

## **P&P 9.00.12**

# **Temporary Certificate of Occupancy (TCO)**

## **Informational Handout**

A Temporary Certificate of Occupancy (TCO) may be granted for all or a portion of the building or structure when it has been determined that no substantial hazard exists and all required inspections and clearances are partially or fully approved. Results of required inspections and clearances may be reviewed by checking your permit online.

A TCO may only be issued for a commercial or multi-tenant residential project. Single-family residential units are not eligible to be granted a TCO.

To apply for a TCO, the owner, owner's representative or general contractor shall submit a Temporary Certificate of Occupancy Application Form and pay an application fee of \$125.00. After all sub-trade permits are approved for final inspection or partial final inspection, all required clearances from other departments and agencies are partial approved or approved, the permit holder may request a Partial Final Building Inspection. Upon approval of this inspection, the temporary occupancy may be granted by the Building Official.

A TCO application expires 30 days from the date of application. If a TCO is not issued within this timeframe, the application is void. To reapply, the contractor must obtain a new application and pay applicable fees.

**Applying for a TCO does not mean you have authorization to use or occupy the building.** Occupancy is only authorized on approval of your application by the Building Official.

To receive a TCO, all life safety construction items must be completed. A partial final building inspection cannot be scheduled until all clearances are partially approved or approved; AND all electrical, plumbing, mechanical, and fire alarm permits have a final or partial final inspection approval.

After the partial final building inspection is approved, the area Supervising Building Inspector will prepare a TCO with the specific areas of the building that are authorized for occupancy and any conditions that need to be met or maintained while the building is in TCO status.

Issuance of a TCO **does not** constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all clearances and inspection requirements are completed and a full Certificate of Occupancy is received.

All construction work must be completed with full clearance and required inspection approvals prior to expiration of the TCO. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact the area Supervising Building Inspector to discuss options, which may include applying for another TCO.

**DO NOT ALLOW A TCO TO EXPIRE.** Occupancy of a building without a Temporary Certificate of Occupancy is a code violation and will result in enforcement action by this department, which may include filing complaints with the Nevada State Contractors Board, the Clark County Department of Business License and the issuance of a misdemeanor citation.

Communication is the key to your success and ours. If you have any questions related to the TCO process or inspection requirements specific to your project, contact the area Supervising Building Inspector.