

## To the Customer

Following is important information to assist you in applying for BGE gas and/or electric service and in completing the BGE Service Application for Commercial & Industrial Projects for service to the following types of facilities:

- New commercial or non-residential buildings
- Apartments or condominiums
- Barns and garages
- Service increases to existing commercial or non-residential buildings
- Relocation of existing BGE non-residential facilities
- Traffic signals and cameras, CATV power supplies, cell sites, wireless antenna sites

## Completing the Service Application

In order for BGE to meet your requested service date, we strongly recommend that you submit the service application as early as possible in your planning process. It is very important that you complete **all** the requested information on the service application. Do not skip or omit any of the items. This may cause unnecessary delay of your project. Jobs are subject to cancellation if you do not respond to requests for information or if initial site work does not progress.

In addition, it is essential that you enter your company's name accurately on the service application. When you are asked for the Legal Name of Company, please provide the official name of your company as it appears on file with the State of Maryland Attorney General's Office. Your company's legal name will also appear on your Charter or Articles of Incorporation.

See the chart below to determine the number of load information sheets you will need.

<b>If your project includes the following:</b>	<b>Complete the number of load information sheets listed.</b>
A single meter	One load sheet
A single temporary meter and a single permanent meter	Two load sheets: <ul style="list-style-type: none"><li>• one for temporary service</li><li>• one for permanent service</li></ul>
Multiple meters with <i>different</i> loads on each meter	Separate load sheet for <i>each</i> meter
Multiple meter with <i>identical</i> loads on each meter	One load sheet showing loads for a <i>single</i> meter, clearly indicating the number of meters and the addresses of each one

More important information is continued on the next page.

## Submitting Other Important Information

To ensure the proper processing of your service application, it is necessary for BGE to receive the following information:

- A completed copy of the BGE Service Application for Commercial & Industrial Projects.
- A Site Plan to scale (1" = 100' at a minimum) showing the following:
  - All on-site utilities (water, sewer, septic area, storm drain, etc.)
  - Existing BGE poles and pole numbers, meters and/or pad mounted transformer location
  - Driveway and property lines
  - Street names(For small jobs such as barns, garages, and snowball stands, use the sketch area provided at the end of the service application.)
- You may submit a hard copy of the Site Plan, an electronic file on diskette, or a CD-ROM in one of four BGE approved formats:
  - Microstation (.dgn) (all releases)
  - AutoCAD (.dwg) (releases prior to Version 14)
  - .dxf format
  - .pdf format

## Relocation/Removal Only

If the job involves only the relocation/removal of BGE gas and/or electric facilities, and does not include the addition of any new gas or electric load, you only need to complete the Project Information section and the Relocation/Removal section of the application. You are required to submit a site plan as described in the Site Plan requirement above.

## Customer-owned Switchgear

Prior to manufacture of the switchgear, please submit a minimum of 3 sets of switchgear drawings with your service application for BGE approval.

Include in the drawing the front elevation, one line diagram, and details of the metering/termination compartment.

For more information about customer-owned switchgear requirements, see the BGE Gas & Electric Metering Manual available online at [www.bge.com](http://www.bge.com).

More important information is continued on the next page.

## **BGE's Outdoor Lighting Program**

If street lighting is required or you are interested in BGE's private area lighting program, visit [www.bge.com/outdoorlighting](http://www.bge.com/outdoorlighting). Please complete and submit the application.

## **BGE's Smart Energy Economic Development Program**

New and expanding businesses may qualify for BGE's SEED program. Visit [BGE.com/SEED](http://BGE.com/SEED) to learn more.

## **Small Generator Connection**

If your project entails small generator interconnection (solar panels, wind turbines, interconnected generators, etc.) visit [www.bge.com/energychoices](http://www.bge.com/energychoices) - Small Generator Interconnection. Please complete and submit the *Interconnection Request Application* in addition to this application.

## **Working Near Power Lines**

The law requires that before anyone begins work that may bring people, equipment, or other objects within 10 feet of overhead power lines, they must notify BGE at 410-685-0123. Please refer to [www.bge.com](http://www.bge.com) under the heading of <Business> and <New Construction Services> then <Additional Resources> for information on the Maryland High Voltage Line Act.

In order to prevent any scheduling delays once you submit your service request, please submit a complete set of site plans with your service application as soon as possible.

