



# Town of Sullivan's Island

## Water & Sewer Department

Manager Greg Gress  
843-883-5748

[ggress@sullivansisland-sc.com](mailto:ggress@sullivansisland-sc.com)

## Request for Water and Sewer Disconnect

Please fill out a REQUEST FOR DISCONNECT form for Water & Sewer service.

Sullivan's Island Water & Sewer Department can disconnect Sewer Service from property listed on the REQUEST FOR DISCONNECT form for you or you may have your own contractor perform this work. The latest rates and fees for SI to perform this work will be used plus the cost to remove any tree, fence, sidewalk or any other structure that would prevent the proper disconnect at the property line will be quoted. Once the quoted cost for SI to do the work is paid, please allow seven working days from the date we receive a complete request form and costs and fees are received for Sullivan's Island Water & Sewer Department to schedule this work.

An inspection fee is required if your contractor will perform this work. If the inspection fails you will need to pay an additional inspection fee and reschedule the inspection.

### IF USING A SEPARATE PLUMBING CONTRACTOR:

Make sure your plumber doing the work has an up to date business license with the Town.

Make sure your plumber has an up to date state plumbing license.

Please complete a REQUEST FOR DISCONNECT form for Water & Sewer service.

Water service shall be disconnected at the customer shut off valve and at the building, Stub water line two feet above ground and cap off. SI will remove the water meter as part of the inspection.

Sewer service shall be disconnected at the property line. Any tree, fence, sidewalk or any other structure that would prevent the proper disconnect at the property line must be removed. Property pins must be visibly staked prior to the disconnect. Proper dewatering is part of the inspection. Your contractor can not allow groundwater and soil to enter the Towns Sewer System during this work. Six inch SI Sewer Lateral shall be properly capped below ground at the property line & marked with a wooden stake above ground. No demolition prep work can begin until Water & Sewer service has been disconnected and passed an inspection.

The Disconnect for Demolition Fee does not include any reconnect or re-inspection fees. REQUEST FOR RECONNECT form along with the Water and Sewer reconnect fees plus the inspection fee must be completed prior to reconnect.

Please note the Water & Sewer Service locations on any future building and/or lot survey plans submitted to the Town of Sullivan's Island.



Town of Sullivan's Island  
Water & Sewer Department

Manager Greg Gress  
843-883-5748

[ggress@sullivansisland-sc.com](mailto:ggress@sullivansisland-sc.com)

**REQUEST FOR DISCONNECT  
WATER & SEWER SERVICE  
For Demolition**

Sewer Information	
Locate #	_____
Locate called in by	_____
Date	_____
Marked on	_____
Worked performed by	
_____	_____
Inspected by	_____
Inspection Date	_____
Passed	_____
Failed	_____

Date \_\_\_\_\_ Water  Sewer

Reason For Disconnect \_\_\_\_\_

Requested By (print name) \_\_\_\_\_

Service Address to be Disconnected \_\_\_\_\_

Property Owner Name & Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Request Work to be performed by Town

Work performed by others

Plumbing Co Name & Address \_\_\_\_\_

TOSI Business License# \_\_\_\_\_ SC LLR Plumbing Contractors License# \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid \_\_\_\_\_

Meter Information	
Meter #	_____
Date Removed	_____
Reading	_____

*Allow 7 working days from completed request form for  
Town to schedule the work*