



CITY OF NEWPORT NEWS WATERWORKS DEPARTMENT

700 Town Center Drive, Suite 400
Newport News, Virginia 23606-4700
Phone:(757) 234-4840 E-mail: wwdemosvc@nnva.gov



Guidelines to Process an Application for Water Service Disconnection Prior to Building Demolition

The following is a guideline to apply for a Water Service Disconnection prior to Building Demolition from the City of Newport News Waterworks Department (Waterworks).

If the local jurisdictional authority requires a disconnection of the water service to fulfill the requirements of a permit for demolition of properties currently served by Waterworks, the following will be performed by the Waterworks with the proper application and authorization.

For Waterworks to proceed with a disconnection for demolition, we require an "Application for Water Service Disconnection Prior to Demolition" be completed. If requestor is NOT property owner, then owner must provide their request and authorization along with application. This can be accomplished as an attachment.

For service sizes of 5/8", 3/4" and one 1" meters would entail meter removal and a severing or cutting the water service lateral directly behind the meter assembly. Severing the line is required because the yoke assembly that holds the meter is still physically connected to the customer's houseline that is attached to the back of the meter yoke. Severing the line prevents future damage to Waterworks' facilities during the demolition process.

For service sizes 1 1/2" and 2" meter service disconnection for demolition can be accomplished by simply removing the meter because there is no meter yoke and the removal of the meter creates a physical separation.

For service sizes (3") and larger, the appropriate method will be determined on a case by case basis. Waterworks' staff would need to be contacted to determine disposition.

The demolition request only applies to the metered connection. The service lateral from the meter yoke to the distribution pipeline will be abandoned at the discretion of Waterworks. There is a charge for service abandonments for the portion of the service lateral from the meter back to the distribution pipeline. Waterworks has a policy which covers the procedure for abandonments.

1. Complete "Application for Water Service Disconnection Prior to Building Demolition"
2. If application/request is being made by entity other than property owner, a document from the owner stating the request and disposition of the property (owner certification) needs to be provided with "Application for Water Service Disconnection Prior to Building Demolition".
3. E-mail completed "Application for Water Service Disconnection Prior to Building Demolition" and owner certification to: wwdemosvc@nnva.gov
4. An e-mail will be sent to the requestor acknowledging receipt of application.
5. After the field work has been completed, NNWW will notify the requestor proof via e-mail so the demolition permit may be obtained.