

# CITY OF DE PERE

## Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | [www.deperewi.gov](http://www.deperewi.gov)



### **Water Service Abandonment and Water Meter and Service Discontinuation**

In accordance with the Water Utility Operating Rules, the discontinuation/abandonment of the water service and meter, the owner of the property shall:

1. Contact the Green Bay Water Utility to make the proper arrangements with Green Bay (339-4046) in order to suspend or close the account. Arrangements need to be done one week in advance of when water needs to be shut off.
2. Green Bay then publishes a Work Order to the De Pere Water Department to shut off the water and pull the meter.
3. Information will go back to Green Bay with the final meter reading for final billing.
4. If a property owner changes the use of the property currently receiving water service such that water service will no longer be needed in the future, the water utility will require the abandonment of the water service at the main. In such cases, the property owner will be responsible for all the removal and/or costs, including the water main and the utility portion of the water service lateral, street or sidewalk repairs and restoration.
5. If abandonment is allowed at the curb stop, the contractor will need to disconnect the lateral on the private property side of the valve box. There will need to be verification there are no leaks in the valve box, and the valve box is adjusted to the established grade.
6. Work within the street right-of-way will require an excavation permit.
7. If the water main is cast or ductile iron, the existing water service may be turned off at the corporation cock.
8. If the water main is PVC, the corporation cock will need to be removed at the main and a stainless steel solid sleeve will need to be provided over the existing service hole.