



Water Shutdown Application

Internal Use Only	
Date Received:	_____
Date Approved:	_____
D&T Scheduled:	_____
D&T Notices:	_____

Submit application **7 business days** before proposed shutdown to water@iowa-city.org

Job Site Information		
Project Name / Legal Description:		
Address:		
General Contractor Information		
Name:		Phone:
Mailing address:		
City:	State:	ZIP Code:
Certified Sewer & Water Installer Information		
Name:		Phone:
Mailing address:		
City:	State:	ZIP Code:
E-mail address:		
Shutdown Contact Information		
Name:		Phone:
Building Permit Information		
Building Permit Number:		N/A
Excavation Permit or Project Information		
Excavation Permit or Project Number:		N/A
LUST Area		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proposed Shutdown Information		
Start Date:	Start Time:	
End Date:	End Time:	
Describe water work including any special notes		
Name of applicant:		Date:

Internal Use Only		
Assigned Personnel		
Project Engineer:		Phone:
Project Inspector:		Phone:
Water Personnel:		Phone:
IDOT Personnel:		Phone:
Notice Information		
Delivered By:		
Date and Time to Deliver by:		Number of notices needed:
Addresses Impacted:		
Check box(es) if yes	Stop box cards checked?	Any critical customers impacted?

INFORMATION FOR WATER SHUTDOWN APPLICATION

1. All requested information is required. Incomplete applications will be returned.
2. Water shutdown requests are reviewed in order within one (1) business day of receipt.
3. Requested shutdown dates and times are not guaranteed and may be subject to effected customers' preference.
4. All water customers must receive notice ("be carded") a minimum of 48 hours before water is shut off.
5. Where water will not be turned back on by the time announced on the shutdown notice, all effected water customers must be notified ("recarded") of the change.
6. The Water Division reserves the right to postpone a shutdown due to, but not limited to, customer impacts, water emergencies, lack of preparedness for water work by the contractor, inclement weather, or lack of 48-hour shutdown notice to customers.
7. Only Iowa City Water Division personnel may operate city-owned valves and hydrants.
8. Water shutdown requests on or around City holidays and other locally significant events may be rescheduled to better accommodate water customers' needs.
9. Shutdowns may need to be scheduled on weekends or at night depending on water customer impacts. Staff time for after-hours shutdowns may be billed to the project.