



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

NEW UTILITY SERVICE ACCOUNT PROCEDURES AND REQUIREMENTS

Please allow us to take the opportunity to explain to you what is required in order to establish utility service for newly-improved properties within the Borough of Chambersburg.

With new construction, there is often the need for what is considered a “temporary service account”, which is typically placed in the contractor or developer’s name for the purpose of providing service during the construction phase. Should such a “temporary service account” be necessary, no deposit is required. However, it is necessary for the Land Use Permit applicant to provide the appropriate information on the attached form, thereby indicating that such service is being requested, and to whom the service should be invoiced to, until a “permanent service account” is established in the name of the owner (and/or tenant, if applicable). At the time of submission, the applicant must also provide all necessary billing information for the “permanent service account”, if it is known at the time of submission. Upon receipt of this information, with the submission of a Land Use Permit application, Utility Customer Service will establish a “temporary service account” account under the name and billing address provided. This account will remain inactive until such time as the Customer Service Center (717-263-4111) is contacted with a request to install the temporary service(s), at which time the service(s) will be installed/activated, and the temporary service account will commence billing minimum charges and/or usage.

When the approved Land Use Permit is returned to the applicant, utility billing information, including the new account number (if a temporary service), and the total required deposit amount necessary to establish a “permanent service account” in the name of the owner (and/or tenant, if applicable), will be provided. Should no temporary service be requested, the establishment of an account number will not occur until all deposits are posted, and as such, only the required deposit amounts will be provided at that time.

Prior to establishing permanent utility service in the name of an owner (and/or tenant), the owner must place a deposit with the Borough, and if applicable, the tenant must do the same, for each utility service being requested. For the initiation of a “permanent service account”, whether initially, or as a conversion from a “temporary service account”, the owner of the property must contact Utility Customer Service at Town Hall (717-264-5151), in order to post all necessary deposits, and to complete the necessary paperwork to set up the account. In the event that a tenant will be occupying the property, they too must place their deposit and complete the necessary paperwork with Utility Customer Service at Town Hall, prior to services being billed directly to them.

For residential development, the following schedule shall apply. Please note that the amounts provided are per unit amounts, e.g. if a four unit apartment building were being constructed, the deposit amounts would be required for each unit, prior to an account and service being established.

<u>CLASS OF SERVICE</u>	<u>AMOUNT</u>
<u>Electric (light and water heater only)</u>	<u>\$130.00</u>
<u>Electric heat (light, water heater and heat)</u>	<u>\$190.00</u>
<u>Gas (stove and water heater only)</u>	<u>\$40.00</u>
<u>Gas heat (includes stove and water heater)</u>	<u>\$195.00</u>
<u>Water</u>	<u>\$20.00</u>
<u>Sewer</u>	<u>\$30.00</u>

For commercial/industrial development, the required deposit amount will be determined on a case-by-case basis, by analyzing comparable commercial/industrial accounts' consumption. These amounts will be provided to the applicant when the approved Land Use Permit is returned to them.



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NEW/UPGRADED UTILITY SERVICE ACCOUNT PROCEDURES AND REQUIREMENTS

Please allow us to take the opportunity to explain to you the deposit requirements necessary to establish or upgrade natural gas utility service, within the Borough of Chambersburg.

At the time of submission, the applicant must provide all necessary billing information for the account. Upon receipt of this information, with the submission of a **Natural Gas New or Upgraded Utility Service Account Application**, Utility Customer Service will determine the total required deposit amount necessary to establish new or upgraded natural gas utility service in the name of the owner (and/or tenant, if applicable), which will then be provided to the property owner.

Prior to the initiation of new or upgraded natural gas utility service, the owner must place a deposit with the Borough, and if applicable, the tenant must do the same. The owner of the property must contact Utility Customer Service at Town Hall (717-264-5151), in order to post all necessary deposits, and to complete any necessary paperwork to modify the account. In the event that a tenant will be occupying the property, they too must place their deposit and complete any necessary paperwork with Utility Customer Service at Town Hall, prior to services being billed directly to them. Utility service cannot be provided until all necessary deposits are posted.

For residential development, the following schedule shall apply. **Please note that the amounts provided are per unit amounts**, e.g. if a four unit apartment building were being constructed, the deposit amounts would be required for each unit, prior to an account and service being established.

<u>CLASS OF SERVICE</u>	<u>AMOUNT</u>
<u>Electric (light and water heater only)</u>	<u>\$130.00</u>
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<u>Gas heat (includes stove and water heater)</u>	<u>\$195.00</u>
<u>Water</u>	<u>\$20.00</u>
<u>Sewer</u>	<u>\$30.00</u>

For commercial/industrial development, the required deposit amount will be determined on a case-by-case basis, by analyzing comparable commercial/industrial accounts' consumption. These amounts will be provided to the applicant when the approved Land Use Permit is returned to them.

Natural Gas New or Upgraded Utility Service Account Application

(To be provided to applicant with a Main Street Energy Efficiency Financing Program application OR Residential Application for Gas Appliance Installation OR Commercial/Industrial Gas Utilization Application)

Circle those that apply:

New Gas Service / New Gas Furnace

Commercial / Residential

Property Address: _____

Owner Name _____
Address _____

Phone # _____

Tenant (if applicable) Name _____
Address _____

Phone # _____

A utility deposit is required by the owner (and tenant, if the tenant will be billed directly) of the above referenced address(es) **PRIOR** to the placement of any PERMANENT utility service.

Please contact our Customer Service department, located at 100 S 2nd St, Chambersburg, or at (717) 264-5151, with any questions, or to initiate a permanent account.

To be completed by Customer Service

Deposit required of owner to establish a permanent service account:

\$ _____

Deposit required of tenant to establish a permanent service account:

\$ _____