) Plumber" to install their outside customer service line. A list of plumbers who meet the criteria can be found on LMG's web site <http://www.ci.lancaster.oh.us/184/gas> or picked up at LMG's office.
5. Pre-approval of intended work and meter set location is recommended. A homeowner or plumber can call LMG at 740-687-6670 to schedule a consult with a LMG service technician.
6. LMG will supply the meter bar assembly for your service line at no charge. This can be picked up at LMG's office by the homeowner or plumber. If the homeowner chooses to pick up the meter bar they will need to provide the name of the OQ plumber installing the service line.
7. The OQ plumber will install your service line and assemble your meter set. Upon completion of the work they need to contact LMG for an inspection.
8. Once an LMG service technician approves the newly installed customer service line, a construction supervisor for LMG will schedule a time to install your gas tap. A tap will include tapping to the main and installing LMG's company service line, curb shut off valve, and if required excess flow valve. If your meter set is assembled, at this time LMG will also test your customer service line and gas it up to your meter stop if the air test passes.
9. The homeowner is responsible for connecting the inside house piping to the newly installed meter set. This work shall be carried out by an individual who has had previous experience with natural gas pipe installations. A plumber on the Lancaster Municipal Gas OQ plumber list could be used or possibly a plumber located in the yellow page directory. A low pressure leak test of the house piping must be performed using a water monometer (preferably a Kuhlman Gauge). This test will need to be witnessed by an LMG service technician and should not be performed until after LMG has completed installation of the homeowners tap.
10. With an inside air test "ON AND HOLDING", an LMG service technician can be called during the hours of 7:30am - 3:00pm. There must also be one working appliance as well as electricity present at the time of the inspection. They will inspect the air test as well as preform a routine safety inspection of the inside gas system. If approved the LMG technician will install the gas meter and witness commissioning of service to appliances.
11. Once your meter is installed you will receive periodic meter readings to obtain your usage. Also from time to time LMG service personnel will perform routine safety inspections of your outside service line. Your bill will come monthly by mail.