*If you would like additional information about applying for BGE Service, visit New Construction Services at [www.bge.com](http://www.bge.com). Also available online are the BGE Gas & Electric Metering Manual and the Customer Information Booklet.*

# BGE Service Application for Commercial & Industrial Projects

Today's Date: \_\_\_\_\_  
(mm/dd/yy)

Service Request # \_\_\_\_\_  
(For BGE internal use)

Lead time for an individual job will vary depending on the scope of the work and weather conditions. Within 10 days of receipt of this application, the BGE representative assigned to your job will contact you to discuss the project.

Please print or type.

### 1. Project Information (check all that apply):

New Construction     Existing Facility     Apt/Condo     Gas     Electric

Date Permanent Service Required: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is Temporary Service Required?     No     Yes    Date Required: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: You are required to submit a separate load sheet and site plan for temporary service in addition to your permanent service.

Is Gas and/or Electric Relocation/Removal Required?     No     Yes    Date Required: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: You are required to submit a separate site plan for relocation/removal in addition to your permanent service.

Project Name: \_\_\_\_\_

Description of Project: \_\_\_\_\_

### A. Project Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ ADC Map Page: \_\_\_\_\_ ADC Grid: \_\_\_\_\_

Temporary Service Address, if applicable: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ ADC Map Page: \_\_\_\_\_ ADC Grid: \_\_\_\_\_

### B. Person BGE will contact to set up site meeting and send communications regarding changes affecting the status of the job:

Name: \_\_\_\_\_  
  First  MI  Last

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### C. Owner Information:

Name: \_\_\_\_\_  
  First  MI  Last

Legal Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### D. Other Contacts:

Architect/Engineer Firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Electrical Contractor Firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mechanical Contractor Firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_





**2. Load Information:**

**You must fill out the following for each meter.**

Multiple Meters:  Yes  No

• If yes, number of Electric Meters required: \_\_\_\_\_ Gas Meters required: \_\_\_\_\_

Suite/Unit Designation (e.g. Bldg. 123, Suite 100, rear of, side of, etc.): \_\_\_\_\_

Type of Business (e.g. Welding Shop, Clothes Store, Temporary Service Only, etc.): \_\_\_\_\_

Size of Main Disconnect/Panel(s) in Amps: \_\_\_\_\_

**Connected Loads**

Electric Type of Load	Proposed New or Additional Electric Load (Do not include existing loads)	Existing Electric Load	Total Electric Load (Proposed new or additional plus existing electric loads)
1. Indoor Lighting	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
2. Outdoor Lighting	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
3. Comfort Heat	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
4. Heat Pump	_____ kW _____ ton	_____ kW _____ ton	_____ kW _____ ton
5. Heat Pump-Backup	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
6. Air Conditioning	_____ kW _____ ton	_____ kW _____ ton	_____ kW _____ ton
7. Process Heat	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
8. Welding	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
9. Cooking	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
10. Refrigeration	_____ kW _____ ton	_____ kW _____ ton	_____ kW _____ ton
11. Water Heating	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
12. Air Compressor	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp
13. Motors	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp
14. Receptacles	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
15. Computers/PCs	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
16. Computer/Mainframe	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa
17. Elevator	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp
18. Fire Pump	_____ kW _____ Hp	_____ kW _____ Hp	_____ kW _____ Hp
19. Other (Specify): _____	_____ kW _____ kVa	_____ kW _____ kVa	_____ kW _____ kVa

Gas Type of Load	Proposed New or Additional Gas Load (Do not include existing loads)	Existing Gas Load	Total Gas Load (Proposed new or additional plus existing gas loads)
1. Comfort Heat	_____ cfh	_____ cfh	_____ cfh
2. Heat Pump-Backup	_____ cfh	_____ cfh	_____ cfh
3. Process Heat	_____ cfh	_____ cfh	_____ cfh
4. Cooking	_____ cfh	_____ cfh	_____ cfh
5. Water Heating	_____ cfh	_____ cfh	_____ cfh
6. Generator	_____ cfh	_____ cfh	_____ cfh
7. Other (specify): _____	_____ cfh	_____ cfh	_____ cfh

**A. Electric Services (check with electrical contractor):**

- 120/240V 1φ, 3 wire
- 120/208V 3φ, 4 wire
- 277/480V 3φ, 4 wire
- 480V Delta 3φ, 3 wire *(limited availability)*
- 240V Delta 3φ, 3 wire *(limited availability)*
- Primary Service *(availability based upon system configuration)*

