

UTILITIES DEPARTMENT

Standard Operating procedures

TITLE: Disconnection of Water and Sewer Taps upon Building Demolition or Moving

DATE: October 12, 1994

1. These procedures provide guidance concerning water and sewer disconnects for structures being demolished or removed from a property.
2. The following may also be helpful:
 - a. City Code, Section 33-4, Application for Service; Payment of Fees.
 - b. City Engineering Specifications, Part II, Section 5, Demolition.
3. Normal procedures when dust control at the demolition site can be accomplished by obtaining water from a nearby fire hydrant equipped with a construction water meter must comply with the following:
 - a. The owner of the property must contact Utility Billing requesting, 1) a final meter reading and, 2) that the meter must be removed.
 - b. After Utility Billing has cleared and address, when the final reading has been taken and the Services and Meters Branch has pulled the meter, a licensed contractor must obtain a permit from the Engineering Division to disconnect the water and sewer services at the mains. The disconnect will be inspected by the Engineering Division and a copy of that inspection will be returned to the Utilities Administration Section for filing in the address file.
4. Special procedures when a nearby fire hydrant is not available for the water to control dust, it will be necessary to use the existing water service line and meter as follows:
 - a. The contractor will have to provide a hose-bib connection to the water service line for a hose. The water meter should not be removed for these few but special sites until demolition is completed.
 - b. The final water meter reading will be taken by Services and Meters after demolition is completed.
 - c. The contractor should disconnect the water and sewer services at the city mains after the meter is read and removed by the Services and Meters.
 - d. Engineering Inspection should consider annotating their General Public Improvement Permit for these special demolitions to indicate the need for inspection and acceptance of the demolition work and the utilities disconnects prior to release.
 - e. Utility Billing can then prepare the final billing after the demolition is complete and the final water meter reading has been provided to them. It is possible that the meter will be damaged /destroyed during the demolition process and the meter replacement cost may be added to the final bill.
5. Utilities Administration personnel will be required to co-sign all demolition and moving permits to insure the utilities have been properly and completely disconnected.

UTILITY SERVICE DISCONNECT

The following form must be completed and signed by all divisions listed below before the Utilities Administration will approve a demolition or building moving permit:

ADDRESS OF DISCONNECT: _____

REQUESTEE: _____ PHONE: _____

(To be forwarded to Utilities Administration for filing in address file.)

Utility billing	Services and Meters
FINAL READING: _____ SHUTOFF DATE: _____ APPROVED BY: _____ DATE APPROVED: _____	METER PULLED: _____ Services/Meters Signature _____ Date _____
Engineering	
WATER DISCONNECTED AT MAIN: _____ Date _____ WORK DONE BY: _____ Contractor _____	INSPECTOR: _____ Comments: _____

DEMOLITION NOTICE APPLICATION FORM INFORMATION AND INSTRUCTIONS:

1. All spaces must be filled in on the application. If the information is not applicable, please write N/A. Incomplete information may result in a delay in processing the application.
2. We must have proposed start and end dates for the demolition.
3. There is a 10 working day (do not count Saturday and Sunday) waiting period for permit processing. For example: If the application is post marked or hand delivered to BID on July 7, 2008, then the earliest start date would be July 18, 2008. If a demolition follows an asbestos abatement project within 14 calendar days of the completion of the abatement project, the 10 working-day waiting period will be waived.
4. The Colorado-certified asbestos inspector must sign the form in blue ink. The building owner or the contractor must also sign the application certifying that all refrigerants have been properly removed from the site. Original signatures must be submitted.
5. If there needs to be modifications to the notice after the application has been submitted, notify the Asbestos Unit by fax (303) 782-0278 by the end of the next regular State business day following the modification. Project modifications include changes in scope of work, supervisor, the scheduled work dates or scheduled work times.
6. Recycling of materials, such as concrete or wood, that are bonded or contaminated with asbestos containing material (ACM), such as floor tile or mastic, is NOT permitted.
7. Demolition of a building that has non-friable asbestos containing VAT or tar-impregnated roofing materials remaining must be completed without causing the asbestos-containing materials to become friable. Concrete floors covered with floor tile shall be removed in as large sections as possible. Operations such as crushing, pneumatic jacking, etc. or materials containing asbestos are not permitted.
8. Supporting pictures may be emailed to: asbestos@state.co.us
9. All provisions of laws and ordinances governing this type of work shall be complied with whether specified herein or not. Permits or approval notices presuming to give authority to violate or cancel the provisions of the above laws and ordinances or permits issued in error or based on incorrect information supplied shall be invalid.