

Got Permits?

PROTECT YOUR HOME IMPROVEMENTS



Manufactured Home Installations in Mobile Home Parks

www.clarkcountynv.gov/building

CLARK COUNTY

Permit Application Center
4701 W. Russell Road
Las Vegas, NV 89118

LAUGHLIN

Regional Government Center
101 Civic Way
Laughlin, NV 89029

OVERTON

Clark County Community Center
320 N. Moapa Valley Blvd.
Overton, NV 89040



Thinking about replacing your water heater or converting your garage into an office? Before you open your tool box, ask yourself one simple question: “Got Permits?” Even small home improvement projects may require a building permit. Faulty installations can cause fires, flood damage and other hazards, and also force you to make costly repairs when you sell your home. Permits - and the inspections that come with them - protect your family’s safety and the value of your property by ensuring the work meets adopted building codes.

What is the difference between a mobile home park and mobile home estates:

A mobile home park is an area where space for two or more manufactured homes is rented. Mobile home estates differ in that lots are sold, or privately deeded, rather than rented.

Will I need to visit any other agencies besides Building Department to get the permit?

Installing a new manufactured home or replacing a manufactured home in unincorporated Clark County requires a permit from both the Nevada Manufactured Housing Division and The Building Department.

The Nevada Manufactured Housing Division permits and inspects the set up of the home and all systems within the unit. For more information, please contact the Nevada Manufactured Housing Division at <http://mhd.state.nv.us> or (702) 486-4002.

Building Department permits and inspects the site

where the manufactured home is placed to 1) verify compliance with zoning requirements, and 2) utility connections made outside of the unit, including electricity, gas and sewer.

Contact Clark County Public Works, Development Review Division, (702) 455-4600, to find out if your mobile home park is in a designated flood zone and if additional requirements may apply to your permit application as a result.

How long does it take to get the permit from The Building Department?

Permits to install or replace a manufactured home in a mobile home park can generally be processed over the counter while you wait.

The process may take 3 - 5 days if the mobile home park is located in a designated flood zone.



Where do I get the installation permit?

At our Permit Application Center in Las Vegas or our offices in Laughlin and Overton.

In the Permit Application Center, the permitting process starts at our self-service ticketing kiosks. For the installation of a manufactured home in a mobile home park, use the kiosks' touch screens to make the following three selections to receive a ticket:

1. Residential
2. New Permits
3. Patios, Remodels, Additions, Walls, Pools



After you receive your ticket, have a seat and watch the overhead monitors for your number to be called. With just one ticket, you will be routed to the Zoning Plans Examination counter, followed by the Building Plans Examination counter, and finally Permit Issue.

To get the permit, you WILL need to provide the following documentation:

- A completed **Clark County Manufactured Housing Permit Application**.
- A **Nevada Manufactured Housing Division permit**. The homeowner is responsible for obtaining this permit.
- A **title, bill of sale or purchase agreement** for the home.
- Two copies of a **site plan** showing setbacks. Homeowners may draw their own site plan.

To get the permit, you MAY need to provide the following documentation:

- **Owner/Builder Affidavit of Exemption**: Required if a homeowner obtains permits as an owner/builder.
- **Letter from the Mobile Home Park Owner**: Required if the homeowner applies for the permit. The letter must be on company letterhead and state that the park has given permission to install the home, as well as the space in which the installation will occur. This letter is not required if a licensed contractor obtains the permit.
- **State-Issued Safety Seal**: If the manufactured home being installed is replacing an existing

manufactured home, a copy of the state-issued safety seal for the existing home is required. A copy of the original installation permit number or of the previously approved grading plan for the site can be used in place of the state-issued safety seal.

- **Building Permit**: Required to construct awnings. Permit requirements for awnings are the same as for patios. See our *Residential Patio Permits* handout for more information.
- **Electrical Permit**: Required for electrical connections to the home outside the scope of work covered by the installation. Show the location of the electrical pedestal on your site plan.
- **Mechanical Permit**: Required for ground-mounted air conditioning units. The Nevada Manufactured Housing Division permits units mounted on the home.
- **Plumbing Permit**: Required if gas lines are added or moved in conjunction with the manufactured home installation. A line drawing showing the size and placement of the gas pipe is required.

How much does the permit cost?

The fee for a Clark County manufactured home install permit is \$125. Additional costs for electrical, mechanical and plumbing permits may be charged. Inspection services are included in the cost of the permit.

When can work start?

Work can begin after your permit is issued.

Where can I get more information?

Download our *Mobile Home Installation in a Mobile Home Park Building Permit Guide* from our website.

How do I get an inspection?

You will receive an inspection card at the time of permit issuance detailing your required inspections your project requires. Inspections can be scheduled 24/7 by phone at (702) 455-3000 or online via Construction Services Online. Call our offices in Overton & Laughlin to schedule inspections in those areas.

www.ClarkCountyNV.gov