



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Planning and Building

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Commercial Certificate of Occupancy Handout

Scope: In general, all work under the approved permit needs to be completed prior to a final inspection. If all the work is NOT completed, the owner or agent may request a Temporary Certificate of Occupancy (TCO). A TCO can only be issued up to 90 days with all agencies' approval, all Accessibility and Life Safety Systems must be operational and signed off as well as any work which does not create a hazard to the occupants which under a TCO may only be OSHA trained construction staff and/or business staff for stocking the premises. No access to the general public can be granted under the purview of a TCO.

100.110.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure, or portion thereof, shall be granted until the Building Division has issued a Certificate of Occupancy as provided herein. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

100.109.3.12 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

100.110.3 Temporary occupancy. The Building Division may issue a TCO before the completion of the entire work covered by the permit, provided that such portion shall be occupied safely by OSHA trained staff and provided that all other permit- pertinent departments/agencies have agreed to providing the TCO. The TCO shall be granted for a limited and specific scope of work and limited period of time not to exceed 90 days.

The following items shall be completed and approved / signed off prior to the issuance of a TCO at a minimum:

1. Address on structure (numbers 6" min)
2. All required inspections or addition items noted on plans are
Installed in accordance to the currently adopted codes listed below:
 - International Building Code, Chapter 4, Special detailed requirements based on *Use* and *Occupancy Group* shall be complete and approved.
 - Other specific requirements for *Occupancy Groups* per the IBC.
3. All code required final reports, not limited to:
 - Final Special Inspection & Testing Summary Report
 - Final Special Inspector Report
 - Welding Certifications
 - Final HVAC system "Commissioning" Report
 - Final Mechanical/HVAC and Electrical systems "Acceptance Testing" letter
 - Final Soils Compaction Report
4. All code required Accessibility and Life Safety Systems, not limited to:
 - Final emergency generator start-up and operational inspection
 - ADA access and facilities inspection for accessibility
 - Exiting/Egress



INTEGRITY



EFFECTIVE
COMMUNICATION



QUALITY
PUBLIC SERVICE

- Fire Resistive construction
 - Floor and wall assemblies with all sound transmitting and fire separation
5. Required inspections by other departments or agencies and permit card signed.
- Nevada State Office. Examples, but not limited to:
 - Final elevator, LULA lift, escalator, or moving walk inspection
 - Final-high pressure-piping, ammonia system piping and/or boiler inspection
 - New boiler or pressure vessel equipment. State boiler inspection required when exceeding 200,000 btu's.
 - County Road Department (Private streets exempt)
 - District Health Department. - Well and Septic, if applicable:
 - Exterior suite utilities final test, inspection, sanitized/flushed
 - Final septic system inspection
 - Final well inspection
 - Final Health inspection for special state licensed facilities (hospitals, nursing homes, correctional facilities, etc.)
 - Final kitchen and/or food prep area sanitary health inspection
 - Utility or General Improvement District sign for sewer when applicable
 - Community Development when applicable.

The required public improvements shall be completed and approved by the County Engineer and Planning Divisions. Examples, but not limited to:

 - Landscaping and paving
 - All parking spaces / Striping
 - Final zoning inspection
 - Fire Department when applicable. Examples, but not limited to:
 - Final Fire Alarm system
 - Final Fire Sprinkler system test
 - Fire Sprinkler Seismic Bracing
 - Suspended/drop Ceiling systems
 - Final Fire Sprinkler system fire-pump start-up test
 - Fire water storage tank (where required), including tank overflow
 - Standpipes flushed and tested
 - Fire Department Connection (FDC)
 - Pressure regulating Fire Sprinkler control valves (where required) tested for the required residual flows
 - Fire Control Annunciation Panel test
 - Smoke/fire dampers test
6. All electrical systems :
- Areas to be occupied shall have completed and approved feeders, branch circuits, outlets and lighting. Final electrical system shall be complete, approved, and meter set.
 - Smoke detectors installed and operable
7. All plumbing has been completed: Examples, but not limited to:
- Final plumbing system and meter set
 - Fuel gas systems and meter set
 - Gas connections to fuel burning appliances
 - Final gas manometer test
 - Final plumbing system and meter set
 - Final Mechanical/HVAC inspection
 - Final fuel-burning-equipment start-up inspection

- Final HVAC Balance Report
 - All gas piping, process piping, medical gas piping, mechanical equipment piping, plumbing piping, etc. – pressure treated
 - Bathrooms complete with all plumbing fixtures with water flow
 - Kitchen or break areas with all plumbing fixtures and gas appliances installed. *Exceptions Refrigerator Countertops Cabinets*
8. All required exterior landings, required handrails, guardrails, and stairs
9. Final grading completed or grading bond posted
10. Building exterior weather tight
- Final exterior wall envelope
 - Roofing
 - All Glazing (Windows and sliding glass doors)
11. All Safety Equipment, examples but not limited to:
- Smoke/fire dampers
 - Stairway pressurization systems
 - Smoke control systems
 - Smoke detectors
 - Ventilation systems (e.g., garage and cooking-hood-exhaust systems)
12. Items NOT required:
- Floor coverings (Carpet, tile, or vinyl)
 - Interior finishes (paint, trim, interior passage doors)
 - Exterior paint, unless required by wall envelope listing
 - Any work shown on plans that is separately permitted (fences, decks, rockery walls, etc.)
 - Mirrors
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END