



Issuance # 378

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 23/92

To: Distribution
From: Barry G. Cox
Date: 28 October 1992
Subject: Gas Cards and Tests of Gas Piping

Superseded: OPPN 22/91

Reference: Sections 27-176, 27-904, 27-921 & 22 of the
Administrative Code

Effective: Immediately

Purpose:

To reinforce our policy with respect to the issuance of gas cards as it relates to work done by utility companies in certain circumstances.

1. NO GAS CARD REQUIRED UNDER THE FOLLOWING CIRCUMSTANCES:

A. Emergency Work

1. Minor emergency leak repairs of gas distribution piping (2" pipe or less) involving tightening or replacement of a "fully visible" fitting of the same size only, such as an elbow, tee, valve, appliance valve, union and/or up to two feet of piping including fittings performed by a licensed plumber. The Utility Company must perform an integrity test on the affected line(s) prior to restoring service and a plumber must file a written report describing the details of such repairs with the Department of Buildings on the first normal workday following the repair.

2. Emergency hazardous leak repairs of gas distribution piping, (2" pipe or less) that exceeds the provisions of 1.A.1, performed by the utility company or licensed master plumber, provided that a written report describing the details of such repairs is filed with the Department of Buildings on the first normal workday following the repair. The Utility Company must perform an integrity test on the affected line(s) prior to restoring service.

NOTE: If hazardous leak is due to a fire or accident, a Gas Card is required prior to restoration of service. (See 2.A.1.

3. Emergency restoration of discontinued service by the Utility Company to the building where the shut-off is due to fire or accident AFFECTING THE GAS PIPING, where the affected riser/piping has been ISOLATED (disconnected) from the other piping. If isolation of the affected piping is not possible, a Gas Card is required prior to the restoration of service.

However, the remaining piping (unaffected) must pass an integrity test by the Utility Company.

NOTE: A Gas Card is required prior to restoring gas to the affected piping

4. Restoration of discontinued service by the Utility Company when the shut-off is due to fire or accident, which DID NOT AFFECT THE GAS PIPING as confirmed by the Utility Company and an integrity test is performed by the Utility Company.

B. NON-EMERGENCY WORK

1. Installation of gas service and gas meter piping by the Utility Company
2. Installation by the Utility Company of a replacement meter of the same size only. (No customer/contractor work involved).
3. Installation by the Utility Company of a replacement meter having an increased capacity, where the replacement is due to registration or test purposes. This may be done by the Utility Company without a Gas Card only WHERE THE UTILITY COMPANY HAS ESTABLISHED BY FIELD INSPECTION THAT NO GAS WORK WAS PERFORMED.
4. Replacement of an EXISTING APPLIANCE in place (like and kind). Limited to the flexible connection after the appliance cock, where applicable.
5. Restoration of discontinued service by the Utility Company at the meter, where the interruption is periodic, seasonal or temporary or where service has been discontinued solely because the occupancy has been discontinued. However, the piping must pass an integrity test by the Utility Company.

2. **GAS CARD SHALL BE REQUIRED UNDER ALL OF THE FOLLOWING CIRCUMSTANCES:**

A. EMERGENCY WORK

1. Restoration of discontinued service when the shut-off is due to fire or accident which affects the gas piping.

B. NON-EMERGENCY WORK

1. **Non-emergency installation of any new piping, extension or replacement piping, fittings, nipples, valves other than minor repairs as described in 1.a.1.**
2. Installation of a new or additional gas meter on new piping.
3. Installation of a replacement meter necessitated by the installation of new or additional equipment having increased capacity.
4. Restoration of discontinued service where ALL gas service from the curb valve to the building has ceased for six months or more.
5. Where a replacement gas meter of a larger capacity is required for an oil-to-gas conversion in a residential building.

NOTE: The Utility Company may install the replacement meter for safety purposes prior to the Gas Card being issued if the contractor submits a signed "Gas Card Affidavit" (EXHIBIT A) to the Utility Company certifying the following:

- 1) The plumbing contractor is licensed in New York City.
- 2) The work consists of an oil-to-gas conversion in a building with existing gas service.
- 3) The job is filed with the Department of Buildings and the contractor provides the filing receipt number.
- 4) The gas piping and equipment is in accordance with the appropriate sections of the Administrative Code.
- 5) The customer and contractor understand that if the utility does not receive the "Gas Card" within 30 working days from the date the Gas Card Affidavit is received by the utility, the gas service to the premises will be disconnected.

GAS CARD AFFIDAVIT

1 - 4 Family Residence

Multiple Dwelling
(5 or more dwelling units)

I hereby certify that

1. I am a plumbing contractor licensed to perform plumbing work in the City of New York, license number _____.
2. I have completed the plumbing work, consisting of the conversion of the space-heating equipment from oil-burning to gas-burning, at _____, a residential premises having an existing gas service. (LOCATION)
3. I filed with the Department of Buildings of the City of New York an application for a plumbing permit required by Sections 27-147, 27-172 and 27-173 of the Administrative Code of the City of New York. The date of filing was _____; the filing receipt number is _____.
4. I have completed the installation of gas piping and equipment described on the plan submitted with the permit application in accordance with Sections 27-919, 27-921, and 27-922 of the Administrative Code.
5. I understand that if the utility company does not receive the plumbing Gas (Blue) Card from the Department of Buildings within 30 calendar days from the date this Gas Card Affidavit is received by the utility company, gas service to this premises will be discontinued without further notice.

(CONTRACTOR)

(CONTRACTOR ADDRESS)

(SIGNATURE OF CONTRACTOR)

(DATE)

(SIGNATURE OF OWNER)

(DATE)

(ADDRESS)

Received by _____ (Utility Company)

(NAME & TITLE OF REPRESENTATIVE)

(DATE)