



Clark County Department of Building & Fire Prevention

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

Estates or Privately Deeded Property Building Permit Guide

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Part I. 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 II. 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?

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- Recorded easements – Do easements effect where your footprint, fences, pool etc. can be located?
 - Public Works, reviews plans for compliance with adopted Clark County code Title 30. Plans are reviewed for:
 - Right-of-way dedication
 - Drainage improvement compliance
 - 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 III. Prerequisites

ZONING REQUIREMENTS

- All mobile homes, including those which do not comply with the design standards established by Clark County Code Title 29, 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-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 Department of Building while you wait for the Boards action to take place in order to reduce processing time.

Part IV. Applicable Codes

Currently adopted version of the following:

- Clark County Administrative Code
- Southern Nevada Code Amendments
- Clark County Code Title 29, Section 29.20.110, or Clark County Code Title 30
- International Building Code
- International Residential Code
- Uniform Plumbing Code
- National Electrical Code

Part V. Submittal Package

APPLICATION

- Completed Manufactured Building Installation Permit Application. (Application forms are available at 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)

NOTE: Of 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
 - Escrow Instructions
 - One (1) copy of one of the following documents:
 - Title
 - Bill of Sale
 - 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 three (3) sets of which one copy must have original stamp and signature**
- Parcel Map grading plan, if available, from Public Works Development Review Map Room two (2) copies
- Recorded subdivision grading plan, if available, from Public Works Development Review Map Room two (2) sets

NOTE: If the property is located in a designated flood zone, additional requirements may be imposed by Public Works. For information on the status of your property, please call (702) 455-6000.

**4 sets are required if grading plan is being used to satisfy the following plot plan requirement:

- Plot Plan (2 copies) showing:
 - 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

NOTE: May be done in combination with the grading plan prepared by a Nevada registered professional civil engineer.

- Additional Required Permits (as applicable)
 - Completed permit application(s) for the following work as required:
 - Electrical
 - Plumbing
 - Mechanical
 - Pool/Spa
 - Block Wall/Fence
 - Temporary Trailer
 - Building (for accessory structures or for permanent foundation)

NOTE: Separate fees and plans are required for each application.

Part VI. Plan Contents

- Manufacturer's published specifications two (2) copies showing methods 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 Department of Building)
 - Submit a foundation plan two (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 (800) 480-2520 for a copy of the publication. Flood hazard zone status may be obtained at the Clark County Department of Public Works Development Review Map Room.

Permanent foundations must also be in compliance with federal standards. A copy of the Department of Housing and Urban Developments' (HUD) Permanent Foundations Guide for Manufactured Housing is available on the internet at: www.huduser.org/publications/destech/permfound.html
Department of Housing and Urban Developments' phone: (800) 245-2691.

Part VII. Other Information

AGENCY APPROVALS

The following agency approvals must be completed and presented to the Department of Building 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 Department of Building)
 - 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 (Not required for properties located 5,000 feet above sea level).
- Clark County Health District Dust Permit (Required if area to be disturbed exceeds .25 acre.)
- Plan reviews will be conducted by the following departments/divisions:
 - Current Planning Zoning Plans Check
 - Public Works Development Review
 - Building Plans Examination
- Permit Issue
 - When all approvals have been received from Current Planning Zoning Plans Check, Public Works Development Review 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. (Fees can include: Permit Fee, Desert Conservation Mitigation and Administrative Fees, Transportation Tax, Residential (park fee) Construction Tax).
 - An Inspection Record (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 Department of Building (702) 455-300 to schedule a safety seal inspection after installation of the mobile home is complete.

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 (job card) received at permit issuance.

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- 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 (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 Department of Building receiving all of the required clearance items, occupancy is approved and safety seal is issued.

NOTE: For your convenience and to help expedite your inspection requests, the Department of Building offers both an automated Telephone Inspection Scheduling System and Inspection Scheduling via the Internet. To use the automated Telephone System, call (702) 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 (job card).

To schedule an inspection online, go to: <http://www.ClarkCountyNV.gov/building> and click on the Construction Services Online button, followed by the “Managing Inspections” link. Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

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>