

## **REQUEST FOR REMOVAL OF WATER/SEWER UTILITIES FOR DEMOLITION**

Where there is to be removal of water/sewer utilities for demolition and termination of utility billing, please contact City of Traverse City Water & Sewer Maintenance at (231) 922-4923, option 2. The general process is as follows:

1. Call the Water & Sewer Maintenance Division at (231) 922-4923 x 2 to request the water to be turned off at the curb stop and water meter removed from the premises. A \$25 turn-off fee will be applied to the customer's utility bill.
2. Once the water is off and the meter is removed, owner/contractor performs cut and cap of both water and sewer services (usually performed by the contractor handling the demolition).
3. Call the Water & Sewer Maintenance Division at (231) 922-4923 x 2 for cut and cap verification.
4. Water & Sewer Maintenance Division then notifies Grand Traverse County of cut and cap for demolition.
5. Once Grand Traverse County receives notification of cut and cap, and if all other requirements for demolition permit are satisfied, the county will issue the demolition permit.

If you have any additional questions, please contact the Water & Sewer Maintenance Division at (231) 922-4923 x 2, or email [jcrane@traversecitymi.gov](mailto:jcrane@traversecitymi.gov).