

# **MOBILE HOME CONVERSION FROM PERSONAL TO REAL PROPERTY BUILDING PERMIT GUIDE**

## **CLARK COUNTY DEPARTMENT OF DEVELOPMENT SERVICES**

**RUSSELL/CAMERON OFFICE  
BUILDING DIVISION & PERMIT APPLICATION CENTER  
4701 WEST RUSSELL ROAD  
LAS VEGAS, NV 89118**

**CLARK COUNTY GOVERNMENT CENTER  
500 SOUTH GRAND CENTRAL PARKWAY  
P.O. BOX 553530  
LAS VEGAS, NV 89155-3530**

**702-455-3000  
[accessclarkcounty.com/devserv](http://accessclarkcounty.com/devserv)**



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*September 2003*

# MOBILE HOME CONVERSION FROM PERSONAL TO REAL PROPERTY PERMIT GUIDE

This guide outlines the requirements for *converting mobile homes from personal to real property*. This option is available to mobile home residents who own both the mobile home and the land on which it is located. Mobile home conversion from personal to real property may make it possible to secure longer financing, lower mortgage rates, provide tax advantages, and make available government-backed mortgage insurance. Both existing mobile homes and new mobile homes acquired with the intention of being permanently located may qualify.

## I. ZONING REQUIREMENTS

To obtain a permit for conversion, the land must be zoned in Clark County, Nevada as follows:

1. Mobile homes which comply with the design standards established in Clark County Code Title 29, Section 29.20.110, or Clark County Code Title 30, Table 30.56-2, are permitted in zoning districts which allow single family residences listed below:
  - R-E – Rural Estates Residential District
  - R-D – Suburban Estates Residential District
  - R-1 – Single Family Residential District
  - R-1A – Single Family Residential District
  - R-2 – Medium Density Residential District
  - R-3 – Multiple Family Residential District
  
2. All mobile homes, including those which do not comply with the design standards established by Clark County Code, Section 29.20.110, or Clark County Code Title 30, Table 30.56-2, are permitted in the following zoning districts:
  - R-U – Rural Open Land District
  - R-A – Residential Agricultural District
  - R-T – Manufactured Home Residential District

If any zoning action (i.e., variance, zone change, or other land use application requiring review by the Planning Commission or Board of County Commissioners) is needed, you may want to submit your proposed plans to Permit Application while you wait for the Board(s) action to take place in order to reduce processing time.

## II. PLAN SUBMITTALS

### A. Application

1. \_\_\_\_\_ Completed *Building Permit Application* (for the foundation). (*Application forms are available in the Permit Application Center*).

***NOTE: If the mobile home is being newly installed and/or does not have a safety seal, additional requirements must be met. Please refer to the Installation of Mobile Homes in Mobile Home Estates or on Privately-Deeded Property Permit Guide for further details.***

### B. Ownership/Legal Description

1. \_\_\_\_\_ Two (2) copies of one of the following documents to show ownership and the legal description of the property:

- Recorded Deed,
- Deed of Trust, or;
- Escrow Instructions

2. \_\_\_\_\_ One (1) copy of one of the following documents:

- Title,
- Bill of Sale, or;
- Purchase Agreement

### C. Plans (drawn to scale in ink or reproduction)

1. \_\_\_\_\_ **Grading Plan** (if not already on file with Civil Engineering or if revision required). Must be prepared by a Nevada-registered professional civil engineer and show the following:

- Structure
- Finished floor elevation of the mobile home
- Existing improvements
- Corresponding street elevations
- Lot drainage
- Scale
- Benchmark
- North arrow
- Land contours
- Elevations

Must be one of the following:

- a) **Grading plan** prepared by a Nevada-registered professional civil engineer (*3 sets of which one copy must have original stamp and signature*)\*\*
- b) **Parcel Map grading plan**, if available, from Civil Engineering Map Room (*2 copies*)
- c) **Recorded subdivision grading plan**, if available, from Civil Engineering Map Room (*2 sets*)

\*\* *4 sets are required if grading plan is being used to satisfy the following plot plan requirement.*

**NOTE:** *If the property is located in a designated flood zone, additional requirements may be imposed by Civil Engineering. For information on the status of your property, please call 455-4600.*

2. \_\_\_\_\_ **Plot Plan** (2 copies) showing: (*Note: May be done in combination with the grading plan prepared by a Nevada-registered professional civil engineer*).

