

## DEMOLITION LETTER CHECKLIST

DATE: \_\_\_\_\_

FULL PROPERTY ADDRESS AND DESCRIPTION OF PROPOSED DEMOLITION:

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SELECT DEMOLITION TYPE:

**\*\*Prior to requesting Demolition contact Customer Service at 703-335-7900 to close the account and pay the final bill.**

In order to promptly comply with your request for a demolition letter, a **\$50.00 inspection fee per service** is to be paid by the customer to Prince William Water in the Engineering Department, and the following criteria must be met.

If the property is connected to water service:

- The water meter and yoke has to be removed (Prince William Water responsibility)
- The angle valve locked (Prince William Water responsibility)
- For water service that **will not** be reused the termination must take place at the main (Customer responsibility)

If the property is connected to sewer service:

- The sewer line needs to be plugged at the property line (Customer responsibility)
- For sewer service that **will not** be reused the termination must take place at the main (Customer responsibility)

\*Please fax this form to 703-335-8933 or email to [utilityservices@pwwater.org](mailto:utilityservices@pwwater.org). You will be contacted by staff and an appointment to meet at the location will be scheduled. For follow-up questions and information please call the Utility Services Office at **(703) 335-8936/7930** during normal business hours.

Applicant's Name: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and/or Email Address: \_\_\_\_\_