

Public Utility Company Release

City of Roanoke
permitcenter@roanokeva.gov
215 Church Ave. SW Room 170
Roanoke, Va 24011 Inspections -
eTrakit

Permit #:

Notice to Applicant:

This form must be completed and submitted with the building permit application for demolition or moving a structure. All utility companies having service connections and/or equipment relating to this structure must issue a release stating that their respective service connections and appurtenant equipment have been removed, or sealed and plugged in a safe manner.

Location and Applicant information

Address:

Parcel #:

Owner Name:

Contact #:

Address:

Email:

Utility Release All utilities are listed below however only those pertaining to the job above need signatures. The signatures from the following utility agencies certify that notification or authorization for the removal of utility services and/or related equipment have been provided for:

American Electric Power (AEP); Phone :1-800-956-4237 must call for work order number:
Contact: Brooke Mitchell - bcmitchell@aep.com or Tiffany Chaffin - tchaffin@aep.com

Authorized Signature:

Date:

Water/Sewer Services; Western Virginia Water Authority

Phone: 540-283-2996 - Contact: Margaret Pearson - Email: margaret.pearson@westernvawater.org

Please contact the appropriate staff below to coordination disconnection of services prior to demolition of any structures. If any existing services are planned to be reused, a site plan will need to be review and approved prior to re-connecting to verify service is adequate for the new development. Rachel.ramsey@westernvawater.org (water) 540-283-2909

Kenneth.winslow@westernvawater.org (sewer) 540-537-3947

Authorized Signature:

Date:

Other (Please list information)

Roanoke Gas

Phone: 540-777-3819

Email: Operations_Center@roanokegas.com

Authorized Signature:

Date:

Communication Services (check the ones that apply and get appropriate signatures)

Verizon

Phone: 540-265-7517

Email: cheryl.d.shanks@verizon.com

Cox Communications

Phone: 540-293-2662

Email: gregory.smith2@cox.com

Other (please list information)

Authorized signature:

Date:

Authorized signature:

Date:

Certification (please read before signing)

The owner/contractor is required to give written notice to any adjoining property owner that may be affected by the temporary removal of the utilities caused by the demolition.

To comply with the provisions of the Virginia Statewide Building Code, all utility companies have been advised of the proposed demolition and have removed their meters and/or service equipment prior to issuance of this permit. The undersigned hereby certifies that he/she has read and examined this application and that the statements made herein are accurate and true to the best of his/her knowledge and belief.

Applicant/ Contractors Name (please print)

**Applicant/
Contractors Signature:**

Date: