



**Owatonna Public Utilities**  
**Engineering Department**  
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Owatonna, MN 55060

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November 19, 2019

**Memorandum**

To: Home builders, contractors, building construction

Cc: Christian Fenstermacher, Director of Engineering

From: Josh Prokopec, Gas Design Engineer

Re: **Winter Residential Gas Service Installation**

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OPU has evaluated the impact of changes made to the Winter Adder Charge policy implemented last year. In an ongoing improvement effort, home builders will be asked to have proposed installations “site ready” by November 15<sup>th</sup>.

As a reminder, “site ready” includes having the grade to within 6” of final grade and a clear path over the route of the service line. This will allow for staking of the proposed route and for utility locates. While it is not preferred, it is acceptable to install the service line and riser to the building and then return at a later date, to add the regulator and meter. In all cases, it is important to protect the gas facilities from physical damage during the construction process.

**NOTE: Residential gas service installations that are not site ready by November 15<sup>th</sup> will need to adhere to the following guidelines:**

1. An added fee of \$900 will need to be paid prior to new gas service installation.
2. The home builder will take responsibility for providing OPU an acceptable trench for the new gas service. This will include marking proposed service route (included with plan set, directed by OPU Eng. Dept.) and calling in a legal locate ticket.
3. An OPU representative will need to be onsite at all times while exposing gas main and digging new service trench.
4. Once the approved trench is open, OPU will be responsible for installing new gas service from connection at the main to the meter location on the new house.
5. OPU will require a clean sand base for new service line and a minimum of 12” of clean sand cover over the new service, including the tap tee at the main.

Another requirement to keep in mind concerning your natural gas service includes maintaining the 3' clear zone around the gas meter. This means being 3' from any fresh air intake to the building, 3' from any openings including doors or windows and 3' away from any ignition source. One common example of an ignition source is an air conditioning unit. Meters must also be located away from potential damage from vehicles.

We appreciate your cooperation with this policy change as we progress into the winter season.

Josh Prokopec  
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