



Carson City Building Division

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MANUFACTURED HOME – New Homes, Replacements, and Additions SUBMITTAL REQUIREMENTS

Scope:

- The requirements of this handout are applicable to all new and replacement manufactured homes, and additions to new or replacement manufactured homes. Additions may include, but are not limited to, patio covers, carports, garages, decks, and site built additions.

General Information:

- A minimum plan submittal shall include two (02) **complete sets of plans** – Properties on well and/or septic shall submit one (01) additional site plan, which will be reviewed by the Carson City Health & Human Services Dept. (CCHHS)
- The **Carson City Health and Human Services (CCHHS)** shall review all permit applications for any property served by either a well or septic.
- The Carson City Building Division cannot issue set up permits for “Park” models. These units resemble small manufactured homes; however, they are not constructed to the manufactured home codes and are not approved by the United States Department of Housing and Urban Development (HUD), or the International Residential Code (IRC).
- Manufactured Home installations, and foundation designs shall comply with the manufacturer, the 2012 International Residential Code, and NRS / NAC 461. Where a conflict occurs, the most restrictive provision shall govern. However, in no case shall work be done, which will void the State of Nevada Manufactured Housing Division’s installation (“safety”) seal.
- The Carson City Planning Division has specific requirements for manufactured homes in single family zoning districts. The information is attached to the back of this document. Please contact the Planning Division at 887-2180 **before submitting** the required documents so that we may review the process and the required paperwork.

General Plan Requirements:

- Plans shall be on **11” x 17” or larger** paper sizes, and all design sheets within the plan set should be the same size. The plans shall be designed to comply with applicable minimum approved scale.
- Plans **shall be photocopies, or original blue or black ink drawings**. The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets, would constitute grounds for an automatic rejection of the application.
- Structural and/or Architectural plans shall be fully dimensioned, and drawn to an **approved architectural scale 1/4”=1’-0” minimum**. Interior elevations or details may use 1/2”=1’-0” or greater scale. The scale shall be indicated on each page, and separate detail or elevation.
- Site plans shall be fully dimensioned and drawn to one of the following **approved engineering scales: 1”=10’, 1”=20’ & 1”=30’**
- **When plans are prepared by an Owner/Builder**, in compliance with Nevada Revised Statute (NRS), the plan set must have the owner’s name and address printed title block labeled “Designer” the cover sheet. Below this information shall be an original signature with date of signing.
- **Plans prepared by a Nevada licensed General Contractor** shall have the following information on the printed in a block labeled “Designer” on the Cover Sheet of the plan set:
 - Business Name
 - Business Address
 - Bid Limit
 - License Classification Type
 - License Number
 - License Expiration Date
 - Name of Qualified Employee, with an original signature

