



VILLAGE OF WINNETKA

Incorporated in 1869

Date: _____

To Whom It May Concern:

You have requested a demolition permit for the structure at _____, Winnetka, IL. Prior to the issuance of the Demolition Permit the water and electric meters must be removed and the water and electric services must be turned off. By completing the bottom section, you are authorizing the Water and Electric Department to remove the water and electric meters and turn off the water and electric services.

The water service must be turned off at the tap on the water main. At this time, we will turn the water off at the roadway/B-box. If this cannot be done, you will need to disconnect the service at the main or expose the roadway valve. This will require permits from Community Development. Obtaining those permits and turning off the service at the main and/or exposing the roadway valve is your obligation. You will need to disconnect at the main when the new water service is installed to the new house. It is suggested that the water service be separated from the foundation or floor of the house before demolition. This will prevent accidental damage to the old roadway/B-box shut off.

We will notify the Community Development Department that water and electric services have been removed. No Demolition Permit will be issued until that has been done. Please call (847) 716-3558 to schedule an appointment to remove the meters. Entrance to the house will be required to remove the water meter. Return this document signed to Water & Electric Department or by FAX to (847) 716-3599.

Sincerely,

Water and Electric Department

I, _____, owner/agent of _____, authorize
(Print Name)

the Water and Electric Department of the Village of Winnetka to remove the meters and remove the services at the above address.

(Signature)

(Date)

510 Green Bay Road, Winnetka, Illinois 60093

Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034

Public Works (847) 716-3568 Water and Electric (847) 716-3558