RESIDENTIAL

To ensure accuracy, speed and to avoid trips to City Hall:

- Scan all required documents as one (1) attachment, and send in one (1) email to CofO@Reno.Gov.
- Verify that permit number/addresses MATCH for all documents being sent.
- Permits must be complete.

Required Documents for Residential C of Os signed and dated by inspector:

1. Back of the permit showing all inspections signed off.
2. Final Grading and/or Drainage Letter.
4. 1704 Special Inspections Final Letter.
5. If applicable to permit, Washoe County Proof of Sewer Payment.

RECEIVE YOUR CERTIFICATE OF OCCUPANCY BY EMAIL

If submittal is complete and accurate, expect your C of O within 48 hours.
To ensure accuracy, speed and to avoid trips to City Hall:

- Scan all required documents as one (1) attachment, and send in one (1) email to CofO@Reno.Gov.
- Verify that permit number addresses MATCH for all documents being sent.
- All permits must be complete.

Required Documents for Commercial C of Os signed and dated by inspector:
1. Back of the permit showing all inspections signed off.
2. Final Grading and/or Drainage Letter.
3. 1704 Special Inspections Final Letter.
4. Landscape letter from Landscape Architect.
5. If applicable to permit, Washoe County Proof of Sewer Payment.