PROCEDURE FOR TERMINATION
OF
SERVICE TO A BUILDING TO BE REMOVED OR DEMOLISHED

1. Owner to contact Business Office for date to read meters for final reading. Once meters have been read and shut off, a date will be set for removing gas, electric, and water services and meters. A minimum of two week advance notice is required before services can be removed to allow scheduling of service crews.

2. Business office will contact gas, electric, and water departments with date of removing services.

   A. Gas Service: Hastings Utilities will dig up and cap service at main at no expense to owner. It is the responsibility of the Owner to contact the Gas Department to have the service cut off. Meter will be removed by Gas Department. The existing service is abandoned in place.

   B. Electric Service: Hastings Utilities will remove overhead secondary wires to building's weatherhead at no expense to owner. Meter will be removed by Hastings Utilities. If there is underground service to the building, Hastings Utilities will remove overhead service wires at customer's service pole weatherhead and pull meter. All underground cable from meter to building is owner's responsibility.

   C. Water Service: Water service lines must be capped off at the City water main by Water Department personnel prior to demolition of the structure. All costs, including excavation, concrete & asphalt removal and replacement is at the property owner's expense. The City Plumbing Inspector must inspect the capped off water service before any backfilling may begin.

   D. Sewer Service: Sewer service lines must be cut off and sealed with concrete prior to demolition of the structure. Sewer service lines can be cut off and sealed at the foundation, or the property line, or at the street curb. All costs, including excavation, concrete & asphalt removal and replacement is at the property owner's expense. The City Plumbing Inspector must inspect the capped off sewer service before any backfilling may begin.

Removal of services once disconnected from mains are property owner's responsibility.

SERVICE TO BE TERMINATED

Type of Structure _____

Name(s) _____ Date _____

Address of Property _____

Legal Property Description _____

_____

Electric Inspector	Date	Plumbing Inspector	Date
Gas Inspector	Date	Hastings Utilities	Date

cc: Business Office
Gas Supt.
Electric Supt.
Water & Sewer Supt.