



Utility Disconnect Form

Demo Permit application should be filed for Demo Permit

Andy Dean, Chief Building Official
 Loyall Bennett, Building Inspector
 Chris Fuchs, Rental Inspector
 Electrical Inspector Ken Simpson at (269) 471-5869
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This form is to serve only as a guide to get the utilities shut off and terminated properly. See page two for more information (reverse of this form). PLEASE FILE DEMO PERMIT APPLICATION FOR DEMO PERMIT.

I. DATE AND PROPERTY ID NUMBER

Property ID #: 11-06- (twp use only)	NO FEES FOR THIS FORM: DEMO PERMIT SEPARATE FORM:
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II. PROPERTY ADDRESS WHERE UTILITIES ARE BEING DISCONNECTED:

DEMO ADDRESS:

II. DESIGNATED AGENT / CONTRACTOR:

Name of Agent:			
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	Cell Number:	Fax number:	

THE FOLLOWING SIGNATURES CERTIFY THAT THOSE UTILITIES UNDER THEIR AUTHORITY WERE DISCONNECTED AND THAT THE STRUCTURE IS READY FOR DEMOLITION ON THE DATE SPECIFIED: please notify if the phone numbers are incorrect:

AMERITECH (telephone) Phone: 269/926-0233, 36 Fax: 269/927-0588 Fax: 269/926-6925	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
MICHIGAN GAS UTILITIES: call 800# Phone: Fax:	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
AEP (electrical service): Phone: 800/311-6424 Fax:	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
Sewer department: Verify septic or sewer BCHD or City of Buchanan – Yvonne Waggoner 269/695-3844 x11	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
Water Dept: Well: Berrien County Health Dept: abandonment procedure needs to be followed City of Buchanan – Yvonne Waggoner 269/695-3844 x11	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
COMCAST CABLE: Phone: 269/ Fax: 269/	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
BERRIEN COUNTY HEALTH DEPARTMENT (Septic system): Phone: 269/684-2800 Fax: 269/	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
BERRIEN COUNTY HEALTH DEPARTMENT (Well system): Phone: 269/927-5623 Fax: 269/	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:
Verizon Phone: (Dan): Phone: IF VERIZON only Fax: 269/637-9443	DISCONNECT CERTIFIED BY:	POSITION AT UTILITY: signature	DATE:

DIRECTIONS:

REVERSE SIDE OF UTILITY SHUTOFF SHEET (PAGE 2 OF 2):

Contractor should determine what type of utility is present in the ground and how that should be properly terminated. Electrical service and gas services are the most important from a safety perspective and the utility provider should sign off that the service has been safely and properly terminated.

This form may be faxed to each of the utilities for their signature. Electronic and faxed copies from the individual utilities will be accepted. The contractor should verify in the field that all utilities are safely terminated.

Water and sewer terminations ARE TO BE verified by the inspector at the time of demolition when the work is completed. The contractor should provide a diagram with scaled dimensions to permanent structures (sewer manholes, etc) for ease of finding those at a future time if intended for re-use. PLEASE CALL WITH QUESTIONS

Note the inspection schedule below:

- 1. Notification when the work starts**
- 2. Before municipal water and sewer is disconnected contact the office (for instructions). Based on the size, location, condition, and type of pipe we will instruct the demo contractor on termination of water and sewer pipe. The termination, removal, capping, and location will need to be inspected and logged into the property file.**
- 3. After all foundations are removed.**
- 4. When work is complete (final inspection will determine whether the fill is adequate, whether the area is able to be mowed (raked out) and whether enough grass seed has been planted).**

It is the responsibility of the owner (contractor working as agent of the owner) to arrange for inspections. At a minimum, after permit is issued, there should be notice to this department when work is commenced, and when the foundations have been removed and the utilities capped, and when work is done.

Work that is covered without inspection will be required to be opened up so the necessary inspections can be made.

Thank you for your completed application. We look forward to serving you.