DEVELOPMENT SERVICES – BUILDING INSPECTION

INSPECTION GUIDELINES:
GAS METER RELEASE

INSPECTION CODE: 222

SCOPE: RESIDENTIAL AND COMMERCIAL

APPLICABLE CODES: 2016 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

IMPORTANT
☐ Failure to complete items below, prior to inspection, may result in a re-inspection fee.

☐ Gas piping is not allowed under slab/structure unless properly vented. See the “Under Slab/Structure Gas Piping” checklist for more information.

☐ Gas piping shall not be used as a grounding conductor or electrode. (CPC 1211.3)

EARTHQUAKE-ACTUATED GAS SHUTOFF VALVE IS NOT REQUIRED
☐ Voluntary installation requires a permit and CPA inspection. (CPC 1211.7)

☐ The valve shall be installed on the houseline side of the meter and be listed by recognized testing agency. (CPC 1211.7)

☐ A whole house gas pipe pressure test is required at 10 psi for 15 minutes. Note: Owner is responsible for resetting the valve when valve is activated/shut off by seismic or other event. (CPC 1213.3)

PRE-INSPECTION
☐ Prior to inspection, verify that all required sequential inspections and correction notices are complete.

☐ Gas meters exposed to vehicular traffic shall be protected by bollards. (CPC 1208.6.1.1) See approved bollard installation detail by WGW.

☐ Residential projects wanting a gas meter release prior to Final Inspection must follow the process under the “Residential Conditional Meter Release” form. If you have a copy of the Inspection Guidelines, see the Index under “22.0 FORMS AND NOTICES” for the form, or find it online at: https://cityofpaloalto.org/civicax/filebank/documents/18656.

☐ Utilities require an inspection where they apply a green sticker at the gas stub out; contact WGW at (650) 496-5940.
INSPECTION

☐ See WGW’s Standard Details, Appendix C, for gas meter clearances: https://www.cityofpaloalto.org/civicax/filebank/documents/34287.

☐ Verify that gas pressure/water column is suitable for gas appliances. (CPC 1213.2)

☐ Pressure tests of 10 psi or less shall be performed with gauges of 0.10 psi incrementation or less. (CPC 318.2)

☐ Pressure tests exceeding 10 psi but less than 100 psi shall be performed with gauges of 1 psi incrementation or less. (CPC 318.3)

☐ Test gauges shall have a pressure range not greater than twice the test pressure applied. (CPC 318.5)

☐ The test pressure shall be not less than 10 psi for not less than 15 minutes with no perceptible drop in pressure. (CPC 1213.3) See the “Whole House Gas Test” checklist for more information.

☐ For appliances:
  o Furnace, water heater and boilers shall be installed and ready for operation per manufacturer’s requirements.
  o Provide/install all flues and combustion air ducts.
  o Secure appliances for seismic movement.

☐ Provide 3’ working clearance in front of meter. (WGW Standard Details)

☐ Metal underground yard pipe requires dielectric union (minimum 6” above grade).

☐ When there is no riser, indicate on release tag “NO RISER” (this usually is an indicator that fees have not been paid and delays will occur in meter set), contact WGW’s Todd Carlson at (650) 496-6960.
WGW STD. GD-02A: 250-800 CHF Residential Diaphragm Gas Meter Clearances (see latest detail on WGW’s Standard Details, Appendix C: https://www.cityofpaloalto.org/civicax/filebank/documents/34287)

WGW STD. GD-02B: 1000-1500 CHF Gas Meter Clearances (see latest detail on WGW’s Standard Details, Appendix C: https://www.cityofpaloalto.org/civicax/filebank/documents/34287)
GAS METER INSTALLATION
GENERAL REQUIREMENTS/CHECKLIST

CITY OF PALO ALTO - UTILITIES DEPARTMENT

Utilities Customer: WGG Operations Inspector 650-496-5940
Service Center: 650-329-2161 WGG Operations 650-496-6982
Utilities Engineering: 650-566-4501 Gas Meter Shop 650-496-6972

08/19/2016

The following steps are necessary to set up utility services in the City of Palo Alto:

