

PRE-SCHEDULED METER SET PROGRAM CHECKLIST FOR SINGLE-FAMILY RESIDENTIAL PROJECTS



The Pre-scheduled Meter Set Program allows builders to work with SoCalGas® to schedule natural gas meter installations and turn-ons in advance of receiving a natural gas house-line release from your city/local agency building office. This program helps reduce wait-time for meter installations and turn-ons, improve workforce planning, and increase customer satisfaction. Meter installations and turn-ons for single-family residential and two pounds-per-square-inch gauge (2 PSIG) meters for single-family residential are eligible for the program (Note: To receive 2 PSIG, SoCalGas must receive a signed [2 PSIG Request Form & Agreement](#)). Meters on manifolds and meters for commercial and industrial projects are not eligible. Your city/local agency building office must send the final natural gas house-line release to SoCalGas no later than 48 business hours prior to the pre-scheduled meter installation and turn-on date. If the release is not received within that timeframe, the pre-scheduled date will be cancelled and your meters will be scheduled for the next available date after the release is received.

If you are interested in this program, complete the checklist below to help determine your eligibility, and then if eligible complete the Multiple Application Worksheet (MAW) on the next page.

CHECKLIST

Is this a Single-family Residential Project?	<input type="radio"/> Yes <input type="radio"/> No	
Installation of Natural Gas Service Pipe and Riser is Scheduled or Completed?	<input type="radio"/> Yes <input type="radio"/> No	Date Scheduled or Completed:
Recorded, city-approved address lists provided to SoCalGas Planning Representative?	<input type="radio"/> Yes <input type="radio"/> No	
Final Natural Gas House-line Release Scheduled with Local Agency Building Office?	<input type="radio"/> Yes <input type="radio"/> No	
Final Natural Gas House-line Release Scheduled Three or More Weeks Out from the Date This Request to Participate in the SoCalGas Pre-scheduled Meter Set Program is Submitted?	<input type="radio"/> Yes <input type="radio"/> No	Date Scheduled:

If responses above are all yes, please complete the SoCalGas Multiple Application Worksheet (MAW) on the next page and check the “Eligible for Pre-scheduled Meter Set Program” box on the worksheet.





MULTIPLE APPLICATION WORKSHEET (MAW)

INSTALLATION & TURN-ON

\$25 per Meter - Service Establishment Charge (SEC)

Submittal Date:		SoCalGas Project #:		
Tract Name:		Tract:	City:	ZIP:
Business Name:		Select One: Corp.: <input type="radio"/> Partner: <input type="radio"/> LTD: <input type="radio"/> Individual: <input type="radio"/>		
Federal Tax ID#:		Corporate Phone#:		
Billing Address:		City:	State:	Zip:
Email Address:				
Job Site Phone#:		Job Site Contact Name:		
Nearest Cross Street:		Requested Meter Set Date*:	Eligible for Pre-scheduled Meter Set Program: <input type="checkbox"/>	

* To be eligible to participate in the SoCalGas Pre-scheduled Meter Set Program, be sure that this date is three or more weeks out from the "Submittal Date" notated above and does not fall on a holiday or on a weekend.

	Street#	Street Name	Apt#	Lot#	2 PSIG	SoCalGas Use Only
					Reminder: To receive 2 PSIG, SoCalGas must receive a signed 2 PSIG Request Form & Agreement	Fac ID Established
1						
2						
3						
4						
5						
6						
7						
8						
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11						
12						
13						
14						
15						

This worksheet is for natural gas meter set application request only. This is not a contract. The SoCalGas Customer Service Representative will contact you for future scheduling information once the worksheet has been submitted to the SoCalGas Meter Set Desk & all information has been verified. This worksheet does not guarantee, nor does it imply that meter installation & turn-on will be provided prior to your local agency building code inspection requirements.

Requestor's Signature (Required)

Please ensure recorded, city-approved address lists are provided to SoCalGas Planning Representative prior to submittal of this worksheet.

Please enter the name of your SoCalGas Planner(s) in the box below, if assigned.

Name of Planner:

[Submit this form to setdesk@socalgas.com](mailto:setdesk@socalgas.com)