



**UTILITY SHUTDOWN/
CONNECTION REQUEST
E-28**

Public Works
Construction Management & Inspection
1635 Faraday Ave
442-339-2780
www.carlsbadca.gov

DATE OF SHUTDOWN / CONNECTION _____ LOCATION (ADDRESS) _____

DESCRIPTION OF LOCATION (CROSS STREET, ETC.) _____

DATE OF SUBMISSION _____ CONTRACTOR'S NAME _____ PHONE _____

CONTRACTOR'S ONSITE REPRESENTATIVE _____ MOBILE _____

ROW PERMIT NO. _____ NAME OF CITY INSPECTOR _____

TYPE OF CONNECTION

SEWER _____ WATER _____ RECYCLED _____ WET TAP _____ TURN ON _____ SHUT DOWN _____

SHUT DOWN DURATION (MILITARY TIME): START _____ FINISH _____ TOTAL HOURS _____

SERVICES EFFECTED _____

MATERIAL / EQUIPMENT TO BE USED _____

DESCRIPTION OF WORK _____

PLEASE READ BELOW

1. Request must include a **DETAILED CONSTRUCTION DRAWING** showing proposed construction. (See other side for details)
2. Submission of this request shall be a minimum of two weeks prior to desired shutdown/connection date.
3. If the weather or a situation develops where the time of shutdown is not feasible, a new shutdown time shall be resubmitted to the district for approval.
4. Temporary water supply shall be only from an approved and accepted CMWD line.
5. **Contractor may not operate CMWD VALVES OR APPURTENANCES.** Only CMWD representatives are authorized to operate valves and appurtenances.
6. There shall be **NO SHUTDOWNS MONDAYS, FRIDAYS, WEEKENDS OR CITY HOLIDAYS.**
7. The contractor's representative, identified above, must be onsite during the entire duration of the shutdown. The contractor's representative must have the authority to act on the company's behalf.

**CONSTRUCTION MANAGEMENT AND INSPECTION
1635 FARADAY AVE
CARLSBAD, CALIFORNIA 92008
TEL. NO. (442) 339-2780**

CONTRACTOR INSTRUCTIONS – PLEASE READ BEFORE SUBMITTING

1. Shutdown and connection requests will not be processed unless a **DETAILED CONSTRUCTION DRAWING IS ATTACHED** showing the proposed construction plan. (See example below.)
2. Utility shutdown and connection requests must be submitted to the Construction Management & Inspection Project Inspector **TWO WEEKS (MIN.)** prior to the requested shutdown or connection date.
3. Scheduling: Prior to start of work, there shall be a **MINIMUM OF TWO WEEKS NOTICE GIVEN TO CARLSBAD MUNICIPAL WATER DISTRICT.**
4. Connections will not be permitted unless passing **BACTERIOLOGICAL TEST RESULTS** are attached (required for all potable use lines).
5. If the weather or a situation develops where the time of shutdown is not feasible, a new shutdown time shall be resubmitted for approval.
6. All temporary water connections and supply lines shall be approved and accepted by CMWD.
7. **Contractor may not operate CMWD VALVES OR APPURTENANCES.** Only CMWD representatives are authorized to operate valves and appurtenances.
8. There shall be **NO SHUTDOWNS MONDAYS, FRIDAYS, WEEKENDS OR CITY HOLIDAYS.**
9. The contractor's authorized representative (listed on the front) must be onsite during the entire duration of the shutdown. The contractor's authorized representative must have the authority to act on the company's behalf.
10. If the contractor has a preferred connection date, please note within this submittal.
11. The City/District reserves the right to change the schedule.

Example of construction plan

