

Business and Non-Residential Utility Start Service Application



Your Hometown Public Power Provider is honored to supply your utility service needs!

Business and Non-Residential Utility Start Service Application must be processed and any required [inspections](#) completed by 11 AM for same day service.

Please complete this Utility Start Service Application and attach the following documents:

1. A copy of the lease agreement or proof of ownership.
2. A picture ID of the Authorized Company Representative.
3. If entity is a corporation, a copy of the Articles of Incorporation is required.
4. [Required deposit or surety](#). (please contact the office for a deposit quote and/or surety requirements)

If you have any questions, please do not hesitate to email us at UtilCustomerService@newbern-nc.org or call us at 252-639- 2750.

Thank you. We look forward to serving you!

Business and Non-Residential Start Service Application

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Today's Date:

Company Name:

For Proprietorship - (Owner Doing Business as a Company Name - Include names of all owners)

Company Entity:

Proprietorship Partnership Corporation S-Corporation

Authorized Company Representative:

Title

First

Last

Service Address

Address Line 1

City

State

Zip Code

Start Date:

Services Requested:

Electricity Water Sewer Refuse All Available

Stormwater required inside City limits.

Billing Address:

Address Line 1

Address Line 2

City

State

Zip Code

Telephone #:

Email Address:

Company's Federal Tax ID Number:

NC State Corporation ID #:

Requirements:

Attach Documents:

[Articles of Inc. or NC Certificate of Authority](#) (If filing as a Corporation or Partnership)

Lease Agreement or Sales Contract for ALL commercial accounts

Deposit / Bond / bank issued letter of credit for ALL commercial accounts

Proprietorship:

Requires names, addresses and social security numbers for all owners Surety Bond on file OR Bank Issued Automatically Renewable Letter of Credit (\$10,000 minimum or the two highest bills in the last 24 months whichever is higher. Deposit

Deposit Amount:

Corporation or Partnership:

Requires Articles of Inc & Corporation ID# Requires names, addresses and social security numbers of all principles/officers/partners Surety Bond on file OR Bank Issued Automatically Renewable Letter of Credit (\$10,000 minimum or the two highest bills in the last 24 months whichever is higher. Deposit

Deposit Amount:

Please be advised commercial accounts are reviewed on an annual basis to ensure applicable rate schedules and other service requirements are in compliance with Municipal Ordinances.

Business and Non-Residential Start Service Application

Partnership / Corporation

Partners/ Officers:

Name

SSN:

First

Last

Title:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Name

First

Last

SSN:

Title:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Name

First

Last

SSN:

Title:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Name

First

Last

SSN:

Title:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Proprietorship

Owners:

Name

First

Last

SSN:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Date of Birth:

Home Telephone:

Driver's License Number:

State:

Upload Copy of Driver's License:

Name

First

Last

SSN:

Home Address

Address Line 1

Address Line 2

City

State

Zip Code

Date of Birth:

Home Telephone:

Driver's License Number:

State:

Upload Copy of Driver's License:

Sign me up for Auto Bank Draft:

Yes No

[Learn more about the benefits of Bank Draft Easy Pay! See brochure here.](#)

Sign me up for E-Billing:

Yes No

[Go paperless and get an instant email notification when your new bill is available.](#)

Sign me up for New Bern CONNECTS Round Up Program:

Yes No

[Learn more about how you can help fellow neighbors in need.](#)

Notify me of beneficial information to make informed decisions about commercial utility use.

Yes No



Business and Non-Residential Start Service Application

The City of New Bern will make all reasonable efforts to provide continuous and uninterrupted utility service, but cannot be liable for loss or damage (direct, consequential or otherwise) caused by any failure to supply utilities, or by interruption, or by a connection, either initial or subsequent connection.

The rights and responsibilities of the City of New Bern and the customer regarding utility service include those set out in the City of New Bern's Policies and procedures Manual (a copy of which is available upon request). Those policies in effect for the date of this application may be updated or changed from time-to-time by the City of New Bern. (However, the terms and provisions of the Manual, as they might change, are incorporated in the Application.)

This application and the documents referred to in this application, specifically including the City of New Bern's policies and procedures Manual, constitute the entire agreement between the Customer and the City of New Bern with respect to the provision of utility service by the City. Neither party shall be responsible to the other except as specifically set out in this application and in those agreements or

documents referred to in this application.

Although the City of New Bern and its customers may not always exercise the rights specified in these policies or available by law, that does not prevent the City of New Bern or the customer from exercising those rights at a later time.

The applicant understands that the City of New Bern must take actions and expend funds to comply with this request for service. By signing this application, the applicant signifies that he/she has the authority to request utility service both permanent and temporary to the premise identified in this application. By signing this application, the applicant requests permanent utility service to be preceded by temporary service if needed, for the location identified. Additional construction aid cost may be required per our line extension plan. Customer's failure to pay will entitle the City of New Bern to recourse against any deposit and reimbursement of costs (including reasonable attorney fees) incurred by the City in collection of any unpaid accounts.

Upon acceptance of this application, a valid contract is formed by the City of New Bern and the applicant.

Utility service will be subject to any and all rates, rules, regulations, policies, procedures, terms and conditions applicable to the service, and as revised by the City of New Bern with the authority given it by the North Carolina General Statute Chapter 160 A, Article 16.

The applicant further acknowledges that emails provided on this application may be utilized for the subscription of a quarterly commercial newsletter, aiming at improving services and communication with our customers. Customers who chose to discontinue the newsletter may inform our staff at the time of application or unsubscribe themselves upon receiving the newsletter.

This contract is formed upon acceptance and signature by the City of New Bern's representative and the customer.

Company:

Signature

(Signature of Authorized Company Representative)

Title:

Signature

(Signature of Authorized Company Representative)

Title:

Please be advised commercial accounts are reviewed on an annual basis to ensure applicable rate schedules and other service requirements are in compliance with Municipal Ordinances.