- **Plans prepared by a Nevada licensed Registered Design Professional** (Architect, Residential Designer, or Engineer) shall comply with the applicable Nevada Administrative Code (NAC) for their licensure.
- **Cover Sheet** (When the Site Plan is acting as the “Cover Sheet”, include this information)
 - Project Address
 - Project Assessor Parcel Number (APN)
 - For new or replacement manufactured home, provide the following:
 - The year of the manufactured home
 - The manufacturer and model of the manufactured home.
 - The serial number of the manufactured home.
- **Site Plan**
 - Provide North Arrow
 - Site plan shall be drawn to an approved engineering scale (1”=10’, 1”=20’ & 1”=30’). Indicate on the Site Plan the approved engineering scale used.
 - Provide APN (Assessor Parcel Number) and address of proposed project.
 - Show the complete parcel, with all property lines dimensioned
 - Show all easements
 - Show all existing structures on the property.
 - Indicate by hatching, shading, or coloring the proposed structure or addition
 - Provide dimensioned minimum Planning Division established setback lines around inside perimeter of the property line – this is commonly referred to as the “Building Envelope”.
 - Mobilehome Park setback requirements are as follows:
 Front: four feet (twenty feet is required to be provided if off-street parking is provided entirely within this area).
 Side: 10 feet unit to unit
 Street-Side: Four feet
 Rear: 10 feet unit to unit or 10 feet to park boundary
 (All setbacks are measured from the unit or structural wall overhang, whichever protrudes the most).
 - Provide dimensioned setback lines between the proposed construction and the property lines
 - Provide dimensioned setback lines between the proposed construction and other structures on the same parcel (existing and proposed).
 - **Utilities:** Show all utility laterals to the building (water, sewer, power, TV, phone, septic, replacement field). For parcels served by City water and sewer, a completed Water and Sewer Application must accompany the permit application. Show proposed fire hydrants, water mains, sewer mains, service laterals, and points of connection (if applicable).
 - **Wells and septic systems:** Existing and proposed wells and septic systems shall be shown. Show all wells within 100' of septic systems. For parcels utilizing wells or septic systems one additional Site Plans are required.
 - Indicate the street name(s) that border the property
 - **Right-of-way improvements:** All existing and proposed right-of-way improvements including curb, gutter, and sidewalk shall be shown. (See attached Carson City Engineering Division Driveway Requirements).
 - Indicate the **location of the nearest fire hydrant** in relationship to the property. This note must include the direction of the hydrant and distance from your property line. (Ex. “Hydrant is 200'-0” from property line, west on Elm Street”)
 - If proposed project is in a **flood zone**, provide flood zone(s) boundary lines and designate the flood zone(s), per FEMA’s designations.
 - Properties **where the change in elevation (topography) is equal to or greater than 5%**, a Topographical Site Plan showing the location of the proposed construction in relationship to the top and bottom of slopes, with elevation lines clearly noted at 2'-0” intervals. Plan must also indicate cut and fill lines. Consult with Carson City Building Division staff to determine if this applicable to your project.

NEW MANUFACTURED HOME SET

Scope:

- These requirements, in addition to the General Plan Requirements outlined above are applicable to all new manufactured homes.

Specific Information:

- For Mobile Home Lot Developments the following fees are required upon submittal –
 - Park Tax - \$ 800.00

- Entitlement - \$ 100.00
 - Water Connection Fee - \$ 454.00
 - Sewer Connection Fee - \$ 577.00
- Total - \$1931.00**

- Permanent perimeter foundations shall only be designed by one of the following:
 - A Nevada licensed Professional Engineer
 - A Nevada licensed General Contractor (NSCB License Type “B”, “B-1” or “B-2”), which has contracted to oversee the site development
 - Or, other individuals or licensing types, as approved by the Chief Building Official of Carson City
- The applicant shall verify that the Carson City Building Division has the most recent manufacturer’s installation manual on file. The Building Division may require that a manual be submitted for your home installation, which will be kept on file.
- Applications for projects within a Mobile Home Park, or on land not directly owned by the inhabitants of the manufactured home (rental properties), fall outside of the “Owner/Builder” exemption, and may only be issued to Nevada licensed contractors.

Specific Plan Requirements:

- In addition to the general plan requirements for the **Site Plan / Cover Sheet**, indicate the location of all stairs and landings at the exterior doors.
- Provide a plan view of the **stairs and landing**, along with a section detail. The plans shall include the following information:
 - Indicate the materials used to construct the exterior stairs / landings. The wood in contact with the earth shall be pressure treated and approved for ground contact, or be a wood species that is naturally durable.
 - Indicate the height of the handrail, as measured vertically from the tread nosing. The handrail shall be installed not less than 34” (thirty-four inches) and not more than 38” (thirty-eight inches).
 - The plan detail shall clearly show that the handrail grip size complies with the prescriptive requirements of the code.
 - The stairs are limited to a maximum riser height of 7 ¾” (seven and three-quarter inches), and a minimum thread depth of 10” (ten inches).
- Plan submittal for **Permanent Foundations**, which shall include the following:
 - Dimension all construction points
 - Provide a plan view of the foundation footprint, with the location and size of all piers footings
 - Indicate through a solid line the stemwall location on the Foundation Plan
 - Provide foundation sectional details for the foundation (footing/stemwall), spread footings, piers, etc. These details must be to scale and fully dimensioned with all reinforcement steel indicated.
 - Indicate the anchor bolt size, with spacing and plate washer size
 - Provide a copy of the foundation point load plan from the home’s manufacturer
 - Indicate the location and size of all underfloor vents. These vents shall be a non-operable type, and the combined net free area of the vents shall comply with the minimum amount prescribed by the home’s manufacturer.

