

Temporary Certificate of Occupancy (TCO) Informational Handout

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 authorized upon receipt, by the contractor, of a Temporary Certificate of Occupancy signed by the Building Official.

To receive a TCO, all life safety construction items must be completed. A partial final building inspection can not be scheduled until all clearances are approved or partially 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 write a letter specifying the building areas authorized for occupancy and any conditions that need to be met or maintained while the building is in TCO status. Upon completion of this letter, a Temporary Certificate of Occupancy will be prepared and mailed to the contractor. If the completed TCO is needed in a more timely manner, the contractor may contact the Inspection Scheduling Supervisor and arrange pick up at our Inspection Scheduling counter. These documents will only be released to the contractor of record.

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.

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