



BUILDING & SAFETY

OCCUPANCY INVESTIGATION APPLICATION

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Note: Application is for Occupancy investigation and an inspection fee of \$399.00 for a #915 inspection will be charged prior to an Inspector visiting the property.

ADDRESS: _____

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

OWNER/REPRESENTATIVE: _____ PHONE # _____

EMAIL: _____

During a recent Inspection, the Fire Department/Building & Safety Division observed that there was change in the use of the building/suite, or no Certificate of Occupancy was posted for this building/suite. In accordance with 2021 International Building Code (IBC), Section 111 a building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy therefore as provided herein.

Exception: Certificates of occupancy are not required for work exempt from permits in accordance with Section 105.2.

PLEASE SUBMIT AN APPLICATION TO THE BUILDING & SAFETY DISIVISON FOR A:

_____ Non work Certification of Occupancy – No work being done which requires a permit, and no change in the use or occupancy.

_____ Change in Use and/or Occupancy Type

_____ No plans required to be submitted.

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_____ Certificate of Occupancy Permit Required – Work is to be performed, or has been performed. Plans are required. Follow the [Tenant Improvement Checklist](#) on submittal requirements.

Action on this matter must be made within _____ days. Fire Prevention cannot approve your Business License application until this matter is resolved.

COMMENTS & REQUIREMENTS:

FIRE OR BUILDING INSPECTOR: _____ DATE _____

OWNER/REPRESENTATIVE SIGNATURE: _____ DATE _____