



## **POOL HEATER INSTALLATION or REPLACEMENT GAS METER UPGRADE CHECKLIST**

- ❑ Apply for and obtain plan approval from the appropriate City:  
City of L.B. Department of Development Services, Plan Check, 4<sup>th</sup> Floor, City Hall  
or  
City of Signal Hill, Building Safety Division, City Hall
- ❑ Apply for and obtain installation/upgrade permit from City of Long Beach Department of Development Services. A City of Long Beach Department of Development Services Inspector will then be assigned to your project
- ❑ Request an investigation for a meter upgrade from Long Beach Gas & Oil Department by contacting the Long Beach Financial Management Department Commercial Services Bureau at (562) 570-5700. A Long Beach Gas & Oil Department Inspector will then be assigned to your project.
- ❑ Obtain a High Volume Consumer Worksheet from Long Beach Department of Development Services, located on the 4<sup>th</sup> Floor of the Long Beach City Hall, by contacting Long Beach Gas & Oil Department Inspection Division at (562) 570-2085, or on Long Beach Gas & Oil Department website at [www.longbeach.gov/lbgo/engineering](http://www.longbeach.gov/lbgo/engineering)
- ❑ Complete the High Volume Consumer Worksheet.
- ❑ You will be contacted by a Long Beach Gas & Oil Department Inspector to coordinate the meter tie-in location and piping configuration and complete a Signature Card. Be sure to turn in the completed High Volume Consumer Worksheet to your Long Beach Gas & Oil Department Inspector.
- ❑ You will receive a bill, by mail, from Long Beach Financial Management Department Commercial Services Bureau. Please pay the required fees as directed.
- ❑ Install and air test all new gas piping as required by appropriate City Building Development Services and obtain sign off from the Development Services Inspector.
- ❑ Contact Long Beach Financial Management Department Commercial Services Bureau at (562) 570-5700 to schedule a meter installation or meter upgrade.
- ❑ Long Beach Gas & Oil Department will install or replace the gas meter and leave a tie-in connection for your use.

**Final gas piping at meter MUST conform to LBGO specifications; see LBGO drawing "Typical Meter Installation for Pool Heaters and Other External Gas Appliances," Number A-1013.**

### **IMPORTANT PHONE NUMBERS**

<b>Long Beach Financial Management Dept. Commercial Services Bureau</b>	<b>(562) 570-5700</b>
<b>City of Long Beach Development Services Department</b>	<b>(562) 570-6651</b>
<b>Long Beach Gas &amp; Oil Department Inspection Division</b>	<b>(562) 570-2085</b>
<b>Signal Hill Division of Building Safety Department</b>	<b>(562) 989-7340</b>