



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning and Building

1001 EAST 9<sup>TH</sup> STREET  
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## Residential Certificate of Occupancy Handout

**Scope:** In general, all work under the approved permit needs to be completed prior to a final inspection. If all work is NOT completed, the owner or agent may request a Temporary Certificate of Occupancy (TCO) which can only be issued for a maximum of 90 days with the permission of applicable agencies/departments. Any outstanding/incomplete work must not block access or provide a hazard to the occupancy or public.

A Residential TCO will require an additional Special Inspection Permit (*Trip Permit*) to provide the Final Certificate of Occupancy. Please note the following as allowed by Chapter 100 of the Washoe County Code:

**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 made until the building official has issued a Certificate of Occupancy, therefore as provided herein.*

**100.110.3 Temporary occupancy.** *The building official may issue a Temporary Certificate of Occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the Temporary Certificate of Occupancy is valid.*

### Specific Items required for TCO

1. Address viewable from the street on the structure (numbers 4" min)
2. All life-safety requirements completed: i.e.: fire alarm/detectors, arc faults and GFCI
4. Required inspections by other agencies approved in Accela (Agency permit software) and permit card signed accordingly, including, but not limited to:
  - County Road Department (Private streets exempt)
  - District Health Department - Well and Septic, if applicable
  - Utility or General Improvement Department sign for sewer, if applicable
  - Engineering or Planning Department, if applicable
  - Fire Department, if applicable
5. All electrical fixtures are completed, or made safe in non-constructed areas
6. Smoke Detectors installed and operable
7. Carbon Monoxide (CO Alarm) installed and operable
8. A final gas manometer test completed and recorded
9. Bathrooms completed with all plumbing fixtures installed
10. Kitchen completed with all plumbing fixtures and gas appliances installed
  - *Exceptions: Refrigerator, Countertops, Cabinets*
11. All required handrails, guardrails, and stairs completed per approved plans
12. All required exterior landings, decks, and stairways for egress completed
13. All exterior surfaces completed
14. Final grading completed or grading bond posted. Provide final drainage letter.
15. Heating system maintaining 68 degrees (wood stoves or similar manual systems do not qualify)
16. Under-floor and attic areas insulated and completed. Provide Insulation Certificate
17. Final blower door & duct testing certification completed
18. Exterior of building complete and weather tight.
  - Final exterior wall covering installed
  - Roof 100% completed
  - All Glazing (windows and sliding glass doors)
19. Fire door and completed fire separation between house and attached garage
20. Fireplaces, woodstoves, and other items shown on approved plan completed
21. Items traditionally NOT required at final inspection are to be determined with inspector, but may include:
  - Floor coverings (carpet, tile, or vinyl)
  - Interior Finishes (paint, trim, interior passage doors)
  - Exterior paint, unless required by wall covering listing
  - Any work shown on approved plans that is separately permitted (fences, decks, rockery walls, etc.)



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