

# Application for Commercial Service

The customer who wishes to arrange for City utilities is urged to apply at the Customer Service office at 5 E Reed St, not more than (30) days in advance nor later than (1) business day notice (no weekends or holidays). Along with the date that service will be required, you will need:

- A current **PHOTO ID** (drivers license, identification card) and **SOCIAL SECURITY** number or **FEDERAL TAX ID** number.
- Completed **Commercial Service Form**
- A signed application for service will be required and the following:

If you are **PURCHASING** a property, you will need a signed Agreement of Sale or Settlement Sheet.

If you are **RENTING** a property, you will need:

- A signed lease
- Exact address of premises to be served
- If available, please provide a copy of your City of Dover Business or Professional License
- A deposit may be required before the application is approved. The **DEPOSIT** amount is equal to three times the average monthly bill history or comparable business or a minimum of \$250.00, whichever is greater.
  - ⇒ Surety Bond will be accepted in lieu of deposit
  - ⇒ A Letter of Good Credit may be accepted in the business name

**IMPORTANT:** Request for service made by mail or fax will not be completed until all listed requirements are met. A meter reading will be taken on the next available or future business date.

**\*\*\*** City services may be withheld or denied if prior indebtedness to the City for any services has not been paid in full. (COD Sec. 110-2) **\*\*\***



For additional information on City of Dover application requirements contact Customer Services at 302-736-7035 or [ebilling@dover.de.us](mailto:ebilling@dover.de.us).

For BUSINESS LICENSE & PERMITS contact the Inspections Department at 302-736-7010  
CITYOFDOVER.COM