

**KENT COUNTY WATER AUTHORITY  
BUILDING DEMOLITION REQUEST FORM**

ACCOUNT #:	SINGLE FAMILY: <input type="checkbox"/> <input type="checkbox"/>	DATE:
SERV ADD:	COMMERICAL : <input type="checkbox"/> <input type="checkbox"/>	APP #:
	FIRE LINE : <input type="checkbox"/> <input type="checkbox"/>	
<b>REQUIRED INFORMATION</b>		
CONSTRUCTION COMPANY REQUESTING DEMO	PROPERTY OWNER INFORMATION	
NAME:	NAME:	
ADDRESS:	ADDRESS:	
CITY, STATE, ZIP	CITY, STATE, ZIP:	
PHONE:	PHONE:	
EMAIL:	EMAIL:	
SIGNATURE:	SIGNATURE:	

**CUSTOMER REUSING SERVICE ☐**

1. APPOINTMENT TO CONFIRM WATER IS OFF	DATE: _____
CUST. SIGNATURE: _____	KCWA INSPECTOR: _____
	<input type="checkbox"/> OFF TIME: _____ FINAL READ: _____
2. APPOINTMENT TO INSPECT CUT/CAP OF CURB STOP WITHIN 48HRS OF WATER OFF (this cut & cap is after the curb box on the customer side)	DATE: _____
CUST. SIGNATURE: _____	KCWA INSPECTOR: _____

<b>DOCUMENTS NEEDED TO SUBMIT DEMO REQUEST</b>	NOTES: _____
<input type="checkbox"/> NEW SERVICE APPLICATION SUBMITTED	_____
<input type="checkbox"/> WRITTEN TIMELINE FROM CONTRACTOR	_____

**DO NOT ACCEPT THIS FORM IF YOU HAVE NOT COLLECTED THE REQUIRED DOCUMENTS!**

**CUSTOMER DOES NOT INTEND TO REUSE SAME SERVICE ☐**

1. APPOINTMENT TO CONFIRM WATER IS OFF	DATE: _____
CUST. SIGNATURE: _____	KCWA INSPECTOR: _____
	<input type="checkbox"/> OFF TIME: _____ FINAL READ: _____
CUST. SIGNATURE: _____	KCWA INSPECTOR: _____
3. DEMO WILL OCCUR	DATE: _____
CUST. SIGNATURE: _____	KCWA INSPECTOR: _____

<b>DOCUMENTS NEEDED TO SUBMIT DEMO REQUEST</b>	NOTES: _____
<input type="checkbox"/> ROAD OPENING PERMIT	_____
<input type="checkbox"/> WRITTEN TIMELINE FROM CONTRACTOR	_____

**DO NOT ACCEPT THIS FORM IF YOU HAVE NOT COLLECTED THE REQUIRED DOCUMENTS!**

**KCWA OFFICE USE**

<div style="display: flex; flex-direction: column;"><div><input type="checkbox"/> ALL CHARGES HAVE BEEN ADDED TO ACCOUNT</div><div><input type="checkbox"/> ALL CHARGES HAVE BEEN SENT TO CUSTOMER FOR PAYMENT</div><div><input type="checkbox"/> ALL CHARGES HAVE BEEN PAID</div><div><input type="checkbox"/> ACCOUNT HAS BEEN NOTED &amp; PUT IN X CYCLE (IF REUSING SERVICE)</div><div><input type="checkbox"/> ACCOUNT HAS BEEN REMOVED OF PUT IN P CYCLE (IF NOT REUSING)</div><div><input type="checkbox"/> INFORMATION HAS BEEN PUT IN DEMO DATABASE</div><div><input type="checkbox"/> APPROVAL LETTER MAILED TO TOWN/CITY, OWNER AND CONTRACTOR (ALSO SCAN A COPY IN)</div><div><input type="checkbox"/> GIVE A COPY TO SHELBY TO UPDATE GIS</div></div>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">OUTSTANDING CHARGES DUE:</td><td style="width: 50%;"></td></tr><tr><td>DATE OF LAST BILL:</td><td></td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">WATER CONSUMPTION:</td><td style="width: 50%;"></td></tr><tr><td>WATER PROTECTION:</td><td></td></tr><tr><td>OTHER CHARGES: (NOT READY FEE \$50)</td><td></td></tr><tr style="background-color: yellow;"><td>TOTAL CHARGES DUE:</td><td></td></tr></table>	OUTSTANDING CHARGES DUE:		DATE OF LAST BILL:		WATER CONSUMPTION:		WATER PROTECTION:		OTHER CHARGES: (NOT READY FEE \$50)		TOTAL CHARGES DUE:	
OUTSTANDING CHARGES DUE:													
DATE OF LAST BILL:													
WATER CONSUMPTION:													
WATER PROTECTION:													
OTHER CHARGES: (NOT READY FEE \$50)													
TOTAL CHARGES DUE:													

**\*APPROVAL LETTER WILL ONLY BE GENERATED ONCE ALL DOCUMENTS ARE RECEIVED AND ALL CHARGES HAVE BEEN PAID ON THE ACCOUNT**

**THIS FORM MUST REMAIN WITH INSPECTOR UNTIL ALL APPOINTMENTS ARE COMPLETED AND SIGNATURES OBTAINED**

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## NOTES

[illegible]