

# New Commercial Service Checklist

Welcome to the City of Wilson! We want establishing utility services to be as quick and easy as possible so we are providing this checklist. You can start the process on our website at the bottom of [Wilsonnc.org/EstablishingService](http://Wilsonnc.org/EstablishingService). Once your information has been submitted another link and password will appear. The link will take you to a page where you can submit your completed Customer Service Application and other required documentation. An alternative option would be to fax the required documentation to 252-399-2314 and 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

 <p><b>UDOCC **</b> (Unified Development Ordinance Compliance Certificate)</p>  <p><b>Contact Development Services at (252) 399-2214</b></p>	 <p><b>Fire Inspection**</b></p>  <p><b>Contact Fire Services at (252) 399-2880</b></p>	 <p><b>Property Inspection**</b> (Required if utility services have been off for over a year)</p>  <p><b>Contact Inspections at (252) 399-2220 or (252) 399-2219</b></p>
 <p><b>A completed and signed Customer Service Application</b></p> 	 <p><b>Business Organization Documentation / State or Federal Issued Photo ID</b> Articles of Incorporation/ Organization and/or Responsible Party Driver's License/Passport</p> 	 <p><b>Federal Tax ID / Social Security Card ***</b></p> 
 <p><b>Security Deposit</b></p>  <p>The City of Wilson requires a deposit equal to two month's average utility bill</p>	 <p><b>Proof of Lawful Occupancy</b></p>  <p><b>Rentors:</b> A signed copy of your Lease Agreement or updated Rent Receipt <b>Owners:</b> A copy of your Deed, Settlement Statement, Offer to Purchase or current Tax Bill</p>	 <p><b>Privilege License</b> (For Beer/Wine Sales and Taxi/Limo Services Only)</p>  <p><b>Contact Accounts Receivable at (252) 399-2163 or (252) 206-5271</b></p>

\*\* 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.