



Mobile Home Park Building Permit Guide

Jerome A. Stueve, P.E., Director
Samuel D. Palmer P.E., Assistant Director • Girard Page, Fire Marshal

Part I. 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 II. Submittal Package

- Application: Completed Manufactured Building Installation Permit Application.
Your application must include the following required information:
 - Owner’s Name & Address
 - Owner’s Phone Number
 - 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 Number
 - Installer Phone Number (if applicable)
 - Installer State License Number (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.
 - 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 (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 Clark County Department of Building (702) 455-3000 for your safety seal inspection and any other inspections required for separate permits.

The inspection record (job card) 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 (702) 455-3000.

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

<http://www.ClarkCountyNV.gov/building>