



Issuance # 329

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner

BARRY G. COX  
Assistant Commissioner  
Borough Operations  
(212) 312-8004

---

OPERATIONS  
POLICY AND PROCEDURE NOTICE # 22/91

---

To: Distribution  
From: Barry G. Cox  
Date: 10 December 1991  
Subject: Gas Cards and Tests of Gas Piping

-----  
**Effective:** Immediately

**Purpose:**

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

Supersedes our September 1, 1983 memo on the same subject.

**Specifics:**

**1. NO GAS CARD REQUIRED UNDER THE FOLLOWING CIRCUMSTANCES:**

- a. Installation of gas service and gas meter piping by the Utility Company.
- b. Installation by the Utility Company of a replacement meter of the same size only. (No customer/contractor work involved.)
- c. 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.

- d. Emergency repairs of gas distribution piping performed by the Utility Company or licensed master plumber in order to alleviate hazardous conditions, provided that a written report describing the details of such repairs is filed with the Department upon completion of the work.
- e. 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.

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.

- f. 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.
- g. 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.
- h. Emergency off-hours repair to correct gas leaks performed by a licensed plumber. However, the plumber must file a written report with the Department of Buildings, describing the details of the repair(s), on the first normal workday following the repair(s).
- i. Replacement of an EXISTING APPLIANCE in place. (Like and kind - limited to the flexible connection after the appliance cock)

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

- a. Non-emergency installation of any new piping or replacement piping, fittings, nipples, valves or extensions up to and including the appliance gas cock.
- b. Installation of a new or additional gas meter on new piping.
- c. Installation of a replacement meter necessitated by the installation of new or additional equipment having increased capacity.

- d. Restoration of discontinued service when the shut-off is due to fire or accident which affects the gas piping.
- e. Restoration of discontinued service where ALL gas service from the curb valve to the building has ceased for six months or more.
- f. 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" 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 Con Edison does not receive the "Gas Card" within 10 working days from the date the Gas Card Affidavit is received by Con Edison, the gas service to the premises will be disconnected.

BGC: mh