

## Information Checklist for all BGE Service Applications

The Service Application provides BGE an accurate description of your service request, including the anticipated gas and/or electric requirements to initiate your job.

### Completing your Service Application Online

In order for BGE to meet your requested service date, we strongly recommend that you submit the service application (and site plan) as early as possible in your planning process.

#### Prior to initiating your application, gather ALL of the following information:

- **Project Address** - Complete 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. E-mail address for this individual will be required.
- **Other Contact Information** - For Commercial and Industrial service applications only, specific name and phone number of architect/engineer, electrician, plumber, and/or mechanical contractor.
- **Electric Load Requirements** - If you do not know your electrical load requirements, you will need to consult with an electrician.
  - Specified number of meters required
  - Meter address/designation (suite, unit, apt., etc.)
  - KVA, kW or HP ratings for each type of electric load
  - Main disconnect size (amps)
  - Voltage class
  - Current load and future load, (*for Commercial & Industrial and Modification Relocation service applications only*)
- **Gas Load Requirements** - If you do not know your gas load requirements, you will need to consult with a plumber and/or mechanical contractor.
  - Specified number of meters required
  - Meter address/designation (suite, unit, apt., etc.)
  - BTU rating or CFH for each type of gas load
  - Required gas pressure
  - Current and future load, (*for Commercial and Industrial and Modification Relocation service applications only*)
- **Billing Information** - As it pertains to construction and consumption charges.
  - Full Legal Name of Company, including business entity suffix, (e.g. Inc., Co., or LLC). The official name of the company as it appears on file with the State of Maryland Department of Assessments & Taxation Office. The company's legal name will also appear on the Charter of Articles of Incorporation.
  - Person responsible for construction charges
  - Person responsible for consumption charges

## Information Checklist for all BGE Service Applications – cont'd

- **Site Plan**

- 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 & electric mains, etc.)
  - Utility sizes
  - Existing BGE poles and pole numbers, meters and/or pad mounted transformer locations
  - Driveway, sidewalk, and property lines
  - Street names & lot numbers
  - Buildings/houses
  - Fences
  - Easement designations, wetland boundaries & designations
  - Wells and drain fields
  - Woods, trees, rivers & streams
- A sketch will suffice, in lieu of a site plan, for small jobs such as:
  - Barns
  - Garages
  - Snowball stands
- Mailing Your Site Plan:
  - If you submitted your service application online, you must include the **Reference Number** provided on your confirmation with your site plan.  
**Note:** Failure to note the Reference Number on your site plan documents will delay the processing of your project.  
  
Mail your site plan to the following address:  
BGE - Customer Planning Department  
Service Application Unit  
1068 N. Front Street, Room 501  
P.O. Box 1475  
Baltimore, MD 21203-1475  
  
Upon receipt of the site plan, your job will be forwarded to a BGE representative who will contact you regarding the engineering and pricing process.
- Submit as an electronic attachment (maximum size is 5-megabytes per file) with your online service application in one of the acceptable BGE formats:
  - Microstation (all releases)
  - AutoCAD 2000 (or older version) in Model Space and .dgn, .dwg, or .dxf in a 2D format
  - .dxf format with NAD 83 coordinates
  - .pdf, .xls, .doc, .jpg, .zip

**Note:** All digital civil site plans should be "final designs" and all X-REFs or reference files should be merged actively into one digital file.

Please .zip large digital civil site files to reduce overall size or copy to a CD for delivery by mail.