Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Manufactured Buildings on Commercial Property Building Permit Guide

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Part I. General Information

This guide outlines the requirements for obtaining a building permit to establish and maintain a manufactured building on commercial property in unincorporated Clark County, Nevada. This manufactured building must be a "factory housing" unit as evidenced by the "Factory Housing Label" (blue with silver letters) issued by the State of Nevada. In order to ensure that your application is processed in a timely manner, your plans must be complete.

Part II. Applicant's Responsibility

In order to establish and maintain a manufactured building on a commercial property, you must obtain approval from the Clark County Planning Commission. You may apply for a public hearing through Current Planning (702) 455-4314. In addition to receiving the required land use approvals from the Clark County Planning Commission, you must receive an approval from Public Works Development Review for your off-site improvement plans. The Department of Building cannot issue a building permit for on-site construction without the clearance from Public Works Development Review.

While you are waiting for the land use approval or disapproval from the Clark County Planning Commission, you may want to submit your off-site plans to the Public Works Development Review (702) 455-6000 and your on-site plans to the Department of Building. This action should help to reduce processing time.

Part III. Applicable Codes

Currently adopted version of the following:

- International Building Code
- Uniform Plumbing Code
- National Electrical Code
- Southern Nevada Code Amendments

Part IV. Submittal Package

- Application
  - Completed Building Permit Application - must include assessor's parcel number (APN)

- Ownership/Legal Description
  - One (1) copy of recorded deed, deed of trust or escrow instructions (to show ownership and legal description of the property)

- **Grading** plan prepared by a Nevada-registered professional civil engineer and showing proposed (manufactured building) and existing structures, finished floor elevations, corresponding street elevations, land contours and elevations, lot drainage and any storm water mitigating features,

scale, benchmark, and north arrow

Must be one of the following:

- Grading plan prepared by a Nevada-registered professional civil engineer (3 sets of which one copy must have original stamp and signature).
- Recorded subdivision grading plan, if available, from Public Works Map room (3 copies).

NOTE: If property is located in a designated flood zone, additional requirements may be imposed by Public Works Development Review. For information on the status of your property, call 455-6000.

- Three (3) sets of building plans: Drawn to scale (In ink or reproduction), which include the following:
  - **Plot/site plan*** (3 sets) showing legal description, north arrow, lot dimensions, building onsite location, parking, landscaping, trash enclosures, fences, walls, all rights of way, easements, and all utilities (location and size of water, sewer, gas, and electrical lines) serving manufactured building and on-site construction

    *** may be done in combination with the grading plan prepared by the Nevada-registered professional civil engineer.**

- Three (3) sets of foundation plan and installation details, which must be one of the following:
  - Manufacturer's recommended foundation system and installation details (Installation Manual) including fastening schedules and utility hook-ups
  - Complete floor plan
  - Complete foundation design and details by a Nevada-registered professional engineer complying with the requirements of the Uniform Building Code (original stamp and signature required).

- Two (2) sets of geotechnical (soils) report:
  The reports must be dated and bear the Nevada-registered professional engineer complying with the requirements of the Uniform Building Code (original stamp and signature required).

  Note: Modular buildings with a dead-load bearing pressure of 500 psf or less may be exempt from the geotechnical report requirement.

- Three (3) sets of on-site construction details which include:
  - Complete construction details for all stairs, ramps, handrails, carports, covered entries and any other structures which are to be constructed on-site in addition to installing the manufactured building
  - Elevations showing finished views of structures (front, rear and sides)

NOTE: If the manufactured building will be used as a food-related establishment, contact the Clark County
Health District at: (702) 385-1291 for additional building plan requirements.

Proof of the modular building's construction by the State of Nevada, Manufactured Housing Division as evidenced by the "Factory Housing Label" (blue with silver letters).
The Insignia number must be provided to the Department of Building.

UPON SUBMITTAL OF A PLAN PACKAGE, THE APPLICANT IS REQUIRED TO PAY A PLAN REVIEW FEE.

Part V. Other Information

This will include all road closures.

- Additional permits which may be required. The appropriately licensed contractor must apply for the appropriate permit(s)
  - Appropriate permit application(s) and plans, as required
    - Electrical
    - Plumbing
    - Pool/Spa
    - Fence/Block Wall

- Plan Preparation
  Construction design plans and supporting documents must be prepared, signed and stamped by a Nevada registered architect or professional engineer (as applicable for the discipline involved). The cover sheets of each discipline must be "wet-stamped" with an original signature of the design professional. Subsequent sheets within the element or professional discipline may be a reproduction of the stamp and signature. In addition, the following exception is applicable provided that the stated conditions are met:

  A contractor licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit his own plans provided that the plans are signed by the contractor and meet the conditions specified in the Nevada Revised Statutes (623.330).

- AGENCY APPROVALS – not required at initial submittal; however, they must be completed and presented to the Department of Building prior to permit issuance.
  - Water verification form
    You must provide one of the following:
    - Las Vegas Valley Water District Commitment (Application available at the Las Vegas Valley Water District and the Clark County Department of Building)
    - Water commitment from another applicable water purveyor agency
    - State Division of Water Resources Well Permit if a commercial well
    - Private Water Source (if applicable)

  - Sanitation (Septic/Sewer) Verification
    You must provide one of the following:
    - Clark County Sanitation (or other applicable sanitation agency) Connection Fee Receipt for Sewer
    - Clark County Septic System Permit from the Clark County Health District

  - Desert Conservation Plan Land Disturbance/Mitigation Fee Form
  - Clark County Air Quality Management Dust Permit (if required)
    Required if area to be disturbed exceeds .25 acre
  - Clark County Health District Food Establishment Approval
    Required for food and drink related establishments including food service establishments, food service support facilities, retail/wholesale food sales and retail/wholesale food processor.

- NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSURANCE
  The normal processing time, not including any needed land use approvals, to obtain a building permit to establish a manufactured building on commercial property is approximately 3 weeks or 15 working days. This process includes plan reviews by Current Planning Zoning Plans Check, Public Works Development Review and Building Plans Examination. If there are problems with your plans during any of these reviews 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. Once your plans have been approved by Current Planning Zoning Plans Check, Public Works and Building Plans Examination, you will be notified that your permit is ready to be issued pending the receipt of all required departmental and agency approvals. At this time, you will also be informed of the remaining fees due to the Department of Building for the permit. These fees may include the following:
  - Permit fee(s)
  - Plan review fee(s) less payment made at plan submittal
  - Desert Conservation Mitigation and Administrative Fees
  - Transportation Tax

When you return to the Department of Building and pay your fees, the permit and inspection record (job card) will be issued. In addition, the permittee is given one set of the approved plans.

Department Of Building & Fire Prevention Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

Automated Phone System (702) 455-3000

Option 1: For all Inspection services or to report a building code violation.
Option 2: For information regarding on-site permits or new plan submittals.
Option 3: For the Building Plans Examination division or QAA information.
Option 4: For the Zoning Plans Examination division.
Option 5: For information or copies regarding land development, construction documents, plans or permits.
Option 6: To speak with Management staff.
Option #: For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building