



CERTIFICATE OF OCCUPANCY ASSESSMENT GUIDELINE

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

The Certificate of Occupancy Assessment process covers change in use and/or occupancy where no construction was completed or previously required.

The International Building Code requires a Certificate of Occupancy (C of O) to be issued by the Building Official prior to the building being used or occupied. Any changes in use or occupancy that would place the building in a different division of the same group of occupancies or in a different group of occupancies will require an update to the C of O, subject to approval by the Building Official. A tenant does not require the C of O it belongs to the building, unit, or space.

If there is a use or occupancy change plans will be required to be drawn by a design professional or contractor. If no prior permits exist this minimum is also required. We will not accept plans by the tenant. If no work is proposed, the Building Owner can submit plans but plans will have to be drawn by design professional. If there is no work to be done, a contractor will not be needed.

If there is no change to the occupancy, a new C of O is not required, the use stays the same and we do not issue a new C of O for name or business owner changes.

You can do a records request if you do not know what the initial occupancy was for the building by using this link: www.lasvegasnevada.gov/recordsrequest

Submittal Requirements

- Completed Commercial Application: www.lasvegasnevada.gov/CommercialApplication
- Site Plan drawn to scale showing separations and property lines. Also adjacent tenant use and occupancies.
- Architectural Floor Plan drawn to an appropriate scale showing the tenant space, adjacent occupancies, complete exit ways leading to the exterior of the building, and other pertinent information. All room names and uses. Plumbing fixtures illustrated.
- Indicate handicap parking, routes of access, and facility accessibility.
- Code Analysis for the space and entire building: www.lasvegasnevada.gov/CodeAnalysis
- The Use and Occupancy of the building at the time of original construction and subsequent tenant improvements under permit. Date of original construction of the building.