



**City of Poulsbo**

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Poulsbo, Washington  
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# SUSPENSION REQUEST FOR SERVICES

Application Fee: \$40.00

**Who Completes this Application?**

Property Owners and/or Authorized Persons who wish to temporarily suspend City of Poulsbo Utility Services (Water, Sewer & Garbage)

**What is the Timing on this Suspension Request?**

For Suspension of Service, this form should be submitted at least 1 business day prior to requested suspension date

For Re-Activation of Service, the City should be contacted at least 1 business day prior to requested re-activation date

**What are the Requirements for Suspension Request Submission?**

The application fee is to be paid at time of the Suspension Request (Fee may be charged to account upon request)

**What are the Requirements for Re-Activation of Services?**

The City requires the Property Owner or his/her representative to be present in the house/building at the time service is reinstated

**Important Notes Regarding Suspension:**

- The \$40.00 Application Fee covers both the suspension and reactivation of services
- Suspension of services is only available for Water, Sewer & Garbage
- Suspension means that water will be turned-off and not accessible for duration of suspension
- Charges for Storm Drain cannot be suspended and will continue to be assessed
- Irrigation accounts suspended will not be billed once there is zero consumption
- City-issued garbage cans need to be in a locked location (garage) for duration of suspension
- The owner (or their representative) must be present at the time service is reinstated

Today's Date: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Date of Suspension: \_\_\_\_\_

Choose One: **Post the Application Fee directly to my Utility Account**  
**Payment of the Application Fee has already been made (on-line, front counter, check enclosed)**

Forwarding Address: \_\_\_\_\_  
(If applicable) \_\_\_\_\_

*For City Use Only:*

<i>SUSPENSION</i>	<i>Receipt #</i> _____	<i>Date of Receipt:</i> _____
	<i>Turn Off Work Order #</i> _____	<i>Date Printed to PW</i> _____
	<i>Meter Read at Turn Off</i> _____	<i>Consumption Date</i> _____

<i>REACTIVATE SCHEDULE</i>	<i>Effective Date &amp; Time</i> _____	
	<i>Contact Name &amp; Phone #</i> _____	
	<i>Turn On Work Order #</i> _____	<i>Date Printed to PW</i> _____

<i>REACTIVATION</i>	<i>Date Meter Unlocked</i> _____	<i>Meter Read at Turn On</i> _____
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