



# COMMERCIAL UTILITY SERVICE APPLICATION

**APPROVALS:**

PLANNING: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_

FIRE INSPECTION PAID: \_\_\_\_\_

Service Address: \_\_\_\_\_

Turn on Date: \_\_\_\_\_ Business Tax #/Corp ID# : \_\_\_\_\_

Business Name: \_\_\_\_\_  
*(Name registered with the State of California or legal name of Sole Proprietor. Should correspond to Federal Tax ID #.)*

Fictitious Name (d/b/a) if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

For Sole Proprietors only – SSN #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

HAVE YOU EVER HAD COMMERCIAL SERVICE WITH THE CITY OF LOMPOC? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list address: \_\_\_\_\_

Partners Name: \_\_\_\_\_ Partners Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

*Applicant hereby agrees that service will be accepted in accordance with the city's rates, rules and regulations as amended and will pay bill for such service to the City of Lompoc, or to an authorized collector. The applicant shall be responsible for all proper utility charges for the service provided to the location until written notification is received from the applicant or the proper authorized representative to discontinue service.*

*Applicant acknowledges and understands that services may be withheld or disconnected if prior indebtedness to the City for service which has not been paid in full and that failure to receive a bill from the City for service rendered shall not diminish applicant's obligation.*

*Applicant assumes all liability for damage resultant from service connection. Be sure all faucets are turned off and electrical system is in proper working order. City personnel must have access to the meters.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DEPOSIT AMOUNT \_\_\_\_\_

DEPOSIT# \_\_\_\_\_

PAYMENT METHOD \_\_\_\_\_

WATER \_\_\_\_\_

ELECTRIC \_\_\_\_\_

REFUSE \_\_\_\_\_

SEWER \_\_\_\_\_

**1. To obtain services with the City of Lompoc you must:**

- A. Apply in person or by fax at least 1 working day (Mon-Fri 9:00 a.m. - 4:00 p.m.) before you want the services turned on.
- B. Present valid identification (Driver's License, Military ID, ID card from DMV)
- C. Provide lease agreement or proof of property ownership
- D. Pay deposit if required. (see deposits)
- E. A person 18 years or older must be present at the property for utility services to be turned on.
- F. If service to the property has been off for 12 months or more, a safety inspection must be performed by a licensed electrician and the electrician's report turned in to the Building Department in City Hall before services can be turned on. See policy for more info.

If you are moving to a different location you must re-apply again in person or by fax 1 working day in advance. To turn services off we need 1 business day notice.

**2. Deposits are required if:**

- A. It is the first time you are applying for services with the City of Lompoc.
- B. You are re-applying for service and it has been over one year since your previous service has been terminated.
- C. You have had service for one year or longer and received two or more late notices.
- D. You are re-applying for service, you had less than one year previous service and your deposit was refunded.
- E. You are re-applying for service, and your previous account was turned off for non-pay or assigned to a collection agency.
- F. Deposit amount is based on an average two month bill for this address or comparable service and is required before service is activated.

**3. Service Calls:**

Service calls are expensive! You will be charged a service fee if we are called out and the problem is one of the property's and not the City's. **Check the following before calling to eliminate unnecessary and costly service calls:**

- A. Check circuit breakers – are they on? City staff will not touch circuit breakers.
- B. Check for water leaks on the property.
- C. Check to see if the sewer is clogged between the house and the main.
- D. Check the main water valve on the house – is it on?
- E. Be sure of the scheduled turn-on or turn-off dates. If we need to make additional trips because you want the date changed or the order cancelled, and you have not given us 1 working day notice, you will be charged a service fee.

**4. A one-time fee is added to the first bill for opening a new account at each service address. This fee is not refundable.**

For your convenience, bills may be paid at the City Hall or deposited in the drop boxes located in the City Hall lobby or on the island in front of the Police Department. Please make checks payable to the City of Lompoc. Please include the return portion of your bill for credit.