



# TCO Request Requirements

**CITY OF HENDERSON**  
240 Water Street  
P.O. Box 95050  
Henderson, NV 89009

**BUILDING & FIRE SAFETY**  
702-267-3600  
Fax 702-267-3601

Job Address:

Effective May 1, 2005, a **\$396.00 (per permit/address)** fee is due at the time of request.

- The fee includes the required initial inspection and one (1) reinspection prior to the issuance of the certificate.

Letter on company letterhead requesting a Temporary Certificate of Occupancy (TCO) to include:

- Date requested to occupy
- Area(s) to be occupied and reason for TCO request
- Expiration date of TCO to be in compliance for Certificate of Occupancy
- Address of job / project
- Building permit number
- Contact person for TCO

Please address the letter to:

City of Henderson  
Building & Fire Safety  
Majid Pakniat, City Building Official  
240 S. Water Street  
P.O. Box 95050  
Henderson, NV 89009

Please attach this page and deliver to the Development Services Center.

If you have any questions, please call 702-267-3620