

Abandonment/Disconnect Procedure

When a house/building/structure will be demolished the following procedure must be followed:

Owner/contractor fills out a water/sewer permit application for water and/or sanitary sewer utility if there are water and sewer utilities serving the parcel.

ABANDONMENT: If the parcel redevelopment will never require water and sewer utilities (like a parking lot, combining parcels with multiple services, green space, larger tap sizes are needed, ...) in the future, the utilities should be capped at the utility main.

DISCONNECT: If the parcel redevelopment could possibly need water and sewer utilities in the future, this is more of a temporary action and the existing services can be reused or reconnected for the new project. This typically takes place at the property line.

If you or the developer are not sure, check with the BGUA or Engineer.

Permits are issued from the W/S Department

Use current permit numbers, appending "AB" for abandonment

Check "abandonment" box and also type "ABANDONMENT" at center top of permit

Use current permit numbers, and "DC" for disconnect

\$50 for house, \$100 for commercial/industrial

Also start a work order for shut off and final reading of the meter and instruct BGUA to pull meter.

Once the permits are completed and paid for, the owner/contractor will schedule an inspection of the DISCONNECT/ABANDONMENT with the BGUA, giving 24-hour notice.

Onsite for the inspection, the BGUA may provide guidance as to the exact location of the physical separation of the utilities. Factors that contribute to this decision include: are the connections in the ROW or Street, other utilities in the way, sidewalk location, ...

The main goal is to remove as much of the water and sewer lateral/service as possible.

Once the inspection is complete, the BGUA inspector will contact the W/S Department and/or Township Building Department to notify that the work is complete.

Once ALL UTILITIES (Gas, power, phone, cable, WATER, SEWER) are physically separated from the structure, the Owner/contractor pulls a demolition permit from the Building Department. This is not done until all the utility Abandonment/ Disconnects are completed!

With a Demo permit in hand, the Owner/contractor can safely demolish the structure.