



Roanoke County, Virginia Office of Building Safety

5204 Bernard Drive – P.O. Box 29800 – Roanoke, VA 24018

Phone: (540) 772-2065 - Fax: (540) 772-2108 – Email: permit@roanokecountyva.gov

Internet: www.roanokecountyva.gov

Demolition Utility Release

Permit # _____

Notice to Applicant:

This form must be completed and submitted with the building permit application for demolition or moving a structure. All utility companies having service connections and/or equipment relating to this structure must issue a release stating that their respective service connections and appurtenant equipment have been removed, or sealed and plugged in a safe manner.

1. LOCATION & APPLICANT INFORMATION

Address: _____

Parcel number: _____

Owner Name: _____

Contact Number: _____

Address: _____

(If different from owner)

Contractor Name: _____

Contact Number: _____

2. UTILITY RELEASE

All utilities are listed, only those pertaining to the job above, need signatures.

The signatures from the following utility agencies certify that notification or authorization for the removal of utility services and/or related equipment have been provided for:

Electrical Services (Check the one that applies and get the appropriate signatures)

American Electric Power

Phone: 1-800-956-4237

Fax: 540-427-3604

Contact: Brook

bcmitchell@aep.com

(must call for work order number)

☐

Salem Electric

Phone: 540-375-3030

Fax: 540-387-4584

njmeadows@salemva.gov

☐

Craig/Botetourt

Phone: 540-864-5121 Ext. 104

Fax: 540-283-0585

Contact: Shealyn

☐

Authorized Signature

Company

Date

Water / Sewer Services (Check the ones that apply and get the appropriate signatures)

Western Virginia Water Authority

Phone: 540-283-2941

Contact: Aaron Shearer

E-mail:

aaron.shearer@westernvawater.org

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Roanoke County Health Department

Phone: 540-204-9764

Fax: 540-857-7315

Contact: Melissa Keister

☐

Authorized Signature

Company

Date

Authorized Signature

Company

Date

Gas Services		
Roanoke Gas Company Phone: 540-777-3819 Fax: 540-777-7952 <div style="text-align: right;"><input type="checkbox"/></div>		Other (please list information) <div style="text-align: right;"><input type="checkbox"/></div>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Authorized Signature</div> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Company</div> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Date</div> </div>		

Communication Services (Check the ones that apply and get appropriate signatures)			
Verizon Fax: 540-362-9129 <div style="text-align: right;"><input type="checkbox"/></div>		Cox Communications Phone: 540-293-2662 Contact: Greg Smith gregory.smith2@cox.com <div style="text-align: right;"><input type="checkbox"/></div>	Other (please list information) <div style="text-align: right;"><input type="checkbox"/></div>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Authorized Signature</div> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Company</div> <div style="width: 33%; border-top: 1px solid black; text-align: center;">Date</div> </div>			
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3.	CERTIFICATION (Please read before signing)
<p>The owner/contractor is required to give written notice to any adjoining property owners that may be affected by the temporary removal of utilities caused by the demolition.</p> <p>To comply with the provisions of the Virginia Statewide Building Code, all utility companies have been advised of the proposed demolition and have removed their meters and/or other service equipment prior to issuance of this permit. The undersigned hereby certifies that he/she has read and examined this application and that the statements made herein are accurate and true to the best of his/her knowledge and belief.</p> <div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%;">Applicant/ Contractors Name (please print)</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 10px;">Applicant/ Contractors Signature</div> <div style="width: 35%; border-bottom: 1px solid black; margin-bottom: 10px;">Date</div> </div>	



CALL BEFORE YOU DIG
MIS UTILITY
811
1-800-552-7001

