



City of Portola  
Utility Billing Department  
35 Third Ave  
Portola, CA 96122  
530-832-6803  
FAX: 530-832-5418

## Utilities Form

**Date Requested:** \_\_\_\_\_

**WATER:** ON or OFF  
*(Circle one)*

**Seasonal Shut-Off:** YES or NO  
*(Circle One)*

- Service Address: \_\_\_\_\_
- Property Owner: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Has the Water been off for at least 4 Months?**  Yes |  No

**If No, then a \$25.00 Charge will be applied to the account.**

Completion of this form will result in the water being shut off and locked at the property listed above until further notice from said owner. The owner of the property will be continued to be billed for the monthly Service Availability Charge. Billing will be sent to the address shown above.

**Property Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Meter Number \_\_\_\_\_ Reading \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments/Location notes \_\_\_\_\_

Read only       Turn water on & read       Turn water off, Lock & Read