



APPLICATION FOR NATURAL GAS SERVICE or SERVICE ALTERATION

An application must be completed for all new service requests, service alterations, or load additions.

GAS APPLICATION

Requesting a new gas service, or an alteration to your current service is easy, but the engineering and design process can be more complex. We will work with you to safely deliver natural gas to your property. Your application will help us determine your service size, the meter configuration, and an appropriate cost estimate for your new gas service or service alteration.

If you are a developer working on a new subdivision, please contact our office directly.

Apply Early

We begin engineering once we receive a fully completed and executed application form.

We strongly recommend applying as early as possible to avoid a seasonal rush. Installing your gas service or performing any alterations before freeze-up is ideal. Meota typically does not install gas services during the winter months – but if required, additional winter costs for any construction work will apply when frost conditions exist.

Fees

Your application will help us determine your service size, the meter configuration, and an appropriate cost estimate for your new gas service or service alteration.

Fees must be paid at the time of application. All fees are based on **NORMAL** construction conditions.

Standard Rural

Standard rural gas installation fees apply to any rural property not located within a rural subdivision and greater than two (2) acres in size. A \$1.00 Co-op Membership Fee will apply (if eligible).

- The standard contract fee provides a maximum load of 1 GJ/Hr (1,000,000 BTU/hr)
- The installation charge covers costs and services up to and including the meter set. Please note, should the cost of the installation exceed \$30,000.00, you will be responsible for any additional cost over \$30,000.00.

Urban Infill (Rural Subdivision)

Standard Urban Infill gas installation apply to typical rural subdivisions with lot size smaller than two (2) acres. A \$1.00 Co-op Membership Fee also applies (if eligible).

- The standard contract fee provides a maximum load of 1 GJ/Hr (1,000,000 BTU/hr)
- The installation charge covers costs and services up to and including the meter set.



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Secondary Services – based on estimate

- The property that a Secondary-Service contract provides gas to, must have a primary service previously established.
- The service contract / utility must remain on the same legal land description as the primary service.
- The primary service must include providing service to a residential dwelling and the Secondary Service contract is only valid if the primary service is maintained.
- Maximum load requirement must not exceed 0.35 GJ/hr connected service load and delivery pressure will not exceed 0.25 PSI Pressure.

Commercial and Large Load

Commercial installations are not eligible for subsidized construction and are responsible for all construction costs. Please contact us for an estimate.

Off-Season

If you require off-season construction (October 1 to April 30), an additional non-refundable surcharge will be applied and will be required to be paid prior to construction.

Application requirements

BTU Load Information

New Infill - The standard contract fee provides a maximum load of 1 GJ/Hr (1,000,000 BTU/hr). Larger load requirements will be reviewed with our construction team and engineers and may require additional fees.

We require your gas utilization load information in order to properly size line infrastructure and the utility meter size. An accurate load survey must be provided in order for your application to be processed. If you have any questions regarding the Load Survey form included with the application package, please contact our office.

Site Information

We require one copy of your surveyed and drafted site plan and mechanical drawings. The site plan must accurately show property lines, building locations, other service running lines and any of the applicant's facilities and any future building/development areas. These plans will be used to identify the location of the meter and regulator at the building, and to determine an alignment for the underground service.

Land Owner Information

Meota Gas Co-operative Association Ltd. (Meota) is governed by Alberta Regulation 151, 2000 which provides that in order for a person to be a member of Meota and receive natural gas service within the franchise area of Meota, there must be a valid Customer Contract in place between that person and Meota. **A customer contract must be signed before a meter will be installed.**

The Customer Contract is between the legal land owners (ALL legal landowners must sign the document) along with Meota. Please include a copy of your land title certificate. If it is unavailable, our office will complete the title search.

Measurement

Meter installation

We install, exchange, and maintain gas meters and equipment. We conduct testing mandated by the Government of Canada through Measurement Canada to ensure meters are properly calibrated to measure fairly.

Location of the meter

The applicant or contractor will suggest the location of the gas meter set and service line.

- Alberta Safety Codes Regulations state that a regulator with an internal relief vent must not be installed within one (1) meter of an opening window, door, dryer vent or fresh air opening.
- To accommodate the meter, the building piping shall be 18-36 inches to the right of the gas riser and terminate outside the building.
- A certified Journeyman is responsible for connecting the meter to the house piping.
- Flexible gas line cannot be used to connect to the meter.

