

CITY OF PETERSBURG
Utility Billing Department
144 N. Sycamore St Petersburg, VA 23803
UTILITYBILLING@PETERSBURG-VA.ORG

Requirements for Leak Adjustments

Unlicensed Repairs

If plumbing work has been done by an **UNLICENSED** person/plumber, a Statement with the following information is needed and must be within the statement to receive the proper credit, adjustment, or payment plan:

1. The DATE in which the plumbing repairs were made
2. The ADDRESS in which the repairs were made
3. What REPAIRS were made at the location
4. WHAT was used to fix the repairs done at the location?
5. The statement must be signed and notarized by the person who completed the repairs/work

*****If any of the above information is omitted, any adjustments, credits or payment plans cannot be issued.**

Licensed Repairs

If plumbing work was done by a **LICENSED** person, plumber, or company:

1. Please submit the invoice generated by the licensed person, plumber, or company.

*****Without this invoice, any adjustments, credits, or payment plans cannot be issued.
Adjustments will be made to SEWER FEES and may take up to 2 billing cycles for processing.**