



RECEIVE YOUR CERTIFICATE OF OCCUPANCY BY EMAIL

If submittal is complete and accurate, expect your C of O within 48 hours.



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.
3. 2012 IECC Insulation and Energy Certifications.
4. 1704 Special Inspections Final Letter.
5. If applicable to permit, Washoe County Proof of Sewer Payment.





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COMMERCIAL

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- 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.

