



**UBC Utilities**  
2040 West Mall  
Vancouver, B.C., Canada V6T 1Z2  
Tel: (604) 822-9445 Fax: (604) 822-8833

### **Procedure for Installing New Gas Service at UBC**

1. Application must be made for a Natural Gas Service Connection as per UBC Technical Guidelines, Division 2, Section 02610 Underground Utility Services. A Utility Service Connection Application form must be completed and returned to UBC Utilities along with a copy of the design drawing. The application form can be found at:  
<http://www.buildingoperations.ubc.ca/resources/policies-procedures-forms/>
2. The design must be approved by UBC Utilities and must follow UBC Technical Guidelines Section 02685:  
[http://www.technicalguidelines.ubc.ca/div\\_02\\_files/Division\\_2/2010\\_Division\\_2\\_Tech\\_Guidelines\\_Launch.pdf](http://www.technicalguidelines.ubc.ca/div_02_files/Division_2/2010_Division_2_Tech_Guidelines_Launch.pdf)
3. The design drawing will include:
  - Current base map (obtain from UBC's Facilities & Capital Planning - Records Department (604) 822-9570).
  - Pipe profile, including final grade. If final grade is unknown it is FortisBC or Contractor's responsibility to consult with civil designer to obtain final grade.
  - Other existing utility services and required separations. Each service should have its own line weight and/or colour.
  - Any removed or abandoned services (noted as such)
  - Tie-in details. Top tapping is not allowed at UBC. All tie-ins must be done with side tapping.
  - Gas meter location, including pad details if pad mounted and details of enclosure or other meter protection. This must be provided by the party responsible for designing gas service to the building.
  - Isolating valves must be provided on each service connection and located directly at the tie-in location. The valve shall not be installed in a potentially inaccessible place, such as a parking stall.
4. Once design is approved, a gas permit form from the Gas Safety Authority and a UBC Excavation Permit must be obtained.
5. Warning tape is to be provided at 300 mm below finished grade level.
6. A top tracer wire shall be attached to underground polyethylene pipe.

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7. Continuity of the existing cathodic protection system shall be maintained when any additions or replacements are undertaken.
8. Once the applicable permits are approved and record drawings obtained, the Contractor (or in-house crew) performing construction is responsible for locating all underground services as per Master Municipal Construction Documents (MMCD) standards. Specifically, MMCD (2000 edition) Section 4.3.4. Furthermore, WCB standards including Part 20, Section 20.79 shall be strictly followed. For more information go to:  
[http://www.technicalguidelines.ubc.ca/technical/ubc\\_utilities.html](http://www.technicalguidelines.ubc.ca/technical/ubc_utilities.html)
9. Once locations have been discerned, contact UBC Utilities staff to double check, no charge (604) 822-5986.
10. 48 hours notice must be provided to the Utilities Head Plumber if a shut down is required. The UBC Service Shutdown Request form must be completed and returned to UBC Utilities two weeks prior to the date the shutdown is required. The form can be found at:  
<http://www.buildingoperations.ubc.ca/resources/policies-procedures-forms/>
11. The contractor on site must have Issued for Construction drawings and present them on request of inspector. Failure to produce will result in an immediate work stoppage.
12. A leakage test of a newly installed gas service must be performed with a UBC Utilities inspector present. Please call Luka Kokan (604) 341-7884 or Jenny Liu (604) 822-3274.
13. Prior to backfill, all new services shall be inspected by Utilities' inspector.
14. Energizing of new services can only be done by Utilities Plumbers. No gas valves shall be operated by contractors.
15. Contractor will provide mark up drawings to the designer. The designer is required to provide record drawings: two sets hard copy to UBC Utilities and one set hard copy and one digital copy to Facilities & Capital Planning's Records Section within 60 days of installation. For Autocad and Record drawing requirements, please see:  
[http://www.technicalguidelines.ubc.ca/technical/design\\_approvals.html#records](http://www.technicalguidelines.ubc.ca/technical/design_approvals.html#records).