- Lot location
- Accessory buildings with dimensions
- Size and placement of mobile home
- Easements
- Rights-of-way
- All setbacks from property lines and existing structures
- North arrow
- Utility locations

3. \_\_\_\_\_ **Permanent Foundation Plan** (2 copies). Provide either of the following:

- Manufacturer's recommended plan\* for permanent mobile home installation for the specific make, model and size, or;
- Foundation plan\* designed by a Nevada-registered professional civil or structural engineer (original stamp and signature required).

*\*NOTE: Permanent foundations must also be in compliance with federal standards. A copy of the Department of Housing and Urban Development's (HUD) **Permanent Foundations Guide for Manufactured Housing** is available on the Internet at [www.huduser.org/publications/destech/permfound.html](http://www.huduser.org/publications/destech/permfound.html) or by calling 1-800-245-2691.*

*In addition, if the installation is in a flood zone, the foundation must also comply with the Federal Emergency Management Agency's (FEMA) requirements for **Manufactured Home Installations in Flood Hazard Areas**.*

4. \_\_\_\_\_ If mobile home is **located in an R-E, R-D, R-1, R-1A, R-2 or R-3** zoning district, the following **additional submittal documents** are required:
- a. Dimensioned floor plans
  - b. Elevations (front, back, side) showing pitch of roof, roofing materials, and exterior siding materials
  - c. Details showing how foundation or anchoring system is masked

### **III. PROCESSING/PERMIT ISSUE**

#### **A. Processing Time**

Normal processing time for converting mobile homes from personal to real property is approximately 2 weeks (10 working days) unless a land use application is required. If there are problems with your plans or if there is an increased volume of submittals from the public, this processing time could increase. Thus, **it is in your best interest to properly submit all required documents and plans and to respond promptly to any requests for information or corrections.**

#### **B. Plan Review**

Plan reviews will be conducted by the following divisions:

- Zoning Plans Examination
- Civil Engineering
- Building Plans Examination

#### **C. Permit Issue**

- When all approvals have been received from Zoning Plans Examination, Civil Engineering, and Building Plans Examination you will be notified that your permit is ready to issue.
- All fees must be paid at this time in order to obtain your permit.
- An Inspection Record Form (job card) will be issued with the permit.
- One (1) set of approved plans will be returned to the permittee.

#### IV. INSPECTION REQUIREMENTS

You will be **REQUIRED** to call the Building Division (702-455-3000) to schedule inspections for your project.

- Required inspections for your project are listed on the Inspection Record Form (job card) received at permit issuance.
- Reports and certifications (i.e., the *Finished Floor Elevation Certificate* and the *Drainage Compliance Report*) must be submitted in compliance with specific time frames.
- The permit, Inspection Record Form (job card), and approved plans must be kept on site for convenient access by the Inspection staff.

***NOTE:*** For your convenience and to help expedite your ***inspection requests***, Clark County Development Services offers both an automated ***Telephone Inspection Scheduling System and Inspection Scheduling via the Internet.***

*To use the automated Telephone System, call 455-3000, press "1" to select inspections, and follow the prompts. You will need the phone system number and 4-digit inspection type codes which are located on both the permit and inspection record forms.*

*Enter [accessclarkcounty.com/devserv](http://accessclarkcounty.com/devserv)* to access the Development Services' website, mouse over *On-Line Services*, and click on *Inspection Scheduling*. Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

After passing the required inspections and upon the Department receiving all of the required clearance items, occupancy is approved. If you have any questions regarding this information, please contact Development Services at 702-455-3000.

