



APN # \_\_\_\_\_

IVGID PUBLIC WORKS · 1220 SWEETWATER ROAD · INCLINE VILLAGE NV 89451  
 PH: (775) 832-1203 · FAX: (775) 832-1260 · EMAIL: PW@IVGID.ORG · WWW.IVGIDPUBLICWORKS.ORG

**APPLICATION FOR DISCONTINUANCE OF SERVICE**

Service Address: \_\_\_\_\_ Utility Account #: \_\_\_\_\_

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone #: \_\_\_\_\_

Additional Phone #: \_\_\_\_\_

Email Address (one only): \_\_\_\_\_

1. Prior to discontinuance from service the owner shall have a Washoe County Building Department demolition permit as required per Ordinance 2: Article 15-Discontinuance of Service and/or Ordinance 4: Article 10-Discontinuance of Service.
2. The IVGID Compliance Department must inspect that all sewer connections points have been disconnected per the IVGID specifications, when applicable.
3. By signing below, I, as the parcel owner, request removal of the water meter upon completion of an approved sewer disconnection inspection.
4. Upon removal of the water meter all sewer, water and refuse service charges will be stopped.
5. Upon disconnection from sewer and water service IVGID will hold a credit of the existing water and sewer connection charges based on the water meter size per Exhibit B of Ordinance 2 and/or Ordinance 4 as of the date of disconnection from the system as a credit toward the parcel.

**Date of Disconnection from System:** \_\_\_/\_\_\_/\_\_\_ **Service Size** \_\_\_\_\_

	Connection Charge Credit	Capital Improvement Charge Credit
<b>Water</b>		
<b>Sewer</b>		

6. If, and when, a request for reconnection is made to the water and/or sewer system:
  - a) Water and sewer connection fees will be assessed per the rate schedule in Exhibit B, based on the water meter size at the time of reconnection.
  - b) The credit(s), per item 5 above, will be applied to the assessed amount.
  - c) The difference between these fees will be due prior to reconnection.

X \_\_\_\_\_  
 Owner's Signature Date

X \_\_\_\_\_  
 Owner's Signature Date

## PROCEDURE FOR DISCONNECTION OF SERVICE FOR WATER, SEWER AND REFUSE

Current copies of the ordinances are available for viewing online at: [www.yourtahoeplace.com/public-works/about-public-works/public-works-ordinances](http://www.yourtahoeplace.com/public-works/about-public-works/public-works-ordinances)

### STEPS TO DISCONNECT FROM WATER AND SEWER SYSTEM:

1. Schedule work to cap sewer service at property line. IVGID does not perform disconnection of water or sewer service.
2. Once work is scheduled to cap sewer service contact IVGID Compliance for inspections and removal of water meter, phone (775)832-1224 or visit [booknow.appointment-plus.com/50j3hzgg/10](http://booknow.appointment-plus.com/50j3hzgg/10)
  - a. A Service Call Fee will be charged for removal of the meter per Ordinance 4 - Exhibit C
  - b. An Inspection Fee will be charged for inspection of capping of sewer service per Ordinance 2 - Exhibit C
3. Upon inspection approval and removal of meter; water, sewer and refuse charges will be discontinued for the property. Water and Sewer Connection fees are valued at the rates published in Exhibit B of Ordinance 2 and Ordinance 4 at time of disconnection and based on the meter size removed at the property.

### STEPS TO RECONNECT TO THE WATER AND SEWER SYSTEM:

1. Obtain necessary building permit from Washoe County Building & Safety Department, phone (775) 325-8000 or visit [www.washoecounty.us/building](http://www.washoecounty.us/building)
2. Upon reconnection to the water and sewer system, connection fees and capital charges will be assessed per Ordinance 2 - Exhibit B and Ordinance 4 - Exhibit B for:
  - a. The difference between the water and sewer connection rates from time of disconnection to the current water and sewer connection rates at time of reconnection
3. Once permit approved, if required, and/or work is scheduled to reconnect to sewer service at point of disconnection contact IVGID Compliance for inspections and installation of water meter, phone (775) 832-1224 or visit [booknow.appointment-plus.com/50j3hzgg/10](http://booknow.appointment-plus.com/50j3hzgg/10)
  - a. A Service Call Fee will be charged for installation of the meter per Ordinance 4 - Exhibit C
  - b. An Inspection Fee will be charged for inspection of connection to sewer service per Ordinance 2 - Exhibit C
4. Upon inspection approval and installation of the water meter; water, sewer and refuse charges will be resume at the property.

Per Ordinance 1 - Solid Waste, Article 5.7; Ordinance 2 - Sewer, Article 14.04; and Ordinance 4 - Water, Article 9.04: When requested by Customer, (water, sewer, refuse) service charges shall be discontinued only upon physical disconnection from the distribution system as defined by (Article of applicable Ordinance below).

Per Ordinance 1 - Solid Waste, Article 6.1; Ordinance 2 - Sewer, Article 15.01; and Ordinance 4 - Water, Article 10.01: A Customer's (water, sewer and refuse) service shall only be discontinued under a Washoe County demolition permit. All (water, sewer and refuse) charges will be discontinued when the conditions of the demolition permit have been met for discontinuation of service up to and including the removal of the water meter and the capping of the sewer line.