



GUIDE TO NATURAL GAS SERVICING



FOR URBAN DEVELOPMENT

In CALGARY

ATCO Gas



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TABLE OF CONTENTS

	PAGE
INTRODUCTION	2
Questions	2
REQUIREMENTS	3
Engineering	3
Materials and Information	3
Submitting Plans	3
Construction	4
Preconditions	4
Sleeve Installation	4
Gas Main Installation Before Paving	6
Site Not Ready	8
Winter Conditions	8
Backfill and Compaction	8
Service Line Timing and Costs	9
Service Stubs	9
SUBDIVISIONS	10
Consultant's Responsibilities	10
JOINT TRENCH CONSTRUCTION	11
Service Stub Locations	11
CONDOMINIUM SITES	12
Standard Condominiums	12
Bareland Condominiums	12
Engineering	13
Consultant's Responsibilities	13
Meter Locations	14
Construction	14
MOBILE HOME PARKS	15
Engineering	15
Consultant's Responsibilities	15
Meter Locations	16
Construction	16
COMMERCIAL SITES	17
Single Property	17
Bareland Commercial Development	17
ATCO GAS CONTACTS	18

INTRODUCTION

ATCO Gas requires certain information and conditions from developers and/or their engineering consultants to provide safe, efficient, cost-effective, high-quality natural gas service to urban developments.

This publication is designed to ensure that all parties know their responsibilities in each situation. We suggest that developers, their engineering consultants and field superintendents familiarize themselves with this information to avoid delays in obtaining service.

The *Requirements* section outlines planning and installation aspects common to any type of development.

Information specific to various types of developments is categorized under their respective headings.

QUESTIONS

Engineering: If you have any questions about the engineering aspects of your project, please direct them to the Supervising Engineer, Calgary Operations.

Construction: Please refer any questions about construction to our General Supervisor, Construction.

This publication has been agreed to and approved by the Urban Development Institute - Calgary.

REQUIREMENTS

The information and requirements in this section are common to all types of developments. For specific information on various types of developments, please refer to:

Subdivisions	Page 10
Condominiums	Page 12
Mobile Home Parks	Page 15
Commercial Projects	Page 17

ENGINEERING

Materials and Information:

ATCO Gas requires the following materials and information from the developer to initiate engineering design of the project:

- Tentative legal plan
- Tentative cover sheets for the development including sidewalk, storm, sanitary and water.
- A digital copy of the computer base plan in Microstation (.DGN) format or in AutoCAD (.DWG) format, Ver. 2004 or earlier, set in model space, not paperspace.
- The tentative construction schedule

Note: If you do not submit all the required material, a delay in design and/or construction is likely to result.

Submitting Plans:

If you are submitting plans to ATCO Gas for the first time, please direct them to the Supervising Engineer, Calgary Operations. The Supervising Engineer will assign the project to an ATCO Gas designer.

We will advise the developer and/or the developer's consultant which designer has been assigned to your project. All future correspondence relating to the project should be directed to the designer.

Please submit initial plans with sufficient lead-time. Our **minimum** design period is **eight weeks**, after which the work order will be sent to our Construction department for scheduling.

If input from other departments, ATCO companies or other external sources is required, this minimum design period may need to be increased substantially. ATCO Gas will advise the developer or consultant if the scheduling must be adjusted.

CONSTRUCTION

Preconditions:

The following general preconditions apply to all developments. **These preconditions must be satisfied before ATCO Gas crews will move onto a site:**

- Installation of all deep utilities and other shallow utilities must be completed. (For 4-party joint trenching projects, installation of all deep utilities must be completed). **The developer is responsible for ensuring that all deep utilities and all shallow utilities under the developer's control are installed on the proper line assignment and at the proper depths, and will be responsible for any repairs if this condition is not met.**
- All gas main alignments are to be within 150mm of final grade and free of obstructions such as dirt piles or building materials.
- All water valves and manholes must be clearly marked with marker posts.
- Sufficient legal evidence (e.g. survey control point, pins, etc) must be in place and accessible.
- Paving and pouring of sidewalks, curbs and other surface improvements may precede gas main installation; however, sleeves must be provided at all road crossing locations. (See *Sleeve Installation*)
- Benchmark elevations must be provided if gas main installation is to precede curb and gutter installation.
- Driveways should not be installed prior to gas main installation. If a driveway must be preinstalled, a sleeve must be installed under the driveway to allow installation of the gas main, following the same guidelines as for road crossing sleeves.
- A minimum separation of 2.0m between trees, shrubs, etc and the gas main alignment is preferred. Requests for a reduced separation due to difficult situations will be considered.

Sleeve Installation:

If paving and/or concrete work is to be done before gas main construction, the developer must install sleeves under the pavement/concrete for future insertion of gas mains, subject to the following conditions:

- The developer obtains, installs, marks and pays for the sleeves.
- Sleeves shall be type DB2 PVC Conduit.
- The size, location, length and depth of the sleeves shall be determined in conjunction with the ATCO Gas Distribution Design department.
- Sleeves shall be installed according to the table below:

Carrier Pipe Size (mm)	Sleeve ID (mm)
15.9	35
26.7	50
42.2	75
60.3	100
88.9	150
114.3	200
168.3	250
219.1	300
323.9	400

CONSTRUCTION CONT'D

- Sleeves are not to be used for gas mains larger than 219.1mm, except for 323.9 mm Polyethylene (PE). Large mains will usually be steel, not polyethylene (PE), and will not be inserted in sleeves. Steel pipe does not achieve adequate cathodic protection inside a sleeve. ATCO Gas will try to accommodate paving by pre-installing steel gas mains. Where this is not possible, ATCO Gas requests that developers omit portions of the pavement/concrete to allow open-cut installation.
- Do not allow joints in sleeves to protrude into the sleeve such that they will interfere with the insertion of the carrier pipe.
- Seal the ends of the installed sleeves to prevent the entry of water or other foreign material.
- Clearly mark the end of each sleeve by planting 100mm square wooden posts. The above ground portion of the posts must be painted yellow to indicate that the sleeve is for a gas main.
- If sleeves are not installed to the proper depth or alignment, are too small, too large, crushed or otherwise unsuitable for use, **they will not be used**. Instead, ATCO Gas will notify the developer who will be given the option of installing a new sleeve by augering or open-cutting the crossing.
- If ATCO Gas must auger underneath or cut the asphalt, the **developer will be invoiced** at the prevailing rates for the length of auger or cut. A cold-mix patch will be placed on the ditch, and the developer will be invoiced for this at the prevailing rates. **The developer is responsible for the permanent repair and any associated costs.**

If the developer paves the road without installing sleeves, and is unable to provide sleeves by augering, the following conditions apply:

- The developer will cut out the pavement/concrete, or ATCO Gas will have it done and invoice the developer at the prevailing rates.
- ATCO Gas will compact to City of Calgary standards across the road.
- ATCO Gas will place a cold mix patch on the ditch and the developer will be invoiced at the prevailing rates. If the developer wished to make a permanent asphalt repair immediately, the developer must contact ATCO Gas' Supervisor of Contract Construction to arrange for the omission of the temporary patch.
- ATCO Gas will backfill and compact cut sidewalks to the bottom grade of the sidewalk. **The developer is responsible for the permanent repair and any associated costs.**
- The developer will provide direct access across a road/sidewalk where a gas main is to be installed.

CONSTRUCTION CONT'D

Gas Main Installation before Paving:

a. Road Crossings

- The developer shall maintain a minimum of 0.6m cover from the top of the gas main to the bottom of the road structure when the final road structure is being prepared. If undercutting is necessary, proper gas line exposing practices are required. (See bullets 3 & 4)
- Road crossing warning signs will be installed on both sides of the road at each gas line crossing. The developer is responsible to ensure that these signs remain intact until paving is completed.
- The developer/road contractor must hand expose or hydrovac each road crossing on each side of the crossing to confirm the depth of the gas line, and must arrange for an ATCO Gas inspector to inspect the crossing location(s) and the condition of the exposed pipe before backfilling and before road construction is started.
- If undercutting is required, the developer/road contractor must also arrange for an ATCO Gas inspector to inspect the pipe after undercutting has been completed and before backfilling.
- The developer must acknowledge in writing that the above conditions will be met before shallow utility installation will commence.
- The developer will be responsible for any and all additional costs incurred by ATCO Gas if the above conditions are not adhered to.

b. Within and Parallel to the Roadway before Paving – Option 1 (Roadway at Sub-asphalt Level)