**B. Flicker Consideration:**

Largest Load: \_\_\_\_\_

<i>Motor/Welder/X-ray</i>	<i>HP</i>	<i># of Units</i>	<i>Largest Single Locked Rotor Current</i>
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How many times per hour/day will the equipment be started? \_\_\_\_\_

During what hours of operation will equipment be used? \_\_\_\_\_

**C. What is your gas equipment’s minimum required operating pressure? \_\_\_\_\_ Inches of Water Column**

**D. Requested Gas Delivery Pressure (pressure required for your gas equipment to properly operate)**

This will have a significant impact to your facility if incorrect. Please check with your mechanical contractor.

- 1/4 PSIG *(Standard)*
- 2 PSIG
- 5 PSIG
- Other: \_\_\_\_\_

**NOTE:** Requested delivery pressure may or may not correlate with existing system capabilities.

**E. Other Considerations:**

Do you require street lighting or are you interested in private area lighting (roadway, parking lot, common area etc.) through BGE’s Outdoor Lighting Program?  Yes  No

- **If yes,** visit [www.bge.com/outdoorlighting](http://www.bge.com/outdoorlighting). Please complete and submit the application.

Does your project entail small generator interconnection? (Solar panels, wind turbines, interconnected generators, etc.)  Yes  No

- **If yes,** visit [www.bge.com/energychoices](http://www.bge.com/energychoices) - Small Generator Interconnection. Please complete and submit the *Interconnection Request Application* in addition to this application.

Will you be installing your own switchgear?  Yes  No

- **If yes,** refer to page 2 of the BGE Service Application Guidelines.

**F. Facility Information:**

Building Type *(office, manufacturing, warehouse, etc.):* \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

<i>Weekdays</i>	<i>Weekends</i>
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**3. Billing Information:**

**A. Customer Account History:**

Do you currently have a commercial account with BGE?  Yes: Account # \_\_\_\_\_  No

- **If yes,** please update your information:

Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Service Request # \_\_\_\_\_  
(For BGE internal use)

**B. Permanent Service:**

**Person responsible for Construction Charges:**

Legal Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

**Person responsible for electric and/or gas monthly Consumption Service Billing:**

Legal Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

Service Request # \_\_\_\_\_  
(For BGE internal use)

**C. Temporary Service:**  Not Applicable

**Person responsible for Construction Charges:**

Check here if Temporary and Permanent Service Construction billing is the same. If not, complete the following:

Legal Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

**Person responsible for electric and/or gas monthly Consumption Service Billing:**

Check here if Temporary and Permanent Service Consumption billing is the same. If not, complete the following:

Legal Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

Service Request # \_\_\_\_\_  
(For BGE internal use)

