



VIRGIN ISLANDS WATER AND POWER AUTHORITY

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Option 5

CUSTOMER SERVICES

Requirements for Contract Application RESIDENTIAL ELECTRIC SERVICE - PERMANENT POWER

To open an account for permanent residential 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:** In the case of residential sites that are over 25kW, a load requirement form must be completed by a licensed electrician. The load requirement form is available at all WAPA Business Offices.
- Department of Planning and Natural Resources' **Certificate of Final Electrical Inspection** is required for customers applying for new electrical service or if a substantial change has occurred to an existing service.
- Name of the former tenant/owner or meter number.
- Applicable Fees: Non-Refundable Service Fee and Refundable Security Deposit. (Service Fee - Single Phase: \$30.00 & Three Phase: \$83.00, Minimum Security Deposit: \$111.00)
- 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 shall also be provided.
- Permanent Meter Base Requirements must be satisfied. (see attached).

Residential locations applying for electrical service but held in the name of a business shall provide the following **BUSINESS DOCUMENTS**:

- (1) Sole Proprietorships
 - a. Trade Name Registration or Renewal Trade Name Registration
- (2) Limited Liability Companies (LLCs)/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
- (3) 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
- (4) 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)

PLEASE NOTE: Service can be expected in approximately three (3) to five (5) business days upon receipt of all Requirements for Service.