



Utility Services
PO Box 13007, Lansing, MI 48901
Phone: 517-702-6700

Please email completed forms to: utilityservices@lbwl.com

DEMOLITION SERVICE REQUEST

**** Commercial Demolitions – please contact Utility Services for pricing.**

**** Electric Meter Numbers**

Water/Steam Meter Numbers

NOTE: Missing, damaged, or irretrievable meters may be billed to the owner or responsible party.

A demolition fee of \$340.00 for water (\$175.00 for meter pits) and \$80.00 for electric will be charged to the demolition contractor, unless indicated in "Additional Information".

Property Information:

Service Address: _____

Will house foundation be disturbed?

YES ____ NO ____

Will structure be torn down?

YES ____ NO ____

Owner/Application Information:

Owner Name: _____

Phone Number: _____

Company Name: _____

Tax ID: _____

Mailing Address: _____

Owner Signature: _____

Date: _____

(Required)

Demolition Information:

Contractor Responsible: _____

Phone Number: _____

Mailing Address: _____

Tax ID: _____

Contractor Signature: _____

Date: _____

Scheduled Date of Demolition: _____

***** BWL will schedule removal of services immediately unless indicated in Additional Information. *****

Additional Information: _____

**** Please contact Utility Services for Demolition Confirmation Letters ****

SO: _____

Acct# Billed: _____

Form Instructions

Demolition/Removal:

This demolition form must be filled out in its entirety. Meter Numbers are required to identify the utility service being removed/abandoned and must be in the OFF status. If a meter is missing or not retrievable, please write this in the space provided for meter numbers. For unmetered utility services such as Fire Services (FS), Outdoor Lighting (OLS), please enter the acronyms under the appropriate utility.

If you are doing a meter remove only this form is not necessary. Please contact Board of Water & Light Customer Service Department by calling 517-702-6006 or email customerservice@lbwl.com.

Foundation Disturbance:

The questions relating to the foundation and structure being disturbed are essential in determining the appropriate action. It is important for the BWL to know if the foundation or structure will be affected by the planned demolition work at the property. If it is, for either water or electricity, we will be sure service is completely removed/abandoned from any connection to the structure. For water service, this ensures that the service will not unintentionally be snagged during excavation, rupturing the main. If this should occur, damages will be billed to the signing contractor. For electric service, if the structure is not being altered, and only internal rewiring is being done, the service drop *may* be left intact.

Property Information:

This address should match the address on the BWL billing account. Addresses on building fronts do not always match the property information as listed in the tax rolls or on our customer information system.

Owner/Application Information:

We require the owner's name, address, phone number, tax id (Federal Tax ID for a Business and last four (4) digits of an individuals SSN) and signature to verify that we have appropriate permission before discontinuing any BWL services or meters at the listed property. The owner's name should match the city tax rolls. The date is required for validation purposes.

Demolition Information:

The Contractor information is requested because they are our primary contact, and they are the party requesting confirmation of removal of service/meter(s). The scheduled date is requested to allow the BWL adequate planning and scheduling time. Typically, the Contractor is billed for the demolition fees, therefore a mailing address, tax identification number and phone number are required. All new contractors with Board of Water & Light are required to provide a copy of their W9 or SS-4 at the time of this request unless stated in "Additional Information".