



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.
- ☐ 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. (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, 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.
- (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

PLEASE NOTE: Service can be expected in approximately three (3) to five (5) business days upon receipt of all Requirements for Service. Revised 3.13.25

- 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)