

DEMOLITION LETTER CHECKLIST

DATE: _____

FULL PROPERTY ADDRESS AND DESCRIPTION OF PROPOSED DEMOLITION:

****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 PWCSA 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 (PWCSA responsibility)
- The angle valve locked (PWCSA 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@pwcsa.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: _____