Gas meter safety

Make sure your gas meter is visible and accessible at all times. Meters may not have any enclosure (decks, buildings, or covers) covering the gas meter or in close proximity that may obstruct access to the gas meter. Do not chain bikes or dogs to your meter set – this can cause damage to the equipment. Keep snow and ice clear of the meter set. You are responsible for proper meter protection.

You are responsible for the costs of relocating your gas service or meter in the event of any safety conflict you have caused.

Site Plan

Required Details for Site Plan

1. Residential Customers will:
 - Show lot lines and building corners relative to the property corners;
 - Provide measurements from the building corner relative to the proposed location of the gas service, regulator and meter;
 - Show location relative to land parcel;
 - Generally, the site plan you provide to the municipality for building permit would be acceptable.
2. If the proposed dwelling is a multi-suite, complete and individual metering has been approved, numbering and addressing of the suites is required.
3. Complete site and mechanical drawings are required for all commercial / industrial applications.



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The applicant can and should suggest the location of the gas meter and service line however, the location must be approved by Meota prior to the installation of service commences.

- New installations installed on the side of buildings must not terminate more than 1.5 m past the corner of the building.
- CSA B149.1 – Natural Gas and Propane installation Code states that a regulator with an internal relief vent must not be installed within 1.0 m of an opening window, door, dryer vent, appliance air intake, or source of ignition (including the property's electric meter).
- CSA B149.1 – Natural Gas and Propane installation Code states that a regulator with an ANSI Z21.80/CSA 6.22 Certified Overpressure Protection Device must not be installed within 0.3m of an opening window, door, dryer vent, appliance air intake, or source of ignition (including the property's electric meter).

NEXT STEPS

Once your application, payment and related documentation has been received, reviewed, and processed, we will begin the construction planning process. Our construction staff will visit the site and review the routing (you may be requested to attend at this time to indicate the approximate location of the future meter set).

Following the initial field scouting, we will obtain the necessary permissions, crossings agreements, and consents that may be required. Once all permissions have been received, construction will be scheduled.

Please be aware, any yard lines after the meter to other buildings (referred to as secondaries) are the landowner's responsibility and expense. Meota would be happy to assist you with planning this work and providing you a quote for the work.

Please visit www.meotagas.com to learn more about Meota Gas Co-operative Association Ltd.

We look forward to serving you!



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About Meota Gas Co-operative Association Ltd.

Meota Gas Co-operative Association Ltd. (Meota) was the first Natural Gas Cooperative created in Alberta. We have been providing natural gas distribution to our customers since 1962.

The Co-op and Community Difference

Co-operative and community-owned natural gas utilities are uniquely different from all other Alberta gas utilities and retailers. We are all locally-owned with any rates or fees set locally. Any funds generated are re-invested back into the utility to operate or improve the gas system. That keeps the utility responsive to the very community that it serves, and allows the people living in the community to have a say on their rates and fees through their locally-elected board of directors.

Co-op and Community natural gas distributors are locally-owned and operated. The locally-elected board (for co-operatives) govern the utility on behalf of the co-op members or community ratepayers. Most operate on a non-profit basis, and all operate on the basis that any surpluses are retained within the utility itself (there are no dividends or profits paid out). The rates are set by the board, which include the direct cost of gas, and may include fixed and/or variable fees to cover the costs of operating and administering the utility.

Co-op and community gas distributors have both the obligation and exclusive right to supply natural gas to customers in their franchise areas. From this legal obligation and exclusive right, for-profit, competitive retailers are not permitted to sell natural gas in co-op or community franchises. The local utility is the retailer and flows-through gas costs to the consumer. The gas costs come from Gas Alberta (see Gas Alberta below) on a monthly basis. This flow-through nature of the cost doesn't allow for customers to lock in rates.

Through Gas Alberta's gas procurement process, monthly rates are usually lower than competitive retailers' fixed price options. Since November 2018, the average end-use consumer of a Federation Member Utility has saved approximately \$1,200 through Gas Alberta's rates as compared to the average of fixed rate options over the same period. Some local utilities may also offer budget bills with a pre-set amount to pay each month.

Investor-owned gas distributors (such as ATCO Gas) are usually owned by shareholders and operate on a for-profit basis. Natural Gas distribution rates are set by the company but must be approved through the Alberta Utilities Commission (AUC). The AUC allows the investor-owned gas distributor to include a profit in their gas distribution rates, and are able to apply for cost-recovery fees if a loss occurs.

