



## WATER SHUTDOWN PERMIT

*Mandatory fields must be completed to prevent processing delays. Minimum 48 hours' notice required.*

**CLIENT INFORMATION (Mandatory)**

LANDLORD  TENANT  OTHER

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOORS \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

**GENERAL / PRIME CONTRACTOR (Mandatory)**

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELLULAR \_\_\_\_\_ EMAIL \_\_\_\_\_

**SUB CONTRACTOR (If Applicable)**

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELLULAR \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROJECT INFORMATION (Mandatory)**

DATE OF WORK - FROM \_\_\_\_\_ TO \_\_\_\_\_

TIME OF WORK - FROM \_\_\_\_\_ TO \_\_\_\_\_

**DESCRIPTION OF WORK (Mandatory):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Received by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_