



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Occupancy Checklist for Typical Commercial Project

Jerome A. Stueve, P.E., Director  
Samuel D. Palmer P.E., Assistant Director • Girard W. Page, Fire Marshal

### **CERTIFICATE OF OCCUPANCY** (No Fee Required)

#### **Water Clearance**

Common Agencies:  
Las Vegas Valley Water District (702) 870-4194  
North Las Vegas Water (702) 376-5078  
Outlying Areas

#### **Sanitation Clearance**

(Sewer or Septic System)  
Common Agencies (sewer):  
Clark County Water Reclamation District  
(702) 434-6602  
Las Vegas City Sewer (702) 229-6251  
Outlying Areas  
Common Agency (septic system):  
Clark County Health District (702) 385-1291

#### **Drainage Compliance Report**

Submit this report (for each building permit) to  
Building Inspection Scheduling, Permit  
Application Center, 4701 W. Russell Rd.,  
Las Vegas, NV (702) 455-3000

#### **Off-Site Clearance**

Obtain this clearance from Civil Engineering  
Division (702) 455-4610

#### **QAA**

Submit QAA to Clark County Building  
Inspection Division, 4701 W. Russell Rd.,  
Las Vegas, NV (702) 455-3000

#### **Fire Department Approval**

Clark County Fire Department (702) 455-7316)  
Coordinated through Building Inspections.  
(Inspection Record Form).

#### **Landscape Certification**

Submit to Building Inspection Scheduling, Permit  
Application Center, 4701 W. Russell Rd.,  
Las Vegas, NV (702) 455-3000.  
Include all permit numbers for the project.

#### **Approved Final Inspections**

(For All Permits for the Project)  
You must have clearance of all the above items.  
(Water, Sanitation, Drainage Report, Off-Sites,  
QAA, Fire Department & Landscape Certificate)  
Before final building inspections will be scheduled.

### **TEMPORARY CERTIFICATE OF OCCUPANCY** (TCO) (\$125 Filing Fee)

#### **Water Clearance**

Common Agencies:  
Las Vegas Valley Water District (702) 870-4194  
North Las Vegas Water (702) 376-5078  
Outlying Areas

#### **Sanitation Clearance**

(Sewer or Septic System)  
Common Agencies (sewer):  
Clark County Water Reclamation District  
(702) 434-6602  
Las Vegas City Sewer (702) 229-6251  
Outlying Areas  
Common Agency (septic system):  
Clark County Health District (702) 385-1291

#### **Drainage Compliance Report**

Submit this report (for each building permit) to  
Building Inspection Scheduling,  
Permit Application Center, 4701 W. Russell Rd.,  
Las Vegas, NV (702) 455-3000

#### **Off-Site Clearance**

Obtain this clearance from Civil Engineering Division  
(702) 455-4610

#### **QAA**

Submit QAA to Clark County Building  
Inspection Division, 4701 W. Russell Rd.,  
Las Vegas, NV (702) 455-3000

#### **Approved Partial Final Inspections**

(For All Permits Related to the Project Described by  
the TCO).  
Conditions related to the TCO will be included with  
issuance.

#### **Application for a TCO and \$125 Application Fee**

Submit to Building, Permit Application Center,  
4701 W. Russell Rd., Las Vegas, NV (702) 455-3000.  
There is a five (5) day processing time from the date of  
application (once requirements are met) to TCO  
issuance.