The investor-owned gas distributor does not directly interact with the consumer - that is left up to natural gas retailers. It is the retailer that the consumer contracts with for their supply of gas. The investor-owned gas distributor charges the retailer the cost of transporting the natural gas to the consumer plus any riders they may have; the retailer passes on those costs to the consumer along with any administrative or other fees the retailer may have. With retailers, customers may be given the choice to lock in rates for set periods of time, which can provide rate stability but are generally higher than current market rates.



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Gas Alberta

Gas Alberta Inc. is owned by the majority of Member Utilities of the Federation of Alberta Gas Co-ops Ltd. It is Gas Alberta's mandate to purchase natural gas supply from the market for these utilities at rates lower than the regulated natural gas retailers.

Cost of Gas

Prior to the start of each month, Gas Alberta designs a natural gas rate (on a \$ per Gigajoule (GJ) basis) to cover its estimated gas costs to supply Federation utilities for the upcoming month (to see current and past Gas Alberta rates: Gas Rates in Alberta). This monthly pooled rate is then forwarded to the utilities to charge their customers. This rate is affected by market forces. As the market price for natural gas increases or decreases, so does the cost of gas for residents and businesses.

On top of the monthly pooled rate, Gas Alberta charges to the utilities a small variable rate to cover the costs of administration and goods and services relating to the safe and reliable supply of natural gas to consumers.

The Co-op and Community gas utilities may charge additional fees to cover the costs of administering, operating, and maintaining the gas utility and supply.

Gas Rate Charges:

Fixed Delivery Charge

The fixed delivery charge (or Monthly Service Charge) is designed to recover the costs that do not vary with consumption of gas including administration, design/installation of pipelines and meters. These show up on a bill as a single line item and the dollar value may not change from month to month.

Cost of Gas

The Cost of natural gas is a flow-thru cost, charged to Meota from its' wholesaler, Gas Alberta. This rate is the current market rate of natural gas that Gas Alberta has procured on behalf of its member utilities. Meota does not mark up this rate.

Delivery Charge - Variable

The delivery charge is designed to recover the costs that fluctuate with consumption of natural gas. These are principally related to capital and operating costs, including labour, materials and supplies. This charge is broken down separately from the cost of gas. The cost will vary dependent on how much natural gas a customer consumes in a given month. (i.e. a \$3/GJ gas rate, plus a \$1/GJ variable rate = \$4/GJ. If that customer uses 10 GJ of gas in a month, their consumption charge would be \$40 that month). This rate is reviewed and set by the board of directors at least once annually.

Gas Loss Charge – Variable

The gas loss charge line item on your billing is a rate reviewed and set by the board of directors at least once annually and is in place to recover gas loss due to shrinkage. Shrinkage occurs naturally through the natural gas distribution system in the transport of natural gas through the piping network.



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SERVICE INFORMATION

SERVICE INFORMATION									
Address:									
Legal Land:	QTR	SEC	TWP	RNG	M W of 5	Lot:		Block	Plan
Date Ready for Service:	<i>Basement must be backfilled and site free of material.</i>								
Type of Service: <input type="radio"/> Residential <input type="radio"/> Farm Building / Out Building <input type="radio"/> Urban <input type="radio"/> Subdivision <input type="radio"/> Commercial <input type="radio"/> Other _____					Service Required: <input type="radio"/> New <input type="radio"/> Secondary Service <input type="radio"/> Replacement <input type="radio"/> Load/Pressure Change <input type="radio"/> Alteration <input type="radio"/> Other _____				
Comments:									

APPLICANT INFORMATION			
Name(s) on Title:		Account #: <small>(if existing customer)</small>	
Company:		Phone #:	
Contact Name:		Cell #:	
Email:			
Mailing Address:			
City:		Postal Code:	

BUILDER INFORMATION <small>(if custom builder is coordinating work and will be responsible for gas utility billing during construction)</small>			
Builder Name			
Site Contact:		Phone #:	
Site Contact #2:		Cell #:	
Email:			
Mailing Address:			
City:		Postal Code:	
Billing Contact Name:		Phone #:	
Billing Email:			



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Anticipated Construction Start Date: _____

Anticipated Owner Possession Date: _____

Anticipated Gas Service Excavation/Installation Required Date: _____

Anticipated Date when Heat will be required for Construction: _____

Will the Builder be responsible for the natural gas/utility costs during construction? Y/N

If yes, please provide billing contact information for the builder (bills will be sent to the builder directly for payment until possession and turnover of the property to the owner. Once possession/turnover date is confirmed, contact Meota Gas Co-op with minimum two (2) weeks' notice to have the account transferred to the owner. Meota must perform a meter read to do so.)

- **NB:** Typical new services are installed in two phases;
 1) excavation and tie-in to main line, brought to future building site. We will coordinate installation route, methods and timing with you, and
 2) the meter hang

Billing: Please choose your preferred method of receiving your bill:

a. Email—Please note email address to send to: _____

If more than one, please list all. If you elect to receive your bills through email, please add us as a contact in your contact list.

b. Paper Bill - **Note, Meota charges a \$ 2.00 paper bill fee for each mailed bill.*

*** Meota Gas Co-operative Association Ltd. (Meota) requires access to its owned infrastructure on a 24/7 basis to perform maintenance and safety inspections and to ensure our equipment is measuring accurately. Any personal information collected from our customers is only used for Meota's operations and public safety, and is not shared with anyone outside the organization.*

I/We consent to the construction and agree that the construction is to our benefit and hereby release and forever discharge from all manners and actions and waive all rights of claims in the future, as pertaining to this infill construction project. By signing this application, the applicant is allowing Meota to enter the applicant's property to do preliminary engineering and construction planning; and when approved to proceed; with the installation.

CONSENTED TO AND ACKNOWLEDGED BY:			
SIGNATURE:		SIGNATURE:	
PRINT NAME:		PRINT NAME:	
DATE:		DATE:	



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GAS LOAD INFORMATION

In order to determine the appropriate meter, regulator, and gas service line size, the total hourly load and delivery pressure for all natural gas equipment and appliances is required. If the load increases above the applied-for load, a new application is required.

This information can be found by checking your appliances for manufacturer recommendations or by contacting your gas fitter. The default pressure is 4 oz. Delivery pressure greater than 4 oz is considered non-typical and is charged at a higher monthly fee.

HOUSE (s)						
Appliance	House - #1		House - #2		House - #3	
	Qty	TOTAL BTU	Qty	TOTAL BTU	Qty	TOTAL BTU
Furnace						
Boiler						
Hot Water Tank						
On Demand HW						
Fireplace						
Range						
Clothes Dryer						
BBQ						
Garage Heater						
Other						
Total Load:						
TOTAL HOUSE(s) BTU/hr:						
OUT BUILDINGS & LARGE LOAD EQUIPMENT (Pump, generator, etc.)						
Building / Appliance	Description				BTU/hr	
TOTAL OUT BUILDING / LARGE LOAD BTU/hr:						
Future appliance upgrades, additions, secondary lines planned:			Date:			
Description	Expected Date		BTU/hr			
TOTAL FUTURE LOAD BTU/hr:						
Comments:						
Office Use Only	ATTENTION REQUIRED:		<input type="radio"/> Yes <input type="radio"/> No			
Current Meter Size	Current PFM Pressure	Meter Max Load	# - Secondary Services			
New Meter Size	New PFM Pressure / Reg	Approval	Date			



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SITE PRECAUTIONS AND FEES

1. Do you agree to off-season construction fees if applicable (fees apply for construction between October 1 and April 30)?	<input type="radio"/> Yes	<input type="radio"/> No
2. The property owner is responsible for obtaining their own plumber for secondary work and reconnection. Permits are required to be in place prior to completion of the work by Meota Gas Co-op. Has proof of permit been obtained? Comments:	<input type="radio"/> Yes	<input type="radio"/> No
3. Are there any underground secondary facilities on site? <i>Secondary facilities include underground sprinklers, septic tanks, secondary gas and electric lines to accessory buildings, etc. They do not include primary facilities such as TELUS or Shaw.</i> List Facilities: _____ _____ <i>Meota obtains locates for all primary underground facilities, but does not locate secondary lines. There may be additional charges to the applicant if locates are required to identify any secondary lines.</i> <i>Meota will not be held responsible for repair costs to damaged secondary facilities if they have not been identified prior to the gas service installation or alteration.</i>	<input type="radio"/> Yes	<input type="radio"/> No
4. I understand that the standard rural gas installation fees for the 2024 construction year is \$ 8,500.00 plus GST. The installation fee is based on NORMAL construction conditions. The installation charge covers costs and services up to and including the meter set. Please note, should the cost of the installation exceed \$30,000.00, you will be responsible for any additional cost over \$30,000.00. The \$1.00 plus GST Co-op Membership Fee (if eligible) will be billed to the owner – after possession on their first gas bill.	<input type="radio"/> Yes	<input type="radio"/> No
5. I understand that the natural gas service provides for a maximum of 1 GJ / Hr for standard contracts.	<input type="radio"/> Yes	<input type="radio"/> No
6. I understand that Commercial installations are not eligible for subsidized construction and am responsible for all construction costs.	<input type="radio"/> Yes	<input type="radio"/> No
7. I understand that I must execute a valid Customer Contract and Utility Right of Way (URW) prior to construction start (if these items are not already in place).	<input type="radio"/> Yes	<input type="radio"/> No

Landowner - Print Name

Signature

Date

Landowner - Print Name

Signature

Date



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YARD DIAGRAM

Name: _____

Legal Land Description 1/4 ____ Sec ____ Twn ____ R ____ W 5 Block ____ Plan ____ Lot ____

Address: _____

** Please draw your planned yard layout – ** INDICATE NORTH DIRECTION, show locations of home, all out buildings, driveways, major landscape areas and desired location (or existing locations) for all utilities including power, phone, water, septic and gas.

Comments: List any comments that may affect the property or location of utility services:



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DAMAGE WAIVER FORM

I, _____ (owner/agent/representative) of the property
legally or municipally described as:

Street Address: _____

Legal Land Description: 1/4 ____ Sec ____ Twn ____ R ____ W 5 Block ____ Plan ____ Lot ____

Hamlet/Town/City: _____ Province: _____

I hereby acknowledge that Meota Gas Cooperative Ltd. (Meota) will be performing construction services using equipment with a weight that may damage landscaping, lawns, asphalt or otherwise damage the "Property".

I hereby acknowledge that Meota will create a ground disturbance when trenching/excavating or ploughing new gas lines that may cause damage to non-locatable utility lines such as septic and water lines.

I also hereby confirm and consent to the location of the ground disturbance to be undertaken by Meota as determined on-site in concert with representatives of Meota in advance of any work being undertaken.

I hereby consent to Meota performing services to the "Property" and waive, release and discharge any claim I may have against Meota, its Officers, Directors, Employees, Servants, Sub-Contractors, Agents and their successors and assigns, for any damage caused to the "Property" resulting from the weight of the equipment or other excavation activities.

I have read and understand all that is outlined as above.

By signing this document, I hereby state that I am authorized to do so on behalf of the "Property" as owner/agent/representative.

Date: _____

Owner Name(s) (print): _____

Owner Signature: _____

Representative Name (print): _____

Representative Signature: _____



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MEMBERSHIP ENROLMENT FORM

In accordance with the Rural Utilities Act, Meota Gas Cooperative Association Ltd. (Meota) offers membership in the co-op to those customers who hold a current contract with the cooperative and consume natural gas in the franchise area. Membership cost is \$1.00 + GST.

PLEASE NOTE: For multiple people noted on the contract, ONLY ONE PERSON CAN BE DESIGNATED A Voting MEMBER.

Print Name: _____

Account Number: _____ Date: _____

Current Mailing Address: _____

Email Address: _____

Phone Number: _____

Alternate Phone Number: _____

By submitting this membership request, you will be noted as a voting member of the cooperative and as such, will be included in correspondence from Meota Gas Cooperative Association Ltd. from time to time. Correspondence relating to the cooperative may come in electronic form or by Canada Post mail.

Signature(s): _____



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SERVICE COMPLETION NOTIFICATION

Permit No _____ Location _____

Permit Issurer _____

Lot	Blk	Plan		
Qtr	Sec	Twp	Rge	Mer

Installation name _____

Address _____

Contractor / Installer

Name _____

Address _____

Phone _____

I hereby certify that the piping system has been installed and tested:

- i) In compliance with the Safety Codes Act & Regulations and CSA B149.1 and
- ii) this installation is ready for gas service activation.