- The developer shall prepare the road base to the sub-asphalt level.
- The Developer shall give ATCO Gas a minimum of two weeks notice prior to the road base being completed, and shall allow a one month window of time (assuming weather conditions are suitable for gas main installation) from the date the road base is completed, for ATCO Gas to install the gas main within the roadway.
- If the roadway is properly prepared to the sub-asphalt level to allow for gas main installation and the gas line assignment is free of obstructions, ATCO Gas will have the gas main installation completed within one month of when the road base is completed, and will pay all associated costs of installation. This includes removal and replacement of the backfill material if original material is unsuitable for use, compaction and compaction testing (copies of compaction tests to be provided to the developer), surface gravels, membrane repair if required, and other road repairs related to the installation of the gas main.
- If the developer paves the roadway within the one month window of time prior to the installation of the gas main, the developer shall assume responsibility for all associated costs to repair the roadway after gas main installation.

CONSTRUCTION CONT'D

- If ATCO Gas fails to install the gas main within the one month window of time through no fault of the developer, and the roadway is paved prior to gas main installation, ATCO Gas shall assume responsibility for all associated costs to repair the roadway after gas main installation.

c. Within and Parallel to the Roadway before Paving – Option 2 (Roadway at Sub-base Level)

- The developer shall prepare the road base to the sub-base level (prior to the installation of gravel).
- The developer must agree in writing to keep all equipment off of the gas main during (and after) installation of gravel, and to pay for the cost of an ATCO Gas inspector to be present during the entire time that gravel is being placed over the gas main (conditional upon an ATCO Gas inspector being available).
- The developer shall give ATCO Gas a minimum of two weeks notice prior to the sub-base being completed, and shall allow a one month window of time (assuming weather conditions are suitable for gas main installation) from the date the sub-base is completed, for ATCO Gas to install the gas main within the roadway. (i.e. gas main installation will be completed within one month of when the sub-base is completed.)
- If the developer constructs the road structure within the one month window of time prior to the installation of the gas main, the developer shall assume responsibility for all associated costs to repair the roadway after gas main installation.
- If ATCO Gas fails to install the gas main within the one month window of time through no fault of the developer, and the road structure is prepared prior to gas main installation, ATCO Gas shall assume responsibility for all associated costs to repair the roadway after gas main installation.
- ATCO Gas will provide compaction test results to the developer.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required, and the road contractor must arrange for an ATCO Gas inspector to inspect the pipe prior to and after undercutting, and before backfilling.

d. Lanes

- The developer shall maintain a minimum of 0.6 m cover over the gas mains while lanes are being constructed.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required, and the road contractor must arrange for an ATCO Gas inspector to inspect the pipe prior to and after undercutting, and before backfilling.

CONSTRUCTION CONT'D

Site Not Ready:

If ATCO Gas moves into an area, on the assurance of the developer or representative that the site is ready for gas main installation, construction commences and subsequently we cannot maintain production, the developer will be contacted. If the problem cannot be immediately resolved, ATCO Gas crews will move off site.

ATCO Gas will reschedule the work, which may cause a delay of several weeks. The developer may be invoiced for any additional costs incurred by ATCO Gas for downtime and/or mobilization or demobilization of ATCO Gas survey or construction crews depending on the individual circumstances.

Winter Conditions:

Due to significantly higher costs, it is ATCO Gas policy to **minimize construction** during the winter construction season (generally defined as a minimum of 0.3 m of frozen ground, or snow cover which requires significant clearing).

Unless the shallow utilities are to be installed using joint trenching, gas mains will not be installed during the winter season unless there are a significant number of buildings at the framing stage or beyond.

Interim Heating:

When buildings within a subdivision require gas service before gas mains are installed, the developer will be required to service them with propane until natural gas service is available.

Backfill and Compaction:

A. Frost Free Soil Conditions:

ATCO Gas backfills and compacts to City of Calgary Engineering and Environmental Services Department specifications:

- paved roadways, paved lanes, finished gravelled lanes, sidewalks - minimum 97% SPD

B. Frozen Soil Conditions:

In established paved streets and graveled lanes under the control of the City of Calgary, compaction is to the City of Calgary Engineering and Environmental Services Department specifications:

- a minimum density of 90% SPD, with any settlement recompacted in the spring.
- new backfill material is imported if the excavated material is unsuitable for backfill.

