



# INSTALLATION OF MOBILE HOMES IN MOBILE HOME PARKS

## Building Permit Guide

### Clark County Department of Development Services

**Russell/Cameron Office**  
Building Division & Permit Application Center  
4701 West Russell Road  
Las Vegas, Nevada 89118

**Clark County Government Center**  
500 South Grand Central Parkway  
P.O. Box 553530  
Las Vegas, Nevada 89155-3530

(702) 455-3000

<http://dsnet.co.clark.nv.us/dsweb>

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**EFFECTIVE DATE: PENDING**

#### GENERAL INFORMATION

This guide outlines the requirements for obtaining a permit to install (place) a mobile home in an approved mobile home park (zoned R-T) in Clark County, Nevada.

The required steps to obtain an installation permit are as follows:

- Complete a "Manufactured Building Installation Application" which is available at the Permit Application Center. For details on application and supporting documentation requirements, refer to Part IV and V.
- Receive a ticket in the lobby from the Q-matic kiosk
- Proceed to the Permit Set-up when your number is called. You will obtain an application number at Permit Set-up.
- Once you have been assigned your application number, you will be directed to the Zoning Permit Sign-Off counter to have your installation package reviewed for conformance and compliance to all applicable zoning codes. For information relating to zoning requirements, contact:

Current Planning  
(Zoning Codes-Property line setbacks)  
(702) 455-4314

- After your plans receive the appropriate approval from the "Zoning Permit Sign-Off" counter. You may then proceed to the "Permit Issue" counter to pay your fees and obtain your permit.

#### PART I SUBMITTAL PACKAGE

- Application:** Completed Manufactured Building Installation Permit Application.

Your application must include the following required information:

- Owner's Name & Address
- Owner's Phone #
- Manufacturer
- Model/Style
- Year of Unit
- Serial Number
- Size of Unit
- Amps (may be found on service panel in sq. ft. (Dimensions) or on emblem depending on age of unit)
- Park Name & Address
- Space #
- Installer Phone # (if applicable)
- Installer State License # (if applicable)

- Ownership/Legal Description:** One (1) copy of mobile home title, bill of sale, or purchase agreement in order to assist you in completing the permit application properly.

**PART II  
PLAN CONTENTS**

- Two (2) copies of a simple plot plan drawing showing lot location (including address and space number) and any accessory buildings or additions; dimensions and placement of mobile home.

**PART III  
OTHER INFORMATION**

- Fees** (To be paid when the installation permit is issued)

- Manufactured Building Installation Permit Fee \$125.00

**Note:** *If you are doing any electrical, plumbing, or mechanical work outside of the scope of work covered by the installation (safety seal) permit and inspection, separate plans and permits will be required.*

- Normal Processing Time from Application to Permit Issuance**

A permit to install a mobile home in a mobile home park may be issued on a same day basis provided that the plans are complete and there are no Current Planning or Zoning issues to be addressed.

Once your plans are approved and your fee(s) paid, the permit and inspection record form (job card) will be issued. In addition, the permittee will also receive a copy of the approved installation plans.

- Inspection Requirements**

After you install your mobile home, you will be REQUIRED to call the Building Division (455-3000) for your safety seal inspection and any other inspections required for separate permits. The inspection record form received at permit issuance lists the required inspections for your project. The permit, inspection record form, and approved plans must be kept on-site for convenient access by the Inspection staff.

Once your installation is approved and the safety seal is issued, you may move into your mobile home. If you have any questions regarding this information, please call 455-3000.

**Approved By:**

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**REVISION HISTORY:**

Review/Approval Date	Revised Date