Please enter number of appliances and total input BTU rating for each of the following

House Furnace(s)	Water heater	BBQ	Fireplace	Range
Dryer	Garage	Other _____	Other _____	Other _____

Air Test: Duration _____ PSI _____

Gas Service Is Connected to Meter yes _____ No _____

Signature _____

Print Name _____

Gas Fitter Certificate No. _____

Date _____

This form is to be completed and faxed or e-mailed to the Permit Issuer and the Gas Supplier before the gas service will be unlocked.



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Please return the completed application package to admin@meotagas.com or in person to Meota's office.

Check List for Submission

- The completed SERVICE INFORMATION sheet
- Completed GAS LOAD Information Sheet
- Completed SITE PRECAUTIONS AND FEES Sheet
- Completed YARD DIAGRAM
- Completed DAMAGE WAIVER FORM
- Completed MEMBERSHIP ENROLMENT FORM

- A copy of the property title that shows a Utility Right Away (URW) granted to Meota. ** note, if there no current URW registered to Meota, Meota will draft the required documents for owner execution to add this URW to the land title.
- Payment for gas service (**\$8,500 + GST for rural lots or \$6,500 + GST for urban lots.**) If service is required to be installed during winter conditions, any additional charges the Co-op incurs shall be paid by the consumer. *NB, the \$ 1.00 (plus tax) membership fee will be billed on the first billing for the customer (upon owner possession).
- The Customer Contract executed at Meota's office (once payment has been received)

Typical new services are installed in two phases; 1) excavation and tie-in to main line, brought to future building site. We will coordinate installation route, methods and timing with you. And 2) the meter hang.

Prior to hanging a meter set, we require:

- A copy of the County's "Inspection Report" (Gas Permit) stating that the interior piping has been inspected and is ready for a meter to be hung
- A copy of the Service Completion Form (see attached)

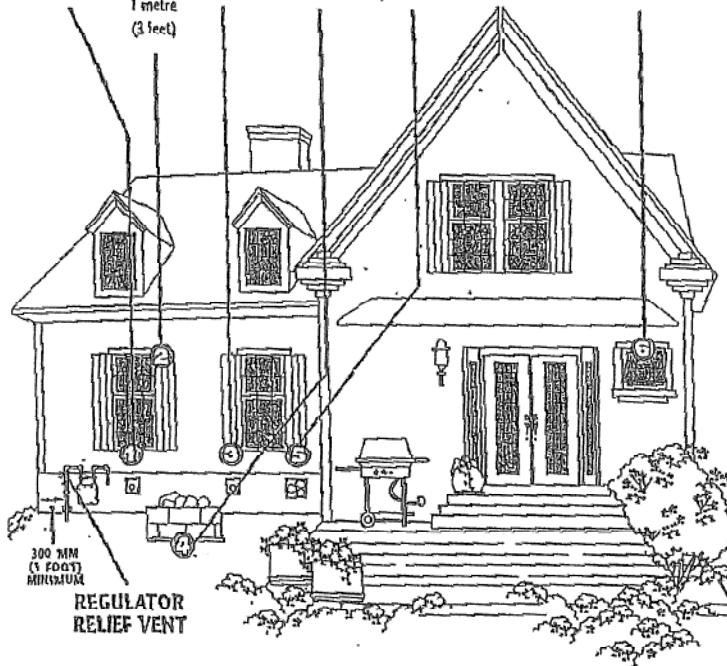
**** please ensure to return forms from page 7 to 13**

**** Page 14 must be completed by the Journeyperson Gas Fitter once the internal gas piping in the home has been installed and passed inspection. Gas will not be turned on to fire applicances in the home until inspection and the service completin form is completed and return to Meota's office.**

Clearance from Regulator Relief Vent

Minimum distance in any direction from Regulator Relief Vent to:

1.	2.	3.	4.	5.	6.
Appliance vent outlet	Building openings such as doors and windows	Appliance air intake	Source of Ignition	Mechanical air Intake*	Bottom opening window
1 metre (3 feet)	1 metre (3 feet)	1 metre (3 feet)	1 metre (3 feet)	3 metres (10 feet) * Does not apply to direct vent appliances	1 metre (3 feet) horizontal or 3 metre (10 feet) vertical



Checklist

Completion of the following items will ensure prompt installation of your natural gas service

- Other underground utilities have been identified
- Meter location is clearly marked (by a MAORA representative) and meets the requirements stated in this pamphlet.
- Lot is rough graded to within 150 mm (6 inches) of finished grade.
- Service line route is clear of debris.

