



This form is for existing Washington Gas customers who wish to have their underground service abandoned or demolished. Failure to fully complete this form or provide accurate information will delay processing. Requests requiring permits may be subject to delay depending on the jurisdiction. If you will want a new natural gas service installed, you will need to apply for the new service at least six (6) months in advance of your new gas needed date. A request for gas service will require load information and a building site plan. Please contact us at 941Sales@washgas.com when you are ready to fill out an application.

An abandonment letter, verifying removal of gas service, will be issued when both:

- 1) The natural gas service line has been physically severed
- 2) A technician has taken possession of the gas meter

This letter may be required by local permitting authorities before a demolition permit will be issued for the property. This letter should not be relied on in place of a utility marking.

For safety reasons it is imperative that prior to any digging or excavating on your project that the person/contractor digging must notify Miss Utility by calling 811 two full business/working days in advance. A marking of the entire property should be requested.

Form Return Instructions:

Email: SvcAbandonments@washgas.com
Fax: (703) 750-7570 Attn: Service Abandonments

Section I - Abandonment/Demolition Request

**Service Abandonment/
Demolition Type**

- Temporary** (partial): Intend to Re-Establish Gas Service in The Future.
- Permanent** (full): Will Not Re-Establish Gas Service or extends beyond the property line.

Location of Construction/Area of Disturbance:

- Within the property line.**
NOTE: In most cases the property line for DC locations is at the building wall making it necessary for WG to obtain a permit prior to gas service disconnection.
- Extends beyond the property line** (service termination will require WG permit obtainment and the service will be fully removed).

Date property will be vacant and ready for gas service removal? _____
(mm/dd/yyyy)

Section II - Contact Information

Project Contact: Name: _____
 Email: _____
 Phone: _____ Cell: _____
 Company: _____

Mailing Address: Street: _____
 Unit: _____ City: _____
 State: DC MD VA Zip: _____

Contacts Relationship to Property Owner: Owner
 Authorized Representative
 Contractor
 *Prospective Owner (sale pending)

*Requests cannot be accepted from a prospective owner without the current owner's written approval. Please resubmit after closing or secure the owner's approval with their signature in Section IV below.

Section III - Site Information

Site Address: Street: _____
 Unit: _____ City: _____
 State: DC MD VA Zip: _____

Account Number: _____

Building Type: Residential Large Commercial/Industrial
 Small Commercial Other _____

Impacted Services: Main Structure
 (Select all that apply) Accessory Structure
 Other

Meter Access: Outside and accessible
 Outside but restricted*
 Inside*

| Optional Site Comments |
|------------------------|
| |
| |
| |
| |

*No letter will be issued until the meter is collected. If access is restricted, please provide clear access between 7am and 5pm on the date provided in Section 1. If an alternate appointment is desired, please call 703-750-1000.

Date _____ AM (7am-12pm) PM (12pm-5pm) All day (7am-5pm)
(mm/dd/yyyy)

Removal of the meter is NOT an indication that it is safe to proceed with demolition!

Section IV - Authorization for Service Abandonment

I certify that I own or am the authorized representative of the person(s) who owns the property at the above listed site address. I also certify that removing this service will not endanger human health or life or cause property damage to the listed site address. I agree to hold harmless Washington Gas and its contractors for any harm or unanticipated consequences arising from this request.

In addition, I am aware that significant costs may be assessed to re-establish gas service and that a separate application must be made at least six (6) months in advance of the new service installation. For any questions regarding the new gas service installation or to obtain the new gas service application please contact 941Sales@washgas.com or **703-941-HEAT (4328)**.

Please manually sign below or type name of the signature line to accept.

Signature _____ Date _____
(mm/dd/yyyy)

Printed Name _____

**To request a new gas service after construction, please contact us at:
941Sales@washgas.com or 703-941 HEAT (4328).**

To ensure we are able to meet your project timeline and gas wanted date, please contact us at least four (4) months in advance of your new gas needed date.