



Clark County Department of Building & Fire Prevention

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

Mobile Home Conversion from Personal to Real Property Building Permit Guide

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Part I. 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 II. Applicant's Responsibility

- Completed Building Permit Application (for the foundation). (Application forms are available in the Permit Application Center or on our website) 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 (702) 455-4314.
- Proof of ownership and a legal description of the property
- Grading Plans
- Plot Plans
- Foundation Plan
- See Part VI, Plan Contents, for special circumstances

Part III. 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 establishes 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

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- 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 the Department of Building while waiting 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, 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 Building Permit Application (for the foundation). Application forms are available in the Permit Application Center at 4701 W. Russell Road or on our website.
- 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

Part VI. Plan Contents

- **Grading Plan** (if not already on file with Public Works Development Review 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

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- Benchmark
 - North arrow
 - Land contours
 - Elevations
 - Must be one of the following:
 - Grading plan prepared by a Nevada registered professional civil engineer (3 sets of which one copy must have the original stamp and signature).
 - *Contact Public Works Development Review for a Grading Plan Review Checklist and/or a sample grading plan.
 - Parcel Map grading plan, if available, from the Department of Building Records Division.
 - Recorded subdivision grading plan, if available from the Department of Building Records Division two (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 Development Review. For information on the status of your property, please call 455-6000.

- **Plot Plan** (2 copies) showing:
 - Lot location
 - Accessory building 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

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

- **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.
 - 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:

<http://www.huduser.org/portal/publications/destech/permfound.html>

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.

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- 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 VII. 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.

• Plan Review

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.
- 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 (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 Department of Building (702)455-3000.

- Required inspections for your project are listed on the Inspection Record (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.

"PLEASE NOTE: AFTER APPROVED FINAL INSPECTION, IT IS THE RESPONSIBILITY OF THE OWNER TO FILE A COMPLETED AFFIDAVIT OF CONVERSION WITH THE CLARK COUNTY ASSESSOR'S OFFICE"

NOTE: For your convenience and to help expedite your inspection requests, the Clark County 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 the inspection record forms.

Enter: <http://www.ClarkCountyNV.gov/building> to access the Clark County Department of Building's website and click 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.

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