1. SUBMIT A COMPLETED "WGG APPLICATION FOR UTILITY SERVICE CONNECTION (LOAD SHEET)" INCLUDING GAS LOADS AND PLANS.
2. OBTAIN THE REQUIRED BUILDING PERMITS INCLUDING PLUMBING PERMIT.
3. RECEIVE WGG UTILITIES ENGINEERING APPROVAL AND UTILITIES CONNECTION FEES INVOICE.
4. PAY UTILITIES SERVICE CONNECTION FEES. A COPY OF THE INVOICE IS REQUIRED TO MAKE THE PAYMENT.
5. SCHEDULE BUILDING AND UTILITIES (GREEN TAG) INSPECTIONS. FOLLOW REQUIREMENTS BELOW TO OBTAIN METER RELEASE.
6. IF A NEW GAS SERVICE AND RISER INSTALLATION IS REQUIRED, COORDINATE THE SERVICE INSTALLATION WITH THE WGG OPERATIONS INSPECTOR. ALLOW 30-45 DAYS AFTER GREEN TAG INSPECTION TO COMPLETE THE UNDERGROUND WORK.
7. VERIFY AN UTILITIES SERVICE BILLING ACCOUNT WITH A FINAL AND LEGAL ADDRESS IS ESTABLISHED. CONTACT CUSTOMER SERVICE CENTER AT 650-329-2161 TO OPEN A UTILITY SERVICE ACCOUNT IF AN ACCOUNT IS NOT OPEN OR ACTIVE.
8. ON MULTIPLE GAS METER INSTALLATIONS, VERIFY EACH HOUSELINE IS TAGGED WITH A BRASS ID SHOWING THE FINAL AND LEGAL ADDRESS.
9. CONTACT BUILDING INSPECTION FOR FINAL INSPECTION AND METER RELEASE.
10. THE GAS METER WILL BE INSTALLED APPROXIMATELY 10 BUSINESS DAYS FROM RECEIPT OF THE UTILITIES CUSTOMER SERVICE CENTER METER NOTIFICATION.

UTILITIES DEPARTMENT WILL NOT ESTABLISH GAS SERVICE UNTIL THE GAS PIPING HAS BEEN INSTALLED SATISFACTOIRLY AND HAVE BEEN RELEASED BY BUILDING INSPECTION DIVISION.

PRIOR TO BUILDING FINAL INSPECTION/METER RELEASE

- Utilities Service Application must be filed and approved with Utilities Engineering and all utilities connection fees paid.
- Utilities Service Billing Account with a final and legal address must be established by CPAU. Contact Customer Service Center at 650-329-2161.
- Access to customer premises, including access to the meters is a condition of taking Service from CPAU. If meter access will be controlled or restricted due to customer security, a request for a remotely-read meter must be provided to Utilities Engineering.
- If the total gas demand does not match the meter size (capacity), a gas load sheet (BTU count) must be provided to Utilities Engineering.
- Grade elevation at the meter location is 10” +/- (inches) to final grade at the riser installation.
- The gas service line and riser must be installed. Contact WGG Utilities Operations to coordinate the installation.
- Utilities inspection and green tag sticker on each gas line stub-out is required. Contact WGG Operations Inspector to request an inspection.
- Multiple gas supply lines must be tied together to provide only one private houseline connection to the meter.
- Multiple gas meters installation requires each houseline to be tagged with a brass ID showing the final and legal address.
- The location of the houseline stub-out must be installed per table below:

<table>
<thead>
<tr>
<th>METER SIZE &amp; TYPE</th>
<th>FROM CITY GAS RISER &quot;A&quot;</th>
<th>FROM FINAL GRADE ELEVATION &quot;B&quot;</th>
<th>FROM MUD SILL ELEVATIONS</th>
<th>EXTEND FROM FINISHED WALL - &quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 CFH - 630 CFH</td>
<td>26&quot; (INCHES)</td>
<td>30&quot; (INCHES)</td>
<td>22-1/2&quot; (INCHES)</td>
<td>6&quot; (INCHES)</td>
</tr>
<tr>
<td>1000 CFH - 1500 CFH</td>
<td>32&quot; (INCHES)</td>
<td>33&quot; (INCHES)</td>
<td>27&quot; (INCHES)</td>
<td>8&quot; (INCHES)</td>
</tr>
<tr>
<td>2000 CFH - 7000 CFH</td>
<td>5&quot; - 7&quot;</td>
<td>26&quot; (INCHES)</td>
<td>N/A</td>
<td>15&quot; (INCHES)</td>
</tr>
</tbody>
</table>

