

	<p style="text-align: center;">City of Fernley Building Division 595 Silver Lace Blvd. Fernley NV. 89408 WWW.CITYOFFERNLEY.ORG Shawn Keating CBO Building Official</p>	<p style="text-align: center;">Building Permits Building Inspection Building Plan Review Disaster Assessment Code Enforcement</p> <p style="text-align: center;">Tel 775-784-9900</p>
Building Department Handout		

Temporary Certificate of Occupancy (TCO) Information Checklist

Temporary Certificates of Occupancy (TCO's) are typically issued when a commercial or industrial project is nearly complete and the applicant wishes to begin "stocking" merchandise, "training" employees or other similar activities; A TCO applies to a project that is nearly complete, the life/safety features (sprinklers, alarms) are in place, and have been inspected and accepted by the Fire Marshall. No TCO's are typically issued for residential projects- only a Final Certificate of Occupancy when they are complete.

You must, as a store, restaurant, or other Commercial/Industrial project, be issued a TCO for any non-construction related personnel to be on/in the premises prior to issuance of a Final Certificate of Occupancy for stocking, training, or any other purpose. **A TCO does not allow the general public access to the project structure or premises.** The Final Certificate of Occupancy is required for public access.

Temporary Certificates of Occupancy have a time limit/ expiration date and conditions attached such as "**stocking and training only.**" They are issued by the City of Fernley Community and Economic Development Department only at the consent of The Building Official and by previous consent of the Fire Marshall as well. Per the nature of the project, other agencies' consent may be required as well.

Checklist

Before you request and will be issued a Temporary Certificate of Occupancy (TCO) please provide or insure the following have been completed:

- Sign off on the project permit by The Fire Marshall.
- Sign off or approval by The State of Nevada Health Division. (For projects that include food handling, services or storage.)
- Sign off, approval, or have been issued a "Will Serve" by The City of Fernley Public Works Department.
- Turn in any "Special Inspection" Requirements including "Final Letter(s)" from the Special Inspector(s), accepting all related components are "safe and completed."
- Secure all necessary licensing and/or additional permits as stated and required for your Project (NDEP, State Health, etc.)
- All Utilities connected and activated.
- Any ADA requirements or construction completed.
- Site and Civil Improvements creating safe Ingress/Egress from the site completed.
- A City of Fernley Business License signed by all required agencies.

Signature of acknowledgement that the above will be provided to City Building Department in order to qualify for TCO: _____ Date _____

City of Fernley Building Department stamp of approval. This copy shall be retained on site: