



Installation of Manufactured (Mobile) Homes in Mobile Home Estates or on Privately-Deeded Property

Building Permit Guide

Clark County Department of Development Services

Russell/Cameron Office
Building Division & Permit Application Center
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Las Vegas, Nevada 89118

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EFFECTIVE DATE: PENDING

GENERAL INFORMATION

This guide outlines the requirements for obtaining a permit to install (place) a manufactured (mobile) home in a mobile home estate or on privately-deeded property. This guide provides a framework for submitting an application and plan package to obtain a building permit and outlines the inspection process required to ensure safety. (To ensure that your application is processed in a timely manner, all submittals must be complete. Pencil or whiteout on documents is not acceptable).

Processing Time - Plan Correction/Communication

Normal processing time to obtain a permit to install a mobile home in a mobile home estate or on residential 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.**

During the review process, items needing correction on the plans may be discovered. Plan correction letters are typically used to advise the applicant that items need to be corrected prior to approval

Minor items are usually resolved by telephone, fax or in person. If multiple corrections are needed, they will be identified in a plan correction letter and provided to the applicant or designee for resolution. Multiple plan reviews may be occurring concurrently; therefore, you could receive more than one plan correction letter on multiple issues pertaining to zoning, architectural, structural, plumbing, mechanical and/or electrical issues. Please ensure that corrections are submitted to the appropriate Plans Examiner.

PART I REVIEW PROCESS

Plan reviews will be conducted by the following departments/divisions to ensure compliance with applicable requirements:

- Zoning Plans Examination** reviews plans for compliance with adopted Clark County zoning codes (Title 30) and applicable Nevada Revised Statutes. Plan review includes, but is not limited to:
 - Land use – (Is your lot zoned for the use intended?)
 - Legality of lot(s) – (Was your lot created legally?)
 - Setbacks – (Is your footprint of the entire structure located adequately from lot lines & other structures?)
 - Heights – (Do your plans meet maximum height restrictions?)
 - Parking – (Do your plans provide adequate Parking?)
 - Landscaping – (Will Landscaping be required as part of your scope of work?)
 - Walls and fences – (Where are wall/fences located & do they meet height & visual requirements?)
 - Lot coverage – Is your footprint of the entire structure too large for your lot?)
 - Recorded easements – (Do easements effect where your footprint, fences, pool etc can be located?)
- Public Works – Community Development**, reviews plans for compliance with adopted Clark County code (Title 30). Plans are reviewed for:
 - Right-of-way dedication
 - Drainage improvement compliance

PART I (CONTINUED)

REVIEW PROCESS

- Off-site improvement requirements
- Traffic studies
- Building Plans Examination** reviews building plans for compliance to Clark County's current adopted building codes and local code amendments, and applicable Nevada Revised Statutes.

PART II

PREREQUISITES

ZONING REQUIREMENTS

- All mobile homes, including those which do not comply with the design standards established by Clark County Code, Section 29.20.110, are permitted in the following zoning districts:
 - R-U – Rural Open Land District
 - R-A – Residential Agricultural District
 - R-T – Manufactured Home Residential District
- Mobile homes that comply with the design standards established in Clark County Code Title 29, Section 29.20.110 and are converted to real property (refer to Mobile Home Conversion Guide), 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-2 – Medium Density Residential District
 - R-3 – Multiple Family 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 the Building Department while you wait for the Board(s) action to take place in order to reduce processing time.

PART III

APPLICABLE CODES

Currently adopted version of the following:

- Clark County Administrative Code
- Southern Nevada Code Amendments
- Clark County Code, Section 29.20.110, or Clark County Code Title 30
- International Building Code
- International Residential Code
- Uniform Plumbing Code
- National Electrical Code

PART IV

APPLICATION

SUBMITTAL PACKAGE

- Completed **Manufactured Building Installation Permit Application**. (*Application forms are available in the Permit Application Center*) This application must include the following required information:
 - Owner's name and address
 - Owner's phone number
 - Manufacturer
 - Model/style
 - Year of unit
 - Serial number
 - Size of unit in sq. ft. (dimensions)
 - Amps (may be found on service panel or on emblem depending on age of unit)
 - Site address [must include assessor's parcel number (APN)]
 - Zoning reference number (if available)
 - Installer phone number (if applicable)
 - Installer State license number (if applicable)

PART IV (CONTINUED)
SUBMITTAL PACKAGE

Note: If you are also converting the mobile home from personal to real property, you must include a **Building Permit Application** for the permanent foundation. Please refer to the **Mobile Home Conversion from Personal to Real Property Permit Guide** for additional information, including permanent foundation submittal requirements.

Ownership/Legal Description

- 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
- One (1) copy of one of the following documents:
 - Title,
 - Bill of Sale, or;
 - Purchase Agreement

Plans

- **Grading Plan (if 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

To meet the above grading plan requirement, one of the following must be submitted:

- Grading plan (3 sets of which one copy must have original stamp and signature)**
- Parcel Map grading plan, if available, from Public Works Map Room (2 copies)
- Recorded subdivision grading plan, if available, from Public Works 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 Public Works-Community Development. For information on the status of your property, please call 455-4600.

- 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

PART IV (CONTINUED)

Additional Required Permits (as applicable)

SUBMITTAL PACKAGE

- Completed permit application(s) for the following work as required: (Separate fees and plans are required for each application).
 - Electrical
 - Plumbing
 - Mechanical
 - Pool/Spa
 - Block Wall/Fence
 - Temporary trailer
 - Building (for accessory structures or for permanent foundation)

PART V

PLAN CONTENTS

- **Manufacturer's published specifications** (2 copies) showing method of installation. If you are not using the manufacturer's published specifications, you must do **one** of the following:
 - Comply with **Clark County installation** standards. (*A copy may be requested from the Building Department*); **OR**
 - Submit a **foundation plan** (2 copies) designed by a Nevada-registered professional civil or structural engineer (*original stamp and signature required*).

Note: *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** (FEMA 85). Contact FEMA at 1-800-480-2520 for a copy of the publication. Flood hazard zone status may be obtained at the Clark County Department of Public Works Map Room.*

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 or by calling 1-800-245-2691.

PART VI

AGENCY APPROVALS

OTHER INFORMATION

The following agency approvals must be completed and presented to the Building Department prior to permit issue:

- One of the following documents must be provided for **water verification**:
 - Las Vegas Valley Water District Commitment (*Application available at the Las Vegas Valley Water District and Clark County Building Department*)
 - Well Driller's Report (*if a private well*)
 - State Division of Water Resources Well Permit (*if a community well*)
 - Water verification from other water source (*if in outlying area*)
- One of the following documents must be provided for **sanitation (septic/sewer) verification**:
 - Clark County Sanitation Connection Fee Receipt for Sewer
 - Clark County Septic System Permit from the Clark County Health District
- Desert Conservation Plan Land Disturbance/Mitigation Fee Form** (**Note:** *Not required for properties located above 5,000 feet mean sea level*).
- Clark County Health District Dust Permit** (**Note:** *Required if area to be disturbed exceeds .25 acre*).
- Plan Review**
 - Plan reviews will be conducted by the following departments/divisions:
 - Zoning Plans Examination
 - Public Works-Community Development
 - Building Plans Examination

PART VI (CONTINUED)

Permit Issue

OTHER INFORMATION

- When all approvals have been received from Zoning Plans Examination, Public Works-Community Development, and Building Plans Examination, you will be notified that your permit is ready to issue pending receipt of all required approvals.
- All fees must be paid at this time in order to obtain your permit. (**Note:** Fees can include: permit fee, Desert Conservation Mitigation and Admin. Fees, Transportation Tax, Residential (park fee) Construction Tax).
- An Inspection Record Form (job card) will be issued with the permit.
- One (1) set of approved plans will be returned to the permittee.

INSPECTION REQUIREMENTS

You will be REQUIRED to call the Building Department (702-455-3000) to schedule a safety seal inspection after installation of the mobile home is complete. (Note: If separate electrical and plumbing permits were issued, the appropriate inspections must be approved prior to placement of the safety seal).

- 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.

After passing the required inspections and upon the Building Department receiving all of the required clearance items, occupancy is approved and a safety seal is issued.

NOTE: For your convenience and to help expedite your **inspection requests**, the Clark County Building Department 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/building/index.htm to access the Clark County Building Department web site and select "Schedule Building Inspections Here!". Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

Approved By:

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REVISION HISTORY:

Review/Approval Date	Revised Date