



VIRGIN ISLANDS WATER AND POWER AUTHORITY

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Option 5

CUSTOMER SERVICES

Requirements for Contract Application **COMMERCIAL ELECTRIC SERVICE - PERMANENT POWER**

To open an account for permanent commercial electrical service, the Authority has established the following requirements:

- ☐ Proof of ownership or tenancy
 - a. Copy of lease or deed
 - b. Landlord's Verification Form
- ☐ Valid government-issued personal identification of person signing application for service.
- ☐ **Load Requirement Form** must be submitted. The load requirement form is available at all WAPA Business Offices. Customers over 25kW qualify for large power rate.
- ☐ The Department of Planning and Natural Resources **CERTIFICATE OF FINAL ELECTRICAL INSPECTION** is required **ONLY** for customers (1) applying for new electrical service to a residence (i.e., the first electrical service to an existing residence), or (2) if a substantial change has occurred to an existing service. A "substantial change" is one involving structural change to the residence that requires a building permit from the Department of Planning and Natural Resources.
- ☐ Name of the former tenant/owner or meter number.
- ☐ Applicable Fees – Non-Refundable Service Fee and Refundable Security Deposit, both to be determined by the Load Requirement Form. (Minimum: Security Deposit is \$166.00)

- ☐ **Electric Line Right of Easement** permitting the installation and maintenance of electric service on the premises. The Electric Line Right of Easement is available at all WAPA Business Offices.
- ☐ Physical address of the property must be visible and marked with permanent paint or stickers. Directions to the site must also be provided.
- ☐ Permanent Meter Base requirements must be met (see attached).
- ☐ **Current Business License** bearing the business service address or proof of payment stating that the applicant has applied for the license. Non-profit Organizations are not required to produce a business license.
- ☐ Tax Identification Number

Commercial accounts shall be opened in the legal name of the business entity applying for electrical service. Depending on the structure of the business, the following **BUSINESS DOCUMENTS** are required:

- (1) Sole Proprietorships
 - a. Trade Name Registration or Renewal Trade Name Registration, if the applicant does business in a name other than the name of the sole proprietor.
- (2) Limited Liability Companies (LLCs)
 - a. Certificate of Resolution/Notarized Authorization letter
 - b. Certificate of Formation or Certificate of Authority
 - c. Articles of Organization
 - d. Trade Name Registration or Renewal Trade Name Registration, if the applicant does business in a name other than the name of the LLC.

PLEASE NOTE:

All documents may be returned to the Authority by emailing same to customer.service@viwapa.vi. **Revised 3.13.25**

- (3) Partnerships, LLPS, LPs
 - a. Certificate of Resolution/Notarized Authorization letter
 - b. Certificate of Formation or Certificate of Authority
 - c. Articles of Organization
 - d. Trade Name Registration or Renewal Trade Name Registration
- (4) Corporations and Cooperatives
 - a. Certificate of Resolution/Notarized Authorization Letter on Business Letterhead
 - b. Certificate of Formation or Certificate of Authority
 - c. Articles of Incorporation
 - d. Trade Name Registration or Renewal Trade Name Registration, if the applicant does business in a name other than the name of the Corporation or Cooperative
- (5) Non-Profit Organizations (not required to provide a business license).
 - a. Certificate of Resolution/Notarized Authorization Letter on Business Letterhead
 - b. Articles of Incorporation
 - c. By-Laws
 - d. Tax Exemption Letter (evidencing non-profit status)

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