

## KENT COUNTY WATER AUTHORITY BUILDING DEMOLITION REQUEST FORM

ACCOUNT #:	SINGLE FAMILY: <input type="checkbox"/>	DATE:
SERV ADD:	COMMERCIAL : <input type="checkbox"/>	APP #:
	FIRE LINE : <input type="checkbox"/>	
REQUIRED INFORMATION		
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: _____
2. APPOINTMENT TO INSPECT CUT/CAP OF CURB STOP & REMOVAL OF CURB BOX (this cut & cap is at the main in the street and MUST OCCUR BEFORE THE DEMO)	DATE: _____
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	_____

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### KCWA OFFICE USE

<input type="checkbox"/> ALL CHARGES HAVE BEEN ADDED TO ACCOUNT	OUTSTANDING CHARGES DUE: _____
<input type="checkbox"/> ALL CHARGES HAVE BEEN SENT TO CUSTOMER FOR PAYMENT	DATE OF LAST BILL: _____
<input type="checkbox"/> ALL CHARGES HAVE BEEN PAID	
<input type="checkbox"/> ACCOUNT HAS BEEN NOTED & PUT IN X CYCLE (IF REUSING SERVICE)	
<input type="checkbox"/> ACCOUNT HAS BEEN REMOVED OF PUT IN P CYCLE (IF NOT REUSING)	
<input type="checkbox"/> INFORMATION HAS BEEN PUT IN DEMO DATABASE	WATER CONSUMPTION: _____
<input type="checkbox"/> APPROVAL LETTER MAILED TO TOWN/CITY, OWNER AND CONTRACTOR (ALSO SCAN A COPY IN)	WATER PROTECTION: _____
<input type="checkbox"/> GIVE A COPY TO SHELBY TO UPDATE GIS	OTHER CHARGES: (NOT READY FEE \$50) _____
	<b>TOTAL CHARGES DUE: _____</b>

**\*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**

