

CITY OF TERRACE  
**WATER CONTROL / BILLING REQUEST FORM**

EMERGENCY: YES / NO	DATE:	Time:	Rec'd by:
Requested by:			Phone:
<b>CIVIC ADDRESS:</b>			
Reason:			

- Requested  
 BOOKING for Date: \_\_\_\_\_ Time: \_\_\_\_\_ Confirmed  Yes  No
- SOMEONE *MUST* BE PRESENT AT ADDRESS WHEN THE WATER IS TURNED ON OR OFF. A minimum of 48 hours notification is required, except where an emergency exists.**
- During normal working hours, the FEE for water turn-off is \$30 plus \$30 to turn-on. Where the turn-off or turn-on is required at times other than normal working hours, the fee shall be **TWICE** the regular amount.**
- Temporary Water Supply During Construction:**  
 Regular water/sewer/garbage charges shall **automatically apply** at the end of the 90-day construction period. If an Occupancy Permit has been issued prior to the 90-day construction period, then **regular** utility charges shall commence from the date of the Occupancy Permit.

If you **DO NOT** wish to be on **regular utility charges**, then you must apply for a water-off (fee of \$30.00). When you require water turn-on you must apply for water on (fee of \$30.00) and regular utility charges shall commence.

**Authorized / Requested by:** Owner  Renter  Agent  Building Inspector

<b>Print Name</b>	<b>Signature</b>
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Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at (250) 638-4721.

**FOR ROADS DEPT. USE ONLY:**

	Date	Time	Utility Man	Regular Hrs. CHARGES	After Hrs CHARGES
Permanent OFF				<b>\$30.00</b>	<b>\$60.00</b>
Permanent ON				<b>\$30.00</b>	<b>\$60.00</b>
OFF for repairs				<b>\$30.00</b>	<b>\$60.00</b>
ON after repairs				<b>\$30.00</b>	<b>\$60.00</b>
ON – Temporary Supply * <b>ONLY as per Building Inspector</b> (* for 90 days during construction )			<b>Building Insp.</b>	<b>\$40.00</b>	<b>\$80.00</b>

**FOR OFFICE USE ONLY**

Authorization - Road Foreman: \_\_\_\_\_

Comments:			
Billing to ↓			
Name:			Folio #
Address:			Client Code
City: <b>TERRACE</b>		Code: <b>V8G</b>	
Billing Tracking Code #	Amount \$	code 6120-691	Date:
Completed by:		Finance Authorization:	Copy: