



## How to Apply for New or Modified Con Edison Steam Service

### Introduction

Con Edison has a Steam Business Development team of sales, marketing, and engineering professionals. The business development team works with customers who have chosen steam and with customers who are considering steam as their energy of choice. Through this Web site and in person, our team is committed to providing service that is reliable, efficient, and environment friendly.

This information provides a step-by-step guide to help you navigate the Con Edison steam application process. You will learn how to proceed if you are:

- a new applicant applying for steam service;
- an existing customer wishing to add another service (duplicate a service), or to relocate a service; or
- an existing customer wishing to modify the service due to a change in steam load.

The process consists of four steps. Each step requires the filing of forms and/or design/construction activities. The four steps are listed below and then explained in detail.

1. Submitting an Application for Steam Service, a Steam Service Load Letter, and/or a Point of Entry (POE) form.
2. Issuing the Engineering Specifications Package (ESP) and hiring a contractor.
3. Review and acceptance of customer drawings and stress analysis.
4. Construction of steam system and inspection.

We look forward to helping you with all your steam heating and cooling needs.

Let's get started.

### Submitting an Application for Steam Service, a Steam Service Load Letter, and/or a Point of Entry (POE) Form

Whether you have called, written, or e-mailed Con Edison's Steam Business Development (SBD) group to apply for steam service or to request modifications to your existing system, you will need to go through this process. You will also need a New York State licensed professional engineer or a registered architect to act as your representative. If you have any questions, please contact the Steam Business Development group at 1-212-460-2011.

Before you print the forms listed below, print and read the Application for Steam Service – Information Page, which provides you with additional information regarding your application for service.

To apply for steam service you will need to print and complete the following forms:

- Application for Steam Service
- Steam Service Load Letter
- Point of Entry (POE) Determination for New Services

The Application for Steam Service, the Steam Service Load Letter, and the Point of Entry (POE) Determination for New Services form must be completed and sent to us **at the same time**. Once we have received your signed application and the **completed, signed, and stamped** Steam Service Load Letter and POE form, we will submit them to our Steam Distribution Engineering (SDE) group, which will review your request.

***If you are submitting a request to modify your meter station (due to changes in steam load, or otherwise) without relocating it, you only need to complete the Steam Service Load Letter.***

We cannot commence pipe installation in the street before we receive your completed application. So, early receipt of your steam application will help ensure that we will be able to provide steam service to you by your expected service date. If you are an existing customer wishing to relocate your service, you are responsible for relocation costs. ***In this case, you do not need to complete the application. As stated above, you only need to complete and mail the Steam Service Load Letter to us.***

To expedite the process, you can fax the completed forms to us at 1-212-473-2538. However, because we must have an original signature on file, we ask that each form be signed and mailed to the Steam Business Development group at Con Edison, 4 Irving Place, Room 1328, New York, NY 10003.

### **Issuing the Engineering Specifications Package (ESP) and Hiring a Contractor**

The Steam Distribution Engineering group (the SDE group) will make a determination of steam loads based on the information you provided in the Steam Service Load Letter and the Point of Entry (POE) form. Once the ruling has been made, the SDE group will send the ESP to your consulting engineer. This will confirm the SDE group's ability to provide the service as requested and the feasibility of performing the service at the point of entry you requested. The ESP will describe in detail all the design requirements of the steam meter station for the consulting engineer.

The ESP package will include:

- a. required specifications and details of drawings indicating metering, piping, electrical work, and trap requirements; and
- b. a copy of New York City Department of Buildings (DOB) rules. You can access the DOB rules at [http://www.nyc.gov/html/dob/downloads/bldgs\\_code/rules\\_dob.pdf](http://www.nyc.gov/html/dob/downloads/bldgs_code/rules_dob.pdf) and click on 20-29r.pdf (chapter 20, section 20-02).

The consulting engineer should include all Con Edison's requirements (as indicated in the ESP) in the bids specification package.

The professional engineer (PE) retained by your architect, consulting engineer, or the general contractor must file with the DOB for all the high-pressure steam work as described in the ESP.

The DOB in turn will issue a *Technical Report (TR-1)* form to you. This form is proof that the job was filed and should remain a part of your permanent record. (This is the initial filing — there will be one more at the end of the process.)

### **Review and Acceptance of Customer Drawings and Stress Analysis**

This step involves the submission of design drawings, mechanical (shop) drawings, and a stress analysis. The SDE group will review and approve. Here's what we need:

- Your consulting engineer must submit five sets of design drawings, including one sepia bearing the PE's stamp.

The SDE group will review and accept the design drawings. If, for any reason, the drawings are rejected, your consulting engineer will be asked to revise the drawings and resubmit them for subsequent Con Edison review and acceptance.

- Your mechanical contractor must submit six sets of shop drawings, including one sepia bearing the consulting engineer's approval stamp.

The SDE group will review and accept the mechanical (shop) drawings. If, for any reason, the drawings are rejected, the general contractor will be asked to revise and resubmit them for subsequent Con Edison review and acceptance.

- The consulting engineer or general contractor must submit a stress analysis for the high-pressure (greater than 15 psi) steam piping system, complete with isometric drawings and support/anchor details. The stress analysis model must be based upon the approved mechanical (as-built) shop drawings, referred to in item b of the ESP.

The SDE group will review and accept or reject the stress analysis. If, for any reason, the stress analysis is rejected, it will have to be revised and resubmitted for subsequent Con Edison review and acceptance.

### **Construction of Steam System and Inspection**

Once the mechanical (shop) drawings have been received and accepted by the SDE group, we will release company equipment (steam meters, steam flow computers, meter run strainers, traps, and trap strainers before the meter) to your general contractor for installation. The equipment will be made available for pickup at a designated company storeroom.

The SDE group will perform field inspections of the construction work to verify that the company's requirements and specifications have been adhered to.

Upon completion of the job, the PE will perform what is termed a "controlled inspection" and will file the results of the inspection with the DOB. ***The consulting engineer or general contractor must then file the final TR-1 with the DOB (final filing)*** using the TR-1 form previously issued. The DOB will complete the form and apply a perforated approval stamp that indicates that the job conforms to all applicable rules and regulations.

On the final TR-1, the PE must check off the following:

- Certification of completed inspections/tests
- High-pressure steam

Once Con Edison has accepted the construction work and received the original, perforated, and approved TR-1 form, we will authorize turn-on of service at your location.

***Please note:*** During the approval process, we will accept electronic drawings in Microstation format and/or Autocad. However, all design and mechanical drawings must be signed, sealed, and mailed to us. If you have any questions, you can contact the SDE group at 1-212-460-4410 or 1-212-460-6525.

**Thank you for working with us to connect steam service to your property. You are about to begin what we hope will be a long and satisfying customer relationship with Con Edison's steam service. We are pleased to have you as our customer.**

*The Steam Business Development Group*