



108 E. Proctor Street  
Carson City, NV 89701  
(775) 887-2310  
Hearing Impaired: 711

bldgdiv@carsoncity.gov  
www.carsoncity.gov/building

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## CHANGE OF OCCUPANCY COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

If you buy or lease commercial space and your use of the space is different from the previous occupant's use, it may trigger "Change in Occupancy" requirements. An example would be a retail business moving into space that previously was offices. These changes typically involve ADA compliance, Energy Code compliance, and fire sprinkler and/or fire alarms.

Any change of occupancy should be reviewed by the Planning Division and Business Licensing Division.

Listed below are common items that need to be addressed if the occupancy use is changed:

- Fire alarms may need to be added or upgraded
- Fire sprinklers may need to be added or upgraded
- Parking (number and size of spaces) that meets the Carson City development requirements
- Accessible parking that complies with the building code
- An accessible route from the parking area to the entrance of the building
- At least one accessible route from an accessible building entrance to the primary function areas
- Toilets and drinking fountains may need to be added or upgraded
- Compliance with the International Energy Conservation Code. This may include changes or modifications to lighting, HVAC, electrical system or exterior wall components
- Restaurants and industrial uses have additional requirements

*This list is for informational use only and is not all inclusive of what may be required for your project. If you are researching a property for your business, all improvements must be done with building permits and Nevada License Contractors. A licensed professional can assist you in determining what will need to be done to allow the property to be used by your business.*