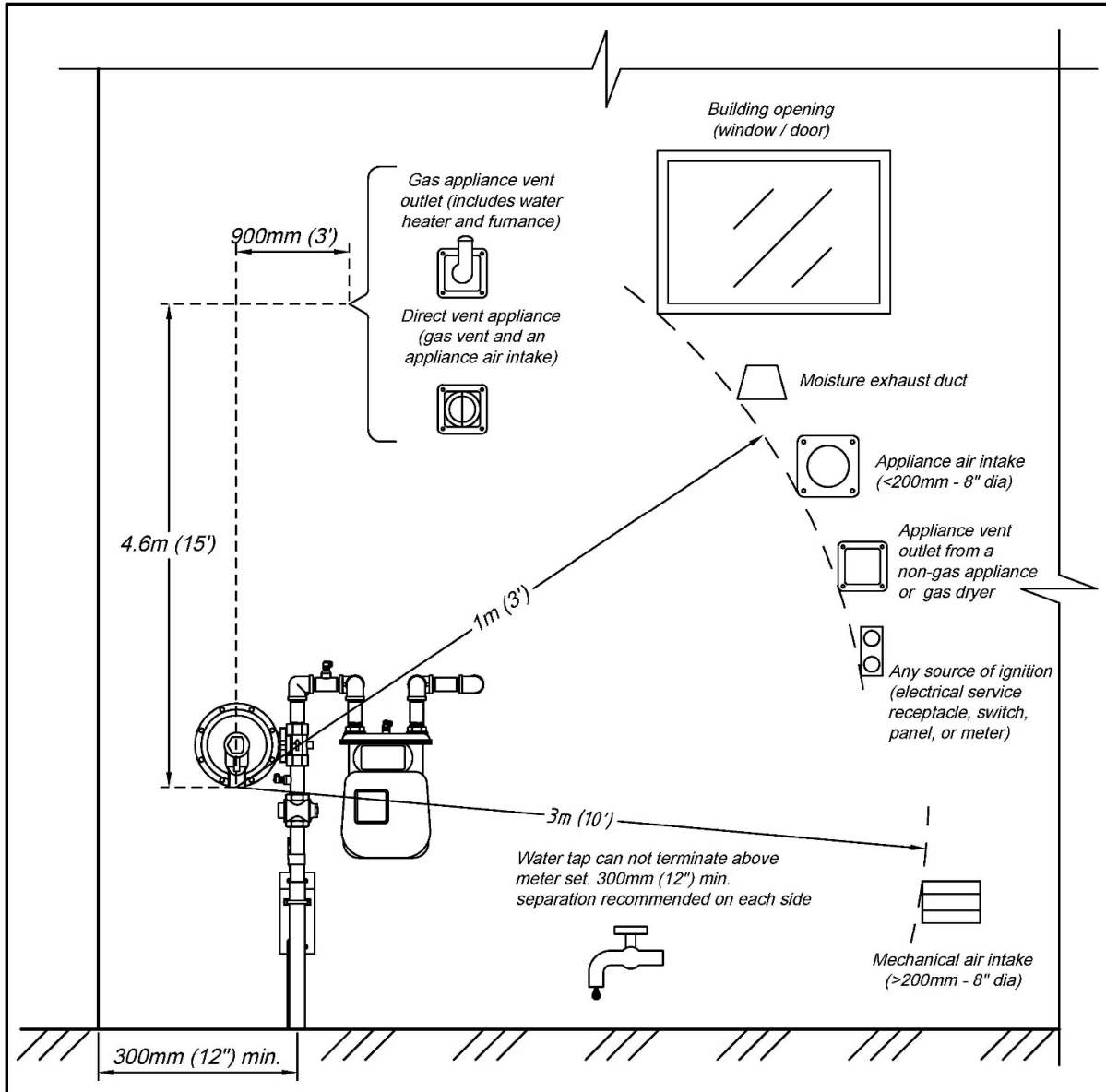


FIGURE 5.2 LOCATION OF REG. VENT RELATIVE TO BUILDING OPENINGS

NOTES:

1. All clearances listed are in accordance with CSA B149.1;
2. If these clearances cannot be met, CSA 6.22 regulator/relief may be used. See table 5.2 in CSA B149.1 for acceptable clearances.

