

South Island Public Service District

P. O. Box 5148

Hilton Head Island, SC 29938

(843) 785-6224

admin@sipsd.com

Letter of Disconnect Request Form

Date Requested: \_\_\_\_\_ Demolition Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Service Address (if different from mailing): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date sewer and water line were capped? \_\_\_\_\_

Is the meter being removed? \_\_\_\_\_

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

**Please allow three (3) business days for processing.  
DO NOT BURY CAPPED SEWER/WATER LINES BEFORE AN INSPECTION HAS BEEN MADE.  
INSPECTION FEE OF \$150.  
\$150 REVISIT FEE WILL BE CHARGED IF A TECHNICIAN HAS TO RETURN.**