

CITY OF OTTAWA

PROCEDURE FOR WATER & SEWER SERVICE LINE DISCONNECTION

(in association with building demolition)

1. Prior to beginning the demolition work the Contractor shall first apply for a Demolition Permit, which is issued by the Building Official.
2. Water services are to be disconnected at the water main. The Contractor is to provide trenching, backfill and traffic control. If trenching occurs in the street right-of-way, then a "Street Permit" must be obtained first. The contractor must post a bond to guarantee the timely replacement of street surfaces such as asphalt, concrete or brick.
3. Contractor shall notify Water Department at 434-0025 not less than 48 hours in advance to schedule the inspection, by City forces, of water service disconnection and abandonment of water service by contractor. Contractor shall expose corporation stop, close corporation stop and remove a minimum of 12 inches of service line from the corporation stop. Prior to the backfill, City forces will measure the location and depth for City records. The contractor is to remove the Buffalo Box and backfill the trench.
4. Sewer services are to be cut and plugged at the street right-of-way or at the sewer main by the contractor. The contractor shall call the City Sewer Department at 433-0245 to inspect the plug and measure the location and depth of the abandoned sewer service for City records.
5. After water and sewer services are properly abandoned, the Building Official issues Notice To Proceed with building demolition. Contractor to call Building Official at 433-0161, ext. 19 for final inspection.
6. City releases contractor's bond after completion of trench patching, if any.