

Village of Palos Park  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464

Public Works Department  
708-671-3721



**PERMIT APPLICATION TO DISCONNECT WATER SERVICE**

Date \_\_\_\_\_ Palos Park Property Tax Index # \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Palos Park Service Address \_\_\_\_\_

Property Owner's Current Address \_\_\_\_\_  
(If different than service address)

City, State, Zip \_\_\_\_\_

X \_\_\_\_\_

**Signature of Property Owner**

Phone \_\_\_\_\_

Water Contractor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Illinois License # \_\_\_\_\_ Phone \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Water/Sewer Contractor**

List other contractors involved with  
disconnection:

General: \_\_\_\_\_

Demolition: \_\_\_\_\_

**Plumber's Letter of Intent**

The State of Illinois requires plumbers provide a Letter of Intent to the Village for each plumbing job. This is a relatively new regulation that the State mandates all Villages to follow. (See Illinois State Statutes, Chapter 111)

The Letter of Intent should contain the following information on the plumbing company's stationary:

- Name of the plumbing company, address, telephone, fax, e-mail, and website
- Type of company – sole proprietorship, partnership, corporation, or LLC
- Corporate seal (for plumbing companies that are corporations)
- Address of the job site that matches the address on the permit application
- Name of each licensed plumber that would be working on the job site
- License number of each plumber
- Notarized signature of each plumber

**Prior to Disconnection:** Palos Park Utility Personnel must remove the Water Meter from the home and shut off the water at the Buffalo Box.

**CONDITIONS:** This permit is hereby granted with the understanding that the contractor shall work in accordance with and all general and detail work connected with the disconnection, alteration, or repair of any such plumbing shall be done in strict compliance with the ordinances of the Village of Palos Park, Illinois.

**INSPECTIONS:** Water line must be cut and capped on the house side of the Buffalo box. The request for inspection should be made at least 48 hours in advance of such requested inspection. Should it be necessary for the plumbing contractor to request re-inspection by

reason of incomplete or rejected work, a fee of \$25.00 shall be charged for such added inspection; such fee to be paid to the Village Collector.

**UTILITY BILLING:** Utility Bills will continue until the home is completely demolished. The home owner must contact the Utility Department 708-671-3721 with the date of demolition for the final bill to be issued for the property.

All contractors must be registered with the Village of Palos Park