



# Clark County Department of Building & Fire Prevention

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

## Module Building as Single Family Residence Building Permit Guide

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### Part I. General Information

This guide outlines the requirements for obtaining a building permit to establish and maintain a modular building on residentially-zoned property in unincorporated Clark County, Nevada. This modular building must be a “factory housing” unit as evidenced by the “Factory Housing Label” (blue with silver letters) issued by the State of Nevada. In order to ensure that your application is processed in a timely manner, your submittal package must be complete.

Once submitted, your plan package will require review and approval from the following County agencies:

#### **Current Planning Zoning Plans Check**

(Site Plan/Zoning Codes)  
(702) 455-3000, Option 4

#### **Public Works Development Review (702) 455-6000**

#### **Department of Building Plans Examination**

(On-Site Building, Electrical, Plumbing, Mechanical, etc.)  
(702) 455-3000, Option 3

Upon submitting your plans to the Department of Building and prior to permit issuance, contact the appropriate water and sanitation service provider(s) and obtain verification that services will be provided to the property. The following are the most common providers of these services in Clark County:

#### **Water Verification**

Las Vegas Valley Water District (702) 870-2011  
North Las Vegas Water District (702) 649-5811  
Big Bend Water District (702) 434-6601  
Moapa Valley Water District (702) 398-3341  
State Division of Water Resources (Wells) (702) 486-2770

#### **Sanitation Verification**

Clark County Sanitation District (Sewer) (702) 434-6600  
Clark County Health District (Septic Systems) (702) 385-1291

In addition, contact Air Quality Management for “Dust Control Permit for Construction Activities, including Surface Grading and Trenching” requirements. Any grading in excess of 1/4 acre will require a Dust Control Permit from:

#### **Clark County Air Quality Management**

(702) 455-5942

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## Part II. Prerequisites

Before you apply for a building permit, contact Current Planning (702)455-4314 to confirm and/or check on zoning requirements for the property on which you want to locate the modular home.

If any zoning action (that requires review by the Planning Commission or the Board of County Commissioners) is needed, you may want to submit your proposed plans to the Department of Building while you wait for the board(s) action to take place. This step may assist in reducing processing time.

In addition, if full off-site improvements (i.e., curbs, gutters, paving, sidewalks) do not exist, the current legal owner will be required to sign agreements for participation in future off-site development. This agreement is handled by Public Works Development Review (702)455-4600. A copy of the current recorded deed will be required.

## Part III. Applicable Codes

Currently adopted version of the following:

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

## Part IV. Submittal Package

- **Application**
  - Completed Building Permit Application  
[Must include assessor's parcel number (APN)]
- **Ownership/Legal Description**
  - Two (2) copies of recorded deed, deed of trust, or escrow instructions (to show ownership and legal description of property)
  - Two (2) copies of title or bill of sale for the modular building

## Part V. Plan Contents

PLANS: DRAWN TO SCALE (IN INK OR REPRODUCTION)

UPON SUBMITTAL OF THE PLAN PACKAGE, THE APPLICANT IS REQUIRED TO PAY A PLAN REVIEW FEE.

- **Grading plan** prepared by a Nevada-registered professional civil engineer and showing the existing and proposed structures (modular building), finished floor elevation, corresponding street elevations, lot drainage, scale, benchmark, north arrow, land contours, and elevations must be one of the following:
  - Grading plan signed by Nevada-registered professional civil engineer (3 sets of which one 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 map room (two copies).\*\*4 sets required if grading plan is satisfying the site plan requirement.

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**NOTE:** If property is located in a designated flood zone, additional requirements may be imposed by the Public Works Department. For information on the flood zone status of your property, call (702)455-4600.

- Three (3) sets of **site plan**\* showing all structures with dimensions to property lines and other structures, easements, rights of way, north arrow, and all utilities (location and size of water, sewer, gas, and electrical lines) to modular building and any on-site construction.

**\*May be done in combination with the grading plan prepared by the Nevada registered professional civil engineer\***

- Three (3) sets of **foundation plan and installation details**

You must submit one of the following:

- Manufacturer's recommended foundation system\* and installation details (Installation Manual) including fastening schedules and utility hook-ups
- Complete foundation design and details\* by a Nevada-registered professional engineer complying with the requirements of the International Building Code (original stamp and signature required)

\*Please be advised that permanent foundations should also be in compliance with federal standards. A copy of the Department of Housing and Urban Development's (HUD's) Permanent Foundations Guide for Manufactured Housing is available on the Internet at <http://www.huduser.org/> or by calling (800)245-2691.

In addition, if the property is in a flood zone, the foundation should also comply with the Federal Emergency Management Agency's (FEMA's) requirements for Manufactured Home Installations in Flood Hazard Areas (FEMA 85). Contact FEMA at 1-800-480-2520 for a copy of the publication.

- Two (2) sets of **geotechnical (soils) reports**

The reports must be dated and bear the Nevada-registered professional engineer's original stamp and signature. Reports must be less than one (1) year old or accompanied by two current cover letters of applicability which also bear the original stamp and signature of the engineer of record. **Note:** Modular buildings with a dead-load bearing pressure of 500 psf or less may be exempt from the geotechnical report requirement.

- Three (3) sets of **elevations** showing finished views of structures (front, rear, and sides)
- Three (3) sets of plans for **accessory structures** (porch, garage, etc.)

**In addition, you must provide proof of the approval of the modular building's construction** by the State of Nevada, Manufactured Housing Division as evidenced by the "Factory Housing Label" (blue with silver letters). The Insignia number must be provided to the Department of Building.

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## Part VI. Other Information

### ADDITIONAL PERMITS WHICH MAY BE REQUIRED

- Appropriate permit application(s) and plans, as required
  - Electrical
  - Plumbing
  - Pool/Spa
  - Block Wall
  - Building (for accessory structures)

**AGENCY APPROVALS** - not required at initial submittal; however, they must be completed and presented to the Department of Building prior to permit issuance.

- Water verification form  
You must provide one of the following:
  - Las Vegas Valley Water District Commitment (Application available at the Las Vegas Valley Water District and the Clark County Department of Building)
  - Water commitment from another applicable water purveyor agency
  - Well Driller's Report if a private well
  - State Division of Water Resources Well Permit if a community well
  - Private Water Source (If applicable)**Note:** Secondary habitable structures require their own source of water

- Sanitation (Septic/Sewer) Verification  
You must provide one of the following:
  - Clark County Sanitation (or other applicable sanitation agency) Connection Fee Receipt for Sewer
  - Clark County Septic System Permit from the Clark County Health District

**NOTE:** Secondary structures containing plumbing require their own sanitation verification.

- Desert Conservation Plan Land Disturbance/Mitigation Fee Form
- Clark County Air Quality Management Dust Permit (If required)  
Required if area to be disturbed exceeds .25 acre

### NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSUANCE

The normal processing time, not including any needed land use approvals, to obtain a building permit for the installation of a modular home on residential property is 2 weeks or 10 working days. This process includes plan reviews by Current Planning Zoning Plans Check, Public Works Development Review and Building Plan check. If there are problems with your plans during any of these reviews 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.**

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Once your plans have been approved by Current Planning Zoning Plans Check, Public Works Development Review and Building Plans Examination, you will be notified that your permit is ready to be issued pending the receipt of all required departmental and agency approvals. At this time, you will also be informed of the remaining fees due to the Department of Building for the permit. These fees may include the following:

- Permit fee(s)
- Plan review fee less payment made at plan submittal
- Desert Conservation Mitigation and Admin. Fees
- Transportation Tax
- Residential (Park Fee) Construction Tax

When you return to the Department of Building and pay your fees, the permit and inspection record (job card) will be issued. In addition, the permittee is given one set of the approved plans.

### **INSPECTION REQUIREMENTS**

When you begin installation or construction, you will be **REQUIRED** to call the Department of Building (702) 455-3000 for inspections as each phase is completed.

The inspection record (job card) received at permit issuance lists the required inspections for your project. These inspections must be done in sequence as shown on the form, and **NO WORK** should be covered before it receives an approved inspection. In addition, the permit, inspection record, and approved plans must be kept on-site for convenient access by the Inspection staff. If you have any questions regarding this information, please call (702) 455-3000.

Each permit must have an approved required inspection within 180 days from the permit issue date or from the last approved inspection; otherwise, the permit becomes null & void.

**NOTE:** Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from the permit issue date or from the last approved inspection. After passing all required inspections (including the final) and upon the Department of Building receiving all of the required clearance items and agency approvals, occupancy is approved. At this point, an electrical tag is issued which authorizes the appropriate utility to begin service.

## Department Of Building & Fire Prevention Locations & Services

<b>MAIN OFFICE</b> 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
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
<b>OVERTON OFFICE</b> 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>