**D. Relocation/Remove Service:**  Not Applicable

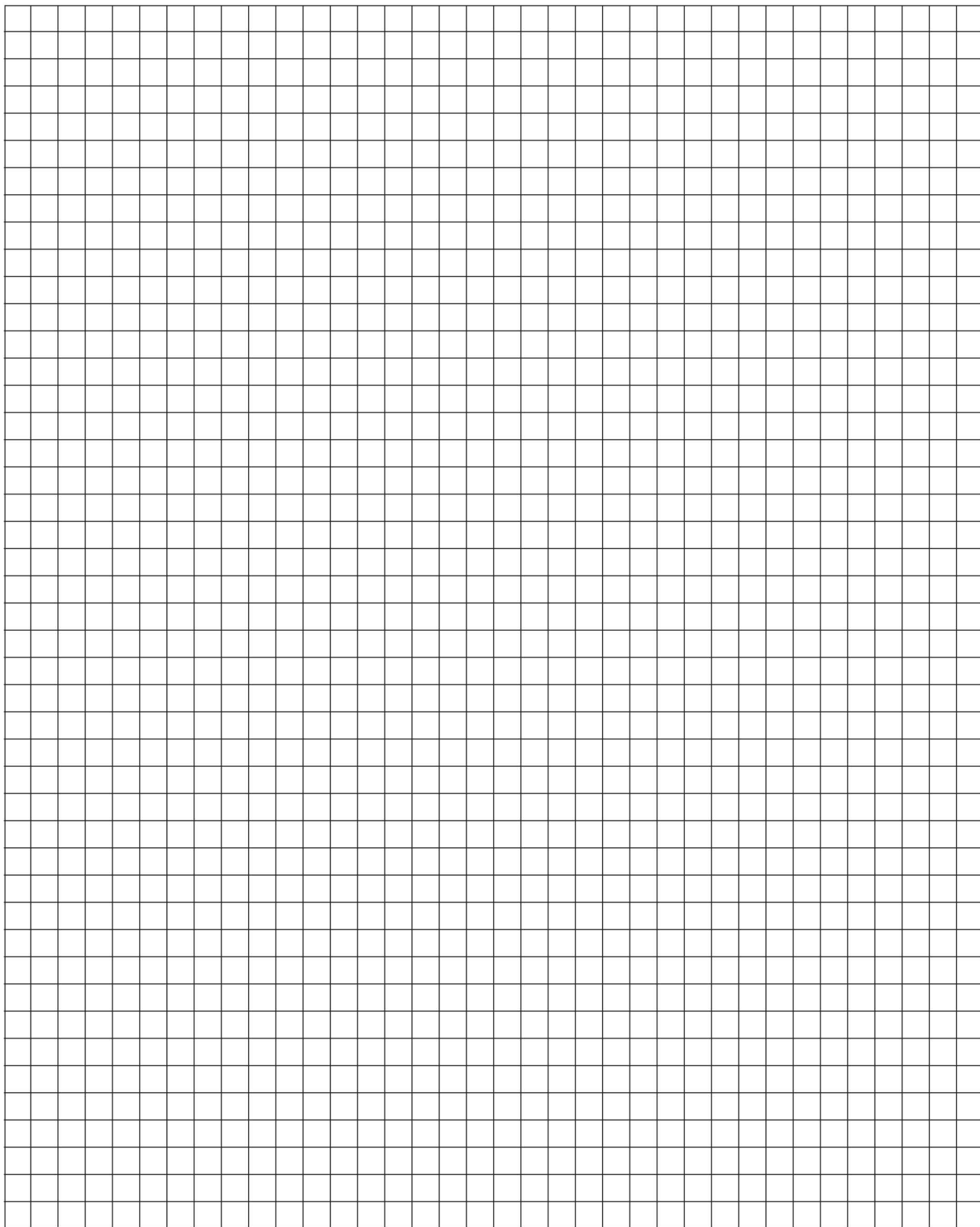
**Person responsible for payment of Relocation/Remove Charges:**

Check here if Relocation and Permanent Service Construction billing is the same. If not, complete the following:

Legal Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Title: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

#### 4. Sketch Area Only:

This sketch area is to be used for small jobs only (*i.e., barns, garages, snowball stands, etc.*)





**5. If there is any other information that BGE needs to know about your project, please note below:**

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**6. Before you submit your application:**

To ensure that BGE can quickly and easily process your service application, please refer to the information , checklist below :

- Project Address - Your complete U.S. Postal address of where the work is to be performed.**
- Site Contact** - Person BGE will contact to discuss the project, and send communications to regarding changes affecting the status of the job.
- Electric Load Requirements** - If you do not know your electrical load requirements, you will need to consult with an electrician.
- Gas Load Requirements** - If you do not know your gas load requirements, you will need to consult with a plumber and/or mechanical contractor.
- Billing Information** - As it pertains to construction and consumption charges.
- Site Plan - (An electronic site plan is preferred, if available. See page 2 of instructions for approved formats.)**
  - A site Plan to scale (1" = 100' at a minimum) showing the following:
    - Existing and proposed utilities (water, sewer, septic area, storm drain, underground fiber optic cables, underground cable TV, gas and electric mains, etc.)
    - Existing BGE poles and pole numbers, meters and/or pad mounted transformer locations
    - Driveway, sidewalk, and property lines
    - Street names and lot numbers
    - Buildings/houses
    - Fences
    - Easement designations, wetland boundaries and designations
    - Wells and drain fields
    - Woods, trees, rivers and streams

**Ways to submit a service application:**

**Email service application and complete set of plans to:**  
**SitePlans@bge.com**

**Fax service application and complete set of plans to:**  
**443-213-6574**

**Mail service application and complete set of plans to:**

**BGE - Customer Planning Department  
Service Application Unit  
1068 N. Front Street, Room 501  
PO Box 1475  
Baltimore, MD 21203-1475**

**Have questions?**

**Call the BGE New Business Department  
800-233-1854**

**Or visit the BGE website at [www.bge.com](http://www.bge.com)**