



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 214**
Permits and Procedures for “Gas Lock Outs”

DATE: March 27, 2013/*Revised August 1, 2014*

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 214 on permits and procedures for gas lock outs. This bulletin has been updated to incorporate the department’s new format for Information Bulletins.

The purpose of this IB is to inform our customers and the general public of the process for submitting the proper DSD applications to obtain a gas permit to repair an existing gas system of an occupied building in which the gas meter has been locked off by the gas purveyor. These procedures will ensure that a DSD inspection response is provided as soon as possible during normal business hours (7:45am to 4:30pm, Monday thru Friday, with the exception of Holidays) and after business hours throughout the week, to also include weekends.

Scope:

A “Gas Lock Out” is the term used when, in response to a call from a customer/homeowner about a gas smell/odor present inside or outside the building, the gas purveyor’s technician shuts off and “locks” the gas meter supply valve in the off position due to a confirmed gas leak thereby terminating the gas supply to the building. This requires the gas system be repaired prior to the gas being unlocked and turned back on. The technician may require a gas inspection be conducted by a DSD inspector prior to the gas supply being turned back on. Terminating the gas supply to an occupied building has the potential to adversely affect the occupants especially when they have a gas water heater, gas stove, gas heaters/furnaces or other gas equipment.

To ensure that the gas supply is turned back on as quickly as possible, the responsible person hired (typically a Licensed Plumbing Contractor) is required to adhere to the following procedures to obtain the DSD gas permit to repair the existing gas system.

- The responsible person obtaining the DSD gas permit shall specifically identify on the permit application description of work “Gas Lock Out”, (please refer to an example on the last page of this information bulletin).

- The contractor shall schedule the gas permit inspection and include the necessary contact information.
- The contractor shall contact the assigned DSD inspector and/or one of the DSD Senior inspectors listed at the end of this information bulletin to discuss the gas lock out permit, the gas system repairs and if possible when the gas system should be ready for an inspection and the availability of the contractor to meet the inspector on site for the inspection.
- As part of the inspection, an approved type gas gauge must be installed at the proper pressure testing the repaired gas system. The gas system and all of the gas equipment/appliances shall be accessible for inspection, per normal inspection procedures.
- After the gas inspection is approved by the DSD inspector, DSD will send a release (contact) to the gas purveyor notifying them of the gas lock out permit inspection approval.
- The property owner, homeowner, business owner, tenant, responsible person shall then contact the gas purveyor to turn on the gas service.

After work hours or a weekend “Gas Lock Out” inspection - An after work hours or weekend gas inspection may be possible when the gas system repairs and DSD inspection can not be completed during regular DSD work hours, Monday thru Friday (7:45am to 4:30pm), with the exception of Holidays. If an after work hours or a weekend gas inspection is necessary, the licensed plumbing contractor who is responsible for the gas permit and gas system repairs is required to adhere to the following procedures:

- The contractor shall schedule the gas permit inspection and contact one of the DSD Senior inspectors listed below as soon as possible during regular DSD work hours (before 12:00 noon) to inform them of their need for an after work hours gas lock out inspection, the gas repairs that will be performed, and when the gas system should be ready for a DSD inspection.
- DSD will assess an after hours inspection fee to the contractor gas lock out permit and schedule an inspector.
- The contractor shall coordinate the after work hours gas lock out inspection with the assigned DSD inspector. An approved type gas gauge must be installed at the proper pressure testing the repaired gas system for the inspection. The gas system and all of the gas equipment/appliances shall be accessible for inspection, per normal inspection procedures.
- After the gas inspection is approved by the DSD inspector, the DSD inspector will contact the gas purveyor and notifying them of the gas lock out permit inspection approval.
- The property owner, homeowner, business owner, tenant, responsible person shall then contact the gas purveyor to turn on the gas service.

Failure to follow these procedures could result in a delay in the inspection of the work performed, and a delay in the reconnection of service from the gas purveyor.

For inspection questions relating to your “Gas Lock Out” or this information bulletin, please contact the Plumbing Inspections Supervisor at (210) 207-8279.

Example of a “Gas Lock Out” identified in the permit “Description of Work”

The screenshot shows a software window titled "Building Application" with a toolbar and a main form area. The form contains the following fields and data:

- A/P #: 1857153
- Type: PLUMBPERM
- PLUMBING PERMIT APPLICATION
- Stages table:

	Date	Time	By		Date	Time	By
Processed	01/23/2013	14:11	LB04648	Temp COO	/ /	:	
Issued	01/23/2013	14:22	WEB	COO	/ /	:	
Final	/ /	:		Expires	/ /	:	
- Associated Information:
 - Type of Work: EXISTG
 - Priority: []
 - Auto Reviews:
 - Dept of Commerce: COMMER
 - # Plans: 0
 - # Pages: 0
 - Square Footage: 0.00
 - Bill Group: []
 - A/P Name: []
- Valuation:
 - Declared: 0.00
 - Calculated: 0.00
 - Actual: 0.00
- Description of Work: (Gas Lock Out) Gas Test repairs to existing gas system,|

Navigation tabs at the bottom: Application, Site/Property, Applicants, Status, Fees, Activities, Supplementary, Summary, Details, Plumbing Details. Status: Permit Issued. Last Activity: 03/19/2013 14:35.

Summary:

This Information Bulletin is for informational purposes only.

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