CONSTRUCTION CONT'D

Service Line Timing and Costs:

In conventional natural gas installations, service lines to each parcel or lot are installed after the foundations and framing for each individual dwelling/building are complete. See page 11 for joint trench construction installations.

The applicant pays for service line installations within the applicant's property. Billing for the service line installation is based on the rates in effect at the time of installation.

Further information on service line installations, including costs, is available on the ATCO Gas Website (www.atcogas.com).

Apply at least four to eight weeks before the date when service is required.

In the City of Calgary, make application to the Applications Clerk at the Service Centre. Calgary home builders may apply on line for homes being built in joint trench subdivisions by accessing the ATCO Gas website.

Outside Calgary:

For developments outside Calgary, make applications to the appropriate Town Agency.

Service Stubs:

If for some reason the developer requires service stubs to be extended onto the lots before the individual houses are ready (in order to pave a lane, for example), the developer must agree ahead of time to the stub locations. It is also the developer's responsibility to ensure that the house piping allows the gas meter to be installed on the same side of the lot as the service stub. If this is not the case, **the abandonment of the existing service stub and reinstallation will be at the developer's expense.**

SUBDIVISIONS

ATCO Gas installs natural gas mains in subdivision developments at no charge, provided the developer:

- legally registers individual lots and public thoroughfares
- services the development with municipal sewer and water
- provides suitable rights-of-way for ATCO Gas use, whether they are registered as public thoroughfares or utility rights-of-way
- meets the requirements outlined below.

Consultant's Responsibilities:

Upon submission of plans by the developer, ATCO Gas indicates the proposed natural gas distribution layout and one copy of the preliminary design is returned to the developer's engineering consultant.

It is the consultant's responsibility to review the preliminary design for:

- possible conflicts with deep and other shallow utilities
- easement requirements
- sleeve locations
- driveway conflicts

Subdivision changes affecting the gas main design must be brought to the attention of the ATCO Gas project designer immediately to ensure that the installation of the mains, and ultimately the gas services, is not unnecessarily delayed.

Before final plans can be issued to our Construction Department, ATCO Gas requires the following materials and information from the developer:

- Final approved set of construction drawings (coversheets and profiles)
- Tentative legal plan (final changes awaiting approval)
- Tentative U R/W plan (final changes awaiting approval)
- Confirmation of the installed sleeve locations on site.
- A point plan, showing the individual legal pin markings.
- A coordinate disk, containing the legal information in ASCII text file.

In urban areas where the municipality does not obtain the rights-of-way on behalf of ATCO Gas, copies of the relevant signed easement agreements must be executed in the name of ATCO Gas & Pipelines Ltd.

Failure to submit all required materials in a timely fashion may result in delays in natural gas service.

Joint Trench Construction

Gas mains in all new residential subdivisions in the City of Calgary (and some towns) are installed using Joint Trench Construction, where all shallow utilities (ATCO Gas, Enmax/Fortis, Telus and Shaw) are installed at the same time in one common trench. This method of installation, while more convenient for both the developer and the utility companies, requires extra communication and coordination on the part of all involved.

The requirements of the developer remain the same as those outlined in the *Subdivisions* section, except as outlined below.

Service Stub Locations:

In a joint trench construction situation, ATCO Gas extends service stubs onto each property to be served within a subdivision. Service lines will be installed in a straight line from the gas main to the meter at the house. Therefore the developer must agree in writing to the following before we will install services in a subdivision:

- Meter locations and hence the side of the lot on which our service stub is located will be predetermined.
- If the house lines are installed such that we must install the service line on the opposite side of the house, the developer/builder will pay for the abandonment of the existing service stub and reinstallation of a new stub.
- The developer must inform ATCO gas of any change in lot configuration prior to installation of service stubs.
- If a change in lot configuration results in service stubs having to be abandoned and new stubs installed, the developer will be responsible for all associated costs of abandonment and reinstallation of the stubs.
- The properties will be unobstructed in the areas where service stubs are to be installed.

All the shallow utility services are installed on the same side of the house. It is the developer's responsibility to make the homebuilders in their subdivision aware of this.

- The house must be designed so that there is room on the wall to hang all the meters, and still maintain the required clearances from openings. Please see *Applying for a Residential Natural Gas Service Line* (available at the Service Centre from the Applications Clerk) for more information on clearances.
- The service line is installed at the sub-floor stage, along with the other shallow utilities. The homebuilder must ensure that applications for gas service and the gas meter location are made early enough that we can schedule these installations.
- The homebuilder is responsible for exposing our service stub. An ATCO Gas crew will install our service line in the same trench as the other shallow utilities once they have been installed. The homebuilder is responsible for the backfill of the service trench with suitable material (i.e. free of large rocks, garbage, etc. that could damage the gas line) once all utilities have been installed, including removal of refuse from the trench before backfill.

CONDOMINIUM SITES

In condominium sites, the entire gas distribution system within the property is installed, owned and operated by ATCO Gas, but it is partially paid for by the developer.

Standard condominiums are single parcels of land in which no individual lots are sold with the condominium unit and no internal roads are registered as public thoroughfares.

Bareland condominiums are developments in which lots are sold with the condominium units, but no internal roads are registered as public thoroughfares. (If roads are registered as public thoroughfares, then the *Subdivision* guidelines apply.)

The following information applies to both standard and bareland condominiums:

- Natural gas pipelines within the condominium property are classified as “mains” and “service lines”
- The trunking portion is known as “main” and is installed at no charge to the developer.
Registered utility rights-of-way for the mains must be provided by the developer.
- The trunking portion is known as “main” and is installed at no charge to the developer.
- The lateral lines extending from the trunk line to the meter sets are known as “service lines”. The “customer end-of-service” extends from the edge of the right-of-way to the meter. The owner is billed for this portion of the services lien at the prevailing meterage rates.
- A separate service application must be made for each unit.
- Gas mains are normally installed with the other shallow utilities in a joint trench.

ENGINEERING

Consultant's Responsibilities:

In addition to the *Requirements* given earlier, the developer must provide the following information:

- Mechanical site plan
- Electrical plan
- Building footprints and lot lines on legal plan
- Site plans indicating the location of fences, roads, sidewalks and other surface features.
- Natural gas consumption and house-line pressure requirements
- Building floor and/or elevation plans indicating the desired meter location
(See *Meter Locations - Page 14*)
- Correct civic addressing for each unit

Upon submission of the plans by the developer, ATCO Gas designs the proposed natural gas servicing layout, and a preliminary copy of the design is sent to the developer's engineering consultant.

Please note that the service lines are not necessarily installed at the same time as the mains. It is the developer's responsibility to ensure that service to the individual units is applied for separately. This can be done by contacting the Applications Clerk at the Service Centre.

The developer or developer's consultant must notify ATCO Gas **in writing** of any changes made to the design of the condominium site after the initial set of drawings is submitted, or if any change occurs in the civic addressing or unit numbering.

Note: Since condominiums tend to have smaller distances between underground facilities, ATCO Gas strongly recommends that the developer's consultant arrange a "design meeting" with representatives from all shallow utilities present.

METER LOCATIONS

The developer's options for metering facilities are as follows, listed in order of preference to ATCO Gas:

- Individual meters grouped at a central location on each building
- Individual meter located on the outside wall of each unit

Meter locations **must** be outside and **must** be approved by ATCO Gas in the planning stages. Locations are governed by local regulations with respect to proximity to opening windows, fresh air intakes, electrical outlets, etc.

For Further information, contact the Applications Clerk at the Service Centre.

CONSTRUCTION

In addition to the *Requirements* given earlier, the developer must meet all of the following conditions:

- Upon project completion, the site superintendent must sign a form indicating that the gas line alignment is within 150 mm of final grade, and will be responsible for any damage to the gas lines.
- The developer must mark the final grade line on the buildings.
- The developer will install the house lines after the proposed meter locations have been approved on-site by an ATCO Gas Service Representative. The house line on the outside wall must have a permanent metal tag attached indicating the unit number it serves or ATCO Gas will not install a meter.
- The developer must mark all private underground utilities at least one day before ATCO Gas moves onto the site.
- If buried shut-offs, bent risers or pulled brackets occur after the installation of ATCO Gas facilities, ATCO Gas will not set the meter until the developer sends a purchase order to ATCO Gas and the damage is repaired by ATCO Gas.