# REFERENCE INFORMATION

Department of Development Services - Locations & Services:

## RUSSELL/CAMERON OFFICE

Building Division & Permit Application Center  
4701 West Russell Road  
Las Vegas, NV 89118

- On-Site Building Plan Submittals
- All "Walk-Through" Plan Review / Permitting Functions
- Residential Tract Submittal / Permitting
- All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting
- All On-Site Building-Related Plan Review
- All Zoning Plan Review / Addressing
- Building Inspection Scheduling Functions
- Temporary Certificate of Occupancy Submittals
- Building Inspection Penalty Fee Payment
- Building Inspections
- Building Inspector Inquiries
- Amusement / Transportation Systems - Operation Certificates
- Approved Fabricators
- Quality Assurance Agency Listing

## CLARK COUNTY GOVERNMENT CENTER

500 S. Grand Central Parkway, First Floor  
P. O. Box 553530  
Las Vegas, NV 89155-3530

- Civil & Land Use Applications / Plan Submittals
- Civil Plan Reviews
- Off-Site Permit Issue
- Off-Site Inspection Scheduling / Inspections
- Major / Special Projects
- Map Reviews (Tentative & Final)
- Public Records (Building, Civil & Land Use)
- Traffic / Drainage Study Reviews
- Administration
- Technical / G.I.S. Services

## LAUGHLIN OFFICE

Regional Government Center  
101 Civic Way  
Laughlin, NV 89029  
(702) 298-2436

- Inspection Services
- Inspector Inquiries

## NORTHEAST OFFICE

320 North Moapa Valley Blvd.  
Overton, NV 89040  
(702) 397-8089

- SFR Application and Plan Submittal
- Inspection Services
- Sub Permit Issue
- Small-Scale Plan Review/Permit Issue

The Department of Development Services, Building Division & PAC,  
Telephone Number for local offices is:

**(702) 455-3000**

Please select the appropriate "option" number for each of the following areas:

Inspection Scheduling	Option "1"
Building Inspection Division	Option "2"
Permit Application & Submittal Requirements	Option "3"
Building Plans Examination	Option "4"
Zoning Plans Examination	Option "5"
Contractor Licensing Requirements	Option "6"
Records Office	Option "7"
Director's Office	Option "8"
Hours of Operation, Locations & Web Information	Option "9"

Please visit the Department of Development Services' website at  
[www.accessclarkcounty.com/devserv](http://www.accessclarkcounty.com/devserv)

### Other Clark County Departments/Divisions/Districts:

- |                                   |                           |                |
|-----------------------------------|---------------------------|----------------|
| • Air Quality Management          | 500 S. Grand Central Pky. | (702) 455-5942 |
| • Civil Engineering Division      | 500 S. Grand Central Pky. | (702) 455-4600 |
| • Current Planning Division       | 500 S. Grand Central Pky. | (702) 455-4314 |
| • Fire Department                 | 575 E. Flamingo Road      | (702) 455-7316 |
| • Health District                 | 625 Shadow Lane           | (702) 385-1291 |
| • Las Vegas Valley Water District | 1001 S. Valley View Blvd. | (702) 870-2011 |
| • Water Reclamation District      | 5857 E. Flamingo Road     | (702) 434-6600 |

### State of Nevada:

- |                               |                         |                |
|-------------------------------|-------------------------|----------------|
| • Division of Water Resources | 400 Shadow Ln.. Ste 200 | (702) 486-2770 |
|-------------------------------|-------------------------|----------------|

### Utilities:

- |                 |                        |                |
|-----------------|------------------------|----------------|
| • Nevada Power  | 6226 W. Sahara Ave.    | (702) 367-5000 |
| • Southwest Gas | 4300 W. Tropicana Ave. | (702) 365-1100 |

TT/TDD: Relay Nevada toll-free (800) 326-6868

Visit Clark County's website at:  
[www.accessclarkcounty.com](http://www.accessclarkcounty.com)