



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

*Public Works*  
**Construction Management & Inspection**  
1635 Faraday Ave  
760-602-2780  
www.carlsbadca.gov

DATE OF CONNECTION \_\_\_\_\_ LOCATION OF WORK \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_

NAME OF REP. AT SITE \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TYPE OF CONNECTION**

SEWER \_\_\_\_\_ WATER \_\_\_\_\_ RECYCLED \_\_\_\_\_ WET TAP \_\_\_\_\_ SHUT DOWN \_\_\_\_\_

LENGTH OF SHUT DOWN \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

SERVICES EFFECTED \_\_\_\_\_

MATERIAL/EQUIPMENT TO BE USED \_\_\_\_\_

**PLEASE READ BELOW**

1. Request must include a **DETAILED SKETCH** 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. No CMWD valves shall be operated except under direction of CMWD representative.
6. There shall be **NO SHUTDOWNS MONDAYS, FRIDAYS, WEEKENDS OR HOLIDAYS.**
7. The contractor shall have his representative, listed above, on the site of construction during the entire duration of the shutdown and will have authority to act in the company's behalf.

**CONSTRUCTION MANAGEMENT AND INSPECTION  
1635 FARADAY AVE  
CARLSBAD, CALIFORNIA 92008  
TEL. NO. (760) 602-2780**

CITY INSPECTOR \_\_\_\_\_

DATE: \_\_\_\_\_

**DISTRICT APPROVAL SIGNATURE**

\_\_\_\_\_  
*PUBLIC WORKS MANAGER, UTILITY OPERATIONS*

DATE: \_\_\_\_\_

**CONTRACTOR INSTRUCTIONS – PLEASE READ BEFORE SUBMITTING**

1. Request shall not be approved unless a **DETAILED SKETCH IS ATTACHED** showing proposed construction. (See example below.)
2. Utility shutdown/connection request shall be submitted to Construction Management & Inspections **two weeks** before anticipated connection date.
3. Scheduling: Prior to start of work, there shall be a **MINIMUM OF TWO WEEKS NOTICE GIVEN TO DISTRICT.**
4. Connection shall not be permitted unless **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 to the District for approval.
6. Temporary water supply shall be only from an approved and accepted CMWD line.
7. **NO CMWD VALVES** shall be operated except under the direction of CMWD Representative.
8. There shall be **NO SHUTDOWNS MONDAYS, FRIDAYS, WEEKENDS OR HOLIDAYS.**
9. The contractor shall have his representative (listed on the front) on the site of construction during the entire duration of the shutdown and will have authority to act in the company's behalf.
10. If the contractor has preferred connection date, please provide with submittal.
11. The City reserves the right to change the schedule.