MOBILE HOME PARKS

ATCO Gas defines mobile home parks as single parcels of land where no internal roads are registered as public thoroughfares. If the road system is registered as public thoroughfares and the lots are individually registered under separate title, then the *Subdivision* guidelines apply.

- All natural gas lines within the mobile home park are classified as "mains" and "service lines".
- The trunking portion is known as "main" and is installed at no cost to the developer.
Registered utility rights-of-way for the mains must be provided by the developer
- Each lot is pre-serviced with a service line and meter post. The lateral lines extending from the trunk line to the meter posts are known as "service lines". The "customer end-of-service" extends from the edge of the right-of-way to the meter post. The developer is billed for this portion of the service line at the prevailing meterage rates. The developer must provide final grade elevations at the meter post locations.
- A flexible hose from the meter set to the mobile home is supplied and owned by ATCO Gas, and is considered part of the meter set.
- A separate service application must be made for each unit.

ENGINEERING

Consultant's Responsibilities:

In addition to the *Requirements* given earlier, the developer must provide the following information:

- A site plan indicating the exact location of roads, lots, meters (See *Meter Locations -Page 16*), sidewalks and other surface features.
- Electrical plan
- Civic addresses for each mobile home site.

Upon submission of the plans by the developer, ATCO Gas designs the proposed natural gas servicing layout, and a preliminary copy of the design is sent to the developer's engineering consultant.

The developer or developer's consultant must notify ATCO Gas **in writing** of any changes made to the design of the mobile home park after the initial set of drawings is submitted, or if any change occurs in the civic addressing.

It is the consultant's responsibility to:

- Note any section of the proposed pipeline route which requires special compaction, primarily paved areas.
- Examine the proposed pipeline layout for conflicts with **all** other utilities

METER LOCATIONS

Meters are located on a support post adjacent to each mobile home. The meter is normally located about two-thirds of the way back along the lot line. The developer must indicate on which side of the home pad the service is to be installed.

A **meter cannot be located** under a sundeck, porch or bay window. Driveways and carports are also **unacceptable locations**.

For further information, contact the Applications Clerk at the Service Centre.

CONSTRUCTION

In addition to the *Requirements* given earlier, the developer must meet all of the following conditions:

- Upon project completion, the site superintendent must sign a form indicating that the gas line alignment is within 150 mm of final grade, and will be responsible for any damage to the gas lines.
- The developer must mark all private underground utilities at least one day before ATCO Gas moves onto the site.
- If buried shut-offs, bent risers or pulled brackets occur after the installation of ATCO Gas facilities, ATCO Gas will not set the meter until the developer sends a purchase order to ATCO Gas and the damage is repaired by ATCO Gas.

COMMERCIAL SITES

ATCO Gas defines a commercial site as any non-residential subdivision that is not otherwise classified in the Subdivision, Condominium Site or Mobile Home Park sections.

SINGLE PROPERTY

The natural gas installation installed on a single property is classified as "customer end-of-service" and is paid for by the owner/developer. Service line installation rates are available under "Terms and Conditions" on the ATCO Gas Website (www.atcogas.com).

BARELAND COMMERCIAL DEVELOPMENT

These are handled the same as residential bareland condominium projects. The mains (those portions of the piping system that cross through more than one property within the development) will be installed at ATCO Gas' expense and corresponding easements will be required.

For all other requirements (Engineering, Meter Locations and Construction), please see the *Condominium Sites* section.

ATCO GAS CONTACTS

Supervising Engineer, Calgary Operations

ATCO Centre (Calgary)
909 11 Avenue SW
Calgary, AB T2R 1L8

Phone: 403-245-7851
Fax: 403-245-7405

General Supervisor, Construction

Service Centre
1052 10 Street SW
Calgary, AB T2R 0G3

Phone: 403-245-7665
Fax: 403-245-7376

Supervisor, Contract Construction

Service Centre
1052 10 Street SW
Calgary, AB T2R 0G3

Phone: 403-245-7665
Fax: 403-245-7376

Applications Clerk

Service Centre
1052 10 Street SW
Calgary, AB T2R 0G3

Phone: 403-245-7551 (Residential)
403-245-7751 (Commercial)
Fax: 403-245-7376

24 Hour Dispatch

(To arrange for an
ATCO Gas inspector)

Phone: 403-245-7222

ATCO Gas Website

www.atcogas.com

