



MEMO

To: Builders/Developers
From: Building Official
Subject: Certificates of Occupancy/Certificates of Completion/Temporary Certificates
Date: February 4, 2008

In accordance with the City of North Las Vegas Municipal Code, Section 15.72.220 and the Uniform Administrative Code, Section 309, buildings or structures shall not be used or occupied, nor shall a change in the existing occupancy classification of a building or structure or portion thereof be made until the Building Official has issued a Certificate of Occupancy.

R-3, U-1 Occupancies

Although a Certificate of Occupancy is not issued for R-3 occupancies, the yellow or orange inspection job card contains a signature block in the lower right-hand corner, marked "Certificate of Occupancy" which must be signed by the Building Inspector before occupancy is permitted. The inspector will also require a clearance with the Public Works Department prior to signing off the job card. You will find the Public Works Department's clearance signature block and phone number in the lower right-hand corner of the job card. **The signed inspection card is to be posted in the single-family garage upon completion - this is considered the Certificate of Occupancy.**

Sales Offices/Model Homes

R-3 structures being used as sales offices and model show structures will be classified as B occupancy temporary sales office(s). No inventory for show shall be admitted until completed inspection and approval by the Building Official or appointed deputy. Signature blocks for "Building Final" and "Certificate of Occupancy" on the job card will not be signed off by the inspector upon final building inspection, until the structure is converted back to an R-3 occupancy. At that time, a "Building Final" inspection will be required and performed under the General Requirements per the codes in force at the time the structure was permitted. In addition, the Post Construction Certificate, Section II, will be required at this time for drainage. (These forms are available on the Building Safety website @ www.cityofnorthlasvegas.com)

R-3 structures sold and then leased to the Housing Development tract for sales office or model home use will be required to complete the inspection process, obtaining all appropriate signatures on the job card. All drainage and landscaping shall be converted to comply with the requirements of the geotechnical report, prior to final inspection.

An accessible route from parking lot to sales office and through all front entrances of each model home shall be provided (2003 CABO/ANSI A117.1 and 2006 IBC). A wheelchair accessible restroom shall also be provided. (Handicap portable unisex restroom is acceptable.) Waivers for accessible routes may be waived by the Building Official, provided the owner or owner's agent provide the following:

- a. Personnel available to assist individuals in need.
- b. International symbol of accessibility sign mounted 60" above finish floor to center line of the sign and located alongside the door on latch side.
- c. Signage below the international symbol sign stating, "Individuals who need assistance, please contact our staff assistant."

Certificate of Completion (CofC)

A Certificate of Completion for a building or structure, which is constructed as a "shell" and not intended for occupancy until a Certificate of Occupancy is issued by the Building Official, may be issued upon request.

Any outstanding improvement issues present at the time of Certificate of Completion will require a letter of understanding from the Developer that the bond release is pending completion of such issues.

Commercial and Industrial Occupancies

A Certificate of Occupancy will be issued for commercial and industrial occupancies after all building, electric, plumbing and mechanical permits have passed final inspection, Planning requirements have been met, clearance has been obtained from the Utilities, Public Works and Fire Departments and the following documents have been provided:

- 1) Signed and wet stamped Post Construction Certification forms.
- 2) A copy of all special inspection reports (UAC 306) for field welding, concrete, high strength bolting, spray applied fireproofing, etc., with all results shown as having met acceptable requirements and the IBC and certified by a State Licensed Engineer with their stamp and signature.
- 3) Beam and glulam certifications (AITC).
- 4) Mill certifications for steel beams and columns.

Clearance signature blocks must be signed and the job card presented at the Building Safety Division to obtain a Certificate of Occupancy. Phone numbers for all departments are in the lower right-hand corner of your yellow or orange job card.

Temporary Certificate of Occupancy

Section 309 of the Uniform Administrative Code and Section 15.72.220 of the North Las Vegas Municipal Code provide for issuance of a Temporary Certificate of Occupancy prior to completion of the entire building or structure, providing no substantial hazard will result from the occupancy. Temporary Certificates for a portion or portions of a building or structure may be issued. The Temporary Certificate is valid for thirty (30) days unless renewed; in which event, it is valid for a total of sixty (60) days. **It shall not be renewed more than once.**

Temporary Certificate of Occupancy Application Process

When applying for a Temporary Certificate of Occupancy, an inspection is required to establish a punch list or status report that will be considered for the disposition of the application. If a punch list exists, due to previous attempts to pass final inspections, this list will be accepted with the application. However, if an inspection is required and no existing punch lists or status reports are available, a fee of \$39.00/hr must be paid at the time of application for the temporary certificate.

An Application for Temporary Certificate of Occupancy or extension must be completed by the requesting party involved. Applications can be obtained at the Building Safety Division, 2240 Civic Center Drive. A \$200.00 **nonrefundable** issuance fee must be paid, along with any inspection fees (@ \$39.00/hr) associated with determining building compliance for temporary occupancy upon application for a Temporary Certificate.

Regardless of the circumstances, clearances from all departments (excluding Planning) are still required for a Temporary Certificate and clearance approval must be signed for on the application form, unless the department has already signed CofO in the lower right-hand corner of the job card or clearly indicated approval of TCO in their current punchlist or backside of the job card. When all of the required clearances from each department have been obtained, return the application to the Building Safety Division (Debbie Perry). Ensure the application is complete and the following items are attached:

1. A written request (*preferably on company letterhead*) for Temporary Occupancy, stating the unforeseen circumstances that have or will cause a hardship and the nature of the hardship.
2. The punch lists of items needing completion and a schedule indicating dates of completion. The Building Inspector shall also provide a recommendation for approval or disapproval at the end of the list, or separately. (*This applies to Public Works and Fire Department inspectors, as well as the Building Division*)
3. The job inspection card.
4. If the request for TCO is being submitted by the contractor, a letter of acknowledgment/concurrence

from the building owner is also required.

Submittal of an application package is not an automatic approval of a Temporary Certificate of Occupancy. Business hours are 8:00 a.m. - 5:45 p.m., Monday - Thursday. The application package is reviewed by the Building Official for approval/disapproval. (Questions concerning TCOs, please contact Debbie at 633-1577)

Issuance of Certificates

All Certificates of Occupancy, Certificates of Completion and Temporary Certificates are issued at the Building Safety Division, 2240 Civic Center Drive, North Las Vegas.

PLEASE ALLOW A MINIMUM OF 24 HOURS FROM THE TIME OF SUBMITTAL TO PROCESS

**** TEMPORARY CERTIFICATES - FAILURE TO COMPLETE THE WORK IN ACCORDANCE WITH YOUR AGREEMENT OR FAILURE TO SUBMIT REQUEST FOR EXTENSION WILL BE GROUNDS TO SUSPEND/REVOKE THE TEMPORARY CERTIFICATE OF OCCUPANCY AND POSSIBLE CITATION AS SET FORTH IN SECTION 1.12.01 OF THE NORTH LAS VEGAS MUNICIPAL CODE.**

Business Licenses

Issuance of Certificates of Occupancy should not be considered as authority to operate your business. Certificates of Occupancy and Temporary Certificates of Occupancy only authorize occupancy of the structure or building. Please anticipate the use of your facility and apply for the business license to correspond with occupancy approval. Notification will be made to the Business License Division when a Certificate of Occupancy is issued.