

Installing Natural Gas Mains for New Subdivisions Service

Builder/Developer Name: _____

Contact Name: _____

Contact Phone: _____

Customized/based off design piece:
180113-03/DUP/xx/06-18

DTE Contact Information:

Gas Planner

Name: _____

Number: _____

Email: _____

Gas Planning Supervisor

Name: _____

Number: _____

Email: _____

Gas Account Manager

Name: _____

Number: _____

Email: _____

Common approval requirements and timeframes*

- Municipality Approvals: 2-4 weeks
- Environmental Approvals (Soil Erosion Permit/ Department of Environmental Quality): 1-4 months
- Railway Crossings: 6-12 months

* Meeting the deadline for this project depends on completing the requirements of each phase before we move to the next phase. In addition, weather could be a factor in changing the schedule.

	Getting Started	Collection of Document	Initial Design & Site Meeting	Customer Approval & Payment	Detailed Design	Final Design Close Out & Job Out for Work	Scheduling & Construction
	Timeline: Two business days for planner callback DTE Contact: DTE New Service Representative	Timeline: 1-5 business days DTE Contact: DTE Gas Planner	Timeline: 2-5 business days DTE Contact: DTE Gas Planner	Timeline: 6-8 business days (<i>may need to extend</i>) DTE Contact: DTE Gas Planner	Timeline: 1-4 weeks DTE Contact: DTE Gas Planner	Timeline: 5-7 business days DTE Contact: DTE Energy Gas Planner	Timeline: 10-15 business days DTE Contact: DTE Contractor
DTE Energy Will Provide	Work Order Number: _____ Planner Contact Info:		<ul style="list-style-type: none"> • Site Meeting with Planner • Preliminary establishment of service date • Site requirements 	<ul style="list-style-type: none"> • Provide cost estimate for the work that needs to be performed • Finalize DTE agreement for Need Date (weather delay may cause additional days to be added) • Preliminary design and scope of work 	<ul style="list-style-type: none"> • Detailed design • Easement sketch (when applicable) • Obtain necessary municipalities/county permits, the process may take 2 to 4 weeks • If a railroad or environmental permit is required, the process can exceed 6 months 	<ul style="list-style-type: none"> • Notification that job is out for work • Contractor contact information 	<ul style="list-style-type: none"> • Contractor calls customer 48 hours before construction is scheduled to begin to confirm site is cleared • Contractor will inform DTE of any site or customer issues during installation process • Perform installation
Customer Will Provide	<ul style="list-style-type: none"> • Contact DTE: Call 800-338-0178 Or email newcustse@dteenergy.com • Provide New Service Representative with Tax ID, location of project (major cross roads), and number of home sites • Notification to Account Manager of formal job request 	<ul style="list-style-type: none"> • Site Plans • Load Sheet • Gas Service Request Application 		<ul style="list-style-type: none"> • Review design and scope of work • Payment (check or credit card—contact planner for assistance in processing credit card) 	<ul style="list-style-type: none"> • Easement or any permit documentation, if applicable 	<ul style="list-style-type: none"> • Coordination w/contractor on installation date and site readiness • Clear pathway for underground installation at construction site 	<ul style="list-style-type: none"> • Maintain job site readiness for construction