

# Residential Scoping Document



Please return this completed application to one of the following (e-mail is preferred):

E-mail: [EDRequestCenter@cmsenergy.com](mailto:EDRequestCenter@cmsenergy.com) Phone: 1-844-316-9537 Mail: Energy Delivery Request Center, Lansing Service Center Room 122, 530 W. Willow St. Lansing, MI 48906  
Fax: 1-517-374-2424

Consumers Energy's Preferred Load data method is Full Project Prints, including Site Plan, Mechanical Plan, Electric Panel Schedule, and Survey. **Consumers Energy cannot provide a cost or design without complete and accurate information for the utility type requested.** Additional forms may be required.

## Authorization

I certify that I own, or am the authorized representative of the person(s) who owns, the property indicated in this application. I certify the information provided is accurate and will promptly inform Consumers Energy of any plan revisions. If installation requirements differ from what is submitted on this application, I understand these changes may result in an increased cost to me and delay my project.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Service Request

New     Existing / Change / Upgrade    **Notification Number:** \_\_\_\_\_  
 Gas     Electric     Both    **Ready For Service Date:** \_\_\_\_\_

## Customer Contact Information

Customer Name	Customer E-mail Address	Customer Phone Number
Address of Job Location (If no address, please include Road Name, City, Crossroads, Lot #, Parcel ID #, County and Township)		

## Site Contact Information

Builder Name & Company	Builder E-mail Address	Builder On-Site Phone Number
Electrician Name & Company	Electrician E-mail Address	Electrician On-Site Phone Number
Mechanical Contractor Name & Company	Mechanical Contractor E-mail Address	Mechanical Contractor On-Site Phone #

## Site Information

<b>Property Description – Check appropriate box(es):</b> <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Multi-Family Dwelling (i.e. Duplex) <input type="checkbox"/> Mobile Home <input type="checkbox"/> Non-Dwelling (e.g., Pole Barn, Garage) <input type="checkbox"/> Other _____ <input type="checkbox"/> Temporary	<b>Current Construction Status:</b> <input type="checkbox"/> Not started <input type="checkbox"/> Site Grading (3" to Final) <input type="checkbox"/> Backfilled <input type="checkbox"/> Foundation <input type="checkbox"/> Staked <input type="checkbox"/> Electrical Inspection <input type="checkbox"/> Framed
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Building Square Footage \_\_\_\_\_

**Customer Loads: Only fill in the section for the utility you are requesting. Accurately completing this section allows us to review and size our facilities.**

## Electric Service Information and Requirements (You may need to partner with your electrician to complete the following)

<b>Electric Service Type</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<b>Electric Service Load Side Conductor</b> <input type="checkbox"/> Single <input type="checkbox"/> Parallel <input type="checkbox"/> Aluminum <input type="checkbox"/> Copper    Other _____ Conductor Size from Panel to Meter Socket _____    Mast Size _____    Proposed Service Panel Size _____
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## Gas Service Information and Requirements

<b>Gas Service Load Requirements - Complete Load Table Below:</b> No. of Meters _____ Fuel Line Size _____    Type _____	<b>If Existing (Converting) - Type of Fuel:</b> <input type="checkbox"/> Propane <input type="checkbox"/> Fuel Oil No. of Gallons per Year _____    Price per Gallon _____
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## Delivery Pressure

Typical Pressure (7" W.C.)     Elevated Pressure (above 7" W.C.) - *Consumers Energy Approval Required*

If Elevated, what pressure are you requesting? \_\_\_\_\_ - **Equipment Spec Sheet Required**

**\*Gas Pressures available – 7" W.C. (Typical), Elevated, (11" W.C. 1, 2, 5, 10, psig)**

**Customer Loads (Continued) Notification Number:** \_\_\_\_\_

Is your home larger than 2,500 square feet? Do you have an on demand tankless water heater, an air conditioning unit greater than 3 tons, an electric service entrance greater than 200 amps, geothermal, a natural gas generator, or a natural gas pool heater?

If you answered yes to any of the questions above, please check here  and fill in the chart below.

\*Fill out information for the utility you are requesting. To find the size of equipment, refer to the name plate or data plate that is located on the back / side / inside, typically in sticker form. You may need to work with your Builder / Electrician / Mechanical contractor for load information.

Appliance	Quantity	Natural Gas Load (in BTU's)	Electric Load (in hp, kW, or Amps)
Furnace / Boiler			
Standard Water Heater			
Tankless Water Heater			
Stove / Range			
Clothes Dryer			
Pool Heater			
Fireplace			
Other			
Air Conditioning: Number of Units _____ Ton / Unit _____ Locked Rotor Amps _____ Rated Load Amps _____			
Geothermal: Number of Units _____ Largest Unit _____ Pump Size _____ Ton / Unit _____			
Natural Gas Generator: Number of Units _____ Required Pressure _____ Size (kW) _____ Size (BTU) _____			

### General Information

1. According to public code, your natural gas meter cannot be located under or within 18" of an opening window or within 2' of the side of doors that open or in front of basement windows, and must be at least 3' from a power air intake or any source of ignition.
2. Meter(s) must be attached to a living unit (residential applications). Gas Meters must be mounted to a weatherproof, permanent backerboard on structures that will receive siding. The backerboard is required for new builds and relocates. See Customer Guidelines: Meter Backerboard Requirements.
3. Meter(s) cannot be placed on the backside of the residence.
4. Meter(s) will be installed between 2' to 6'6" for gas and between 3'6" to 5' for electric above final grade.
5. Consumers Energy reserves the right to determine the final meter(s) location; verify location prior to wiring and installation.
6. The service line(s) must be at least 3' away from a septic field and cannot run through it.
7. Service(s) should not be located under concrete and must be accessible from property line to meter. However, Consumers Energy is able to bore under sidewalks and driveways, and service(s) may cross under them at an additional charge.
8. For safety and accessibility, if the meter(s) are to be located on the driveway-side of the residence, a minimum of 3' is needed between driveway and building.
9. The gas meter will be set and prepared to connect to the fuel line. If your fuel lines are tied into the bracket prior to the meter set, Consumers Energy will need access to the home. If the home's gas consumption requires a larger capacity meter or is a multiple meter installation, it will be necessary to call 1-800-477-5050 to have your meter(s) installed. Your fuel lines must be tied into the meter bracket and at least one gas appliance must be connected.
10. Your electric service will require electric inspection prior to meter set.
11. After service(s) are installed, excavation will be backfilled. Final restoration is your responsibility.

### Site Sketch

If you have a full set of electronic plans, you do not need to provide a site sketch.

Please email your electronic plans with this scoping document.

An example of a minimum site sketch is to the right.

If you do not provide electronic plans, please use Form 1483 and the instructions to complete a site sketch.

