



MOBILE HOME CONVERSION FROM PERSONAL TO REAL PROPERTY

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>

Neil Burning, C.B.O.
Manager of Plans Examination

Gregory J. Franklin, C.B.O.
Assistant Director

Ronald L. Lynn, C.B.O.
Director/Building Official

EFFECTIVE DATE: PENDING

GENERAL INFORMATION

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.

PART I APPLICANT'S RESPONSIBILITY

- Completed Building Permit Application (for the foundation). (Application forms are available in the Permit Application Center or online at www.accessclarkcounty.com). Design and calculations may be required from Nevada-registered professional engineer.
- Submittal to Planning Commission or Board of County Commissioners for any, waivers, zone change, or other land use application requiring review. To verify whether additional land use is required, please contact Current Planning at 455-4314.
- Proof of ownership and a legal description of the property
- Grading Plans
- Plot Plans
- Foundation Plan
- See section V for special circumstances

PART II PREREQUISITES

ZONING REQUIREMENTS

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

- Mobile homes which comply with the design standards established in 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-2 – Medium Density Residential District
 - R-3 – Multiple Family Residential District

PART II (CONTINUED)
PREREQUISITES

- All mobile homes, including those which do not comply with the design standards established by 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., waiver, 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 Development Services while waiting 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
SUBMITTAL PACKAGE

- APPLICATION**
 - Completed Building Permit Application (for the foundation). (Application forms are available in the Permit Application Center at 4701 Russell Road or online at www.accessclarkcounty.com).
- 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

PART V
PLAN CONTENTS

- Grading Plan** (if not already on file with Public Works - Community Development or if a revision is 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

PART V (CONTINUED)

PLAN CONTENTS

- 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) ** Contact Public Works - Community Development for a Grading Plan Review Checklist and/or a sample grading plan. Parcel Map grading plan, if available, from Development Services Records Section.

Recorded subdivision grading plan, if available, from the Development Services Records Section (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
 - Property line dimensions
 - Proposed Minimum Setbacks to the structure
 - Parcel number, Address, Legal Description

- 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 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.

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

PART VI

OTHER INFORMATION

- PROCESSING/PERMIT ISSUE**

- **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 the 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.**

PART VI (CONTINUED)
OTHER INFORMATION

- **Plan Review**
Plan reviews will be conducted by the following departments/divisions:
 - Zoning Plans Examination
 - Public Works - Community Development Building Plans Examination
- **Permit Issue**
 - When all approvals have been received from Zoning Plans Examination, the Public Works - Community Development 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 (permits issued to owner/builders or contractors only).
 - An Inspection Record Form (job card) will be issued with the permit.
 - One (1) set of approved plans will be returned to the applicant.

INSPECTION REQUIREMENTS

Inspections are scheduled by calling the Development Services Dept. at 702-455-3000.

- 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, the Clark County Development Services Dept. 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 Development Services Dept. 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.

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

Approved By:

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REVISION HISTORY:

Review/Approval Date	Revised Date