The checked item(s) below need to be corrected prior to the gas meter release:

CLEARANCES
Provide 18" minimum horizontal clearance from the City’s gas riser and/or 6" from the gas houseline stub-out and 10" (feet) vertically from the regulator to any of the locations below, unless otherwise specified:
- ELECTRICAL PANEL, TELEPHONE/CATV CABINETS (LIQUID-TIGHT NON-METALLIC CONDUITS ARE ALLOWED)
- OPERABLE WINDOWS, MANUFACTURED FIXED WINDOWS ARE ACCEPTABLE.
- DOORS, OTHER OPENINGS, OR SOURCES OF IGGITION
- BUILDING FOUNDATION VENTS, DRYER VENTS, CRAWL SPACE DOORS
- 10" (FEET) TO ANY POWERED AIR INTAKE VENT
- 3" (FEET) MINIMUM DISTANCE TO A/C UNITS
- HOUSELINE METER TEST TEE OR BY-PASS ARE NOT ALLOWED TO TIE-IN HOUSEINES.
- PROVIDE HOUSELINE BY-PASS LINE AND VALVE
- Other __________________________

OBSTRUCTIONS
No temporary or permanent obstructions behind or in front of the meter set assembly:
- SCAFFOLDINGS.
- ROOF DRAIN SPOUTS
- WATER PIPES, FAUCETS, SEWER CLEANOUTS
- CONSTRUCTION MATERIALS AND/OR EQUIPMENT
- PROVIDE WORKING CLEARANCE (3' IN FRONT X 3' SIDES X 6'-6" HIGH)
- PROVIDE LEVEL WORKING SPACE IN FRONT OF THE GAS METER
- OPEN TRENCHES NEAR THE METER LOCATION ARE NOT ALLOWED
- Other __________________________

MULTIPLE GAS METERS
- GAS METER HOUSELINES ID'D WITH FINAL, LEGAL ADDRESS BRASS TAGS REQUIRED FOR EACH INDIVIDUAL METER.
- PROVIDE STRUT CHANNELS ATTACHED TO THE WALL TO SUPPORT THE GAS METER MANIFOLD. FLEXLINE STRAPS ARE NOT APPROVED

LOCATION
- The location of the gas meter must be approved by Utilities Engineering.
- GAS METERS AND REGULATORS MUST VENT TO OUTSIDE ATMOSPHERE
- METER ENCLOSURES ARE NOT ALLOWED
- METERS IN OR IN FRONT OF ENCLOSED PATIOS/PORCH ARE DISAPPROVED
- METERS UNDER LONG ROOF OVERHANGS (5' OR GREATER) ARE DISAPPROVED
- METERS UNDER/SIDE OF DECKS, UNDER STAIRWAYS ARE DISAPPROVED
- BOLLARDS ARE REQUIRED TO PROTECT FROM VEHICULAR DAMAGE
- SECURITY GATE: PROVIDE CODE OF THE LOCKED GATE TO UTILITIES CUSTOMER SERVICE CENTER
- INSTALL AN ACCESS GATE TO METER
- RECONFIGURE IRRIGATION SPRINKLER HEADS SPRAYING THE METER
- RELOCATE POOL EQUIPMENT AND CHEMICALS NEAR THE METER ASSEMBLY
- Other __________________________
LEFT BUILDING ELEVATION FOR 250-630 CFH DIAPHRAGM METERS

STD. GD-02A

BUILDING ELEVATION FOR 800-1500 CFH STANDARD METERS

STD. GD-02B