

New Commercial Service Checklist

Welcome to the City of Wilson! This checklist is provided to assist you in establishing commercial utility services with the City of Wilson. You can establish utilities with us in person at the Customer Service Center located at 208 Nash St. NE, by fax at (252) 399-2314, or by email at customerservice@wilsonnc.org. Once we have received all of the documents listed below a Customer Service Representative will assist you in establishing a utility account.

Interested in Internet, Video, or Phone services? Try Greenlight Community Broadband. Greenlight is Wilson's very own Fiber Optic network offering high speed internet, video, and phone with local service and local support by local people. Contact Rhonda Eatmon at (252) 205-9622.

Required Documentation

 **UDOCC ****
(Unified Development Ordinance Compliance Certificate)



Contact Development Services at (252) 399-2214

 **Fire Inspection****



Contact Fire Services at (252) 399-2880

 **Property Inspection****
(Required if utility services have been off for over a year)



Contact Inspections at (252) 399-2220 or (252) 399-2219

 **A completed and signed Customer Service Application**



 **Business Organization Documentation / State or Federal Issued Photo ID**
Articles of Incorporation/ Organization and/or Responsible Party Driver's License/Passport



 **Federal Tax ID / Social Security Card *****



 **Security Deposit**



The City of Wilson requires a deposit equal to two month's average utility bill

 **Proof of Lawful Occupancy**



Rentors: A signed copy of your Lease Agreement or updated Rent Receipt
Owners: A copy of your Deed, Settlement Statement, Offer to Purchase or current Tax Bill

 **Privilege License (For Beer/Wine Sales and Taxi/Limo Services Only)**



Contact Accounts Receivable at (252) 399-2163 or (252) 206-5271

** Items must be completed prior to establishing a utility account with Customer Service.

*** Failure to submit a Social Security number will require a High Risk Deposit.

The City of Wilson will provide same day service for all new accounts established prior to 12:00pm. New accounts established between 12:00pm and 4:45pm will be processed the next business day unless Same Day Service Fee is paid in advance. The City of Wilson does not process new accounts after 4:45pm. Contact Customer Service with any questions at (252) 399-2200.