REPLACEMENT MANUFACTURED HOME SET

Scope:

- These requirements, in addition to the General Plan Requirements outlined above are applicable to all replacement manufactured homes.

Specific Information:

- The applicant shall verify that the Carson City Building Division has the most recent manufacturer’s installation manual on file. The Building Division may require that a manual be submitted for your home installation, which will be kept on file.
- The applicant shall notify the Carson City Building Division if the utilities are required to be relocated. The installer may NOT relocate utilities without the benefit of a permit.
- Applications for projects within a Mobile Home Park, or on land not directly owned by the inhabitants of the manufactured home (rental properties), fall outside of the “Owner/Builder” exemption, and may only be issued to Nevada licensed contractors.

MANUFACTURED HOME ADDITION

Scope:

- These requirements, in addition to the General Plan Requirements outlined above are applicable to all additions to a manufactured home, which may include, but is not limited to the following:
 - Attached garages
 - Attached Carports
 - Decks
 - Porches or Covered Decks
 - Room additions

Specific Information:

- The following shall have approvals from the State of Nevada Manufactured Housing Division (MHD) PRIOR to submitting plans to the Carson City Building Division. The plan shall bear an approval stamp from the MHD:
 - Structures which are structurally attached to the manufactured home
 - Totally enclosed structures (additions, garages, etc)
- The Carson City Building Division may process the following application, without prior approval from the State of Nevada Manufactured Housing Division (MHD) :
 - Open sided structures, which are independent of the manufactured home. Ex.: Patio Covers, decks, carports
- Applications for projects within a Mobile Home Park, or on land not directly owned by the inhabitants of the manufactured home (rental properties), fall outside of the “Owner/Builder” exemption, and may only be issued to Nevada licensed contractors.
- Permission, in writing from either the park owner or manager shall accompany these submittals. The letter shall be type written and on letterhead from the mobile home park, with an original signature from the manager or owner. The letter shall acknowledge the scope of the project and grant permission for the construction.

GRADING AND LOT DEVELOPMENT REQUIREMENTS FOR MANUFACTURED HOME INSTALLATIONS

The following policies and procedures are hereby established for Manufactured Housing Grading and Drainage plan review and permitting. **These procedures apply to all manufactured homes regardless of foundation type (piers, runners, slab, footings, etc.).**

- Case #1 Mobile home proposed on undeveloped lot, not within a manufactured home park or subdivision:**
- Grading and drainage plan requirements are identical to what would be required for a stick-built home. This includes a detailed grading and drainage plan showing proposed finish grade elevations around the perimeter of the structure, swale flow line elevations and slopes, sufficient to ensure drainage away from the structure as required by the International Residential Code and consistent with any approved Improvement Plans for the development.
 - A grading and drainage certification letter must be prepared by the project surveyor and accepted by the Engineering Division prior to final approval of the permit and/or issuance of Certificate of Occupancy.
 - If the lot is located in a special flood hazard area, then refer to the last two bullets in Case #3 below for additional requirements.
- Case #2 Mobile home replacement, not located in a special flood hazard area:**
- The grading and drainage plan only needs to show arrows indicating direction of flow and minimum slopes away from the structure. No detailed elevations are required.
 - No grading and drainage certification required.
- Case #3 Mobile home replacement on lot located in a special flood hazard area and not located within a manufactured home park or subdivision:**
- Same grading and drainage plan requirements as Case #1.
 - Grading and drainage certification letter required, same as Case #1.

- A flood elevation certificate based on construction drawings is required with the plan submittal, followed by a flood elevation certificate based on finished construction to be submitted prior to final approval of the permit and/or issuance of C of O. The flood elevation certificates must be sealed (wet stamped) by a land surveyor, engineer, or architect authorized by law to certify elevation information.
- All provisions of CCMC 12.09 Flood Damage Prevention apply.

Case #4

New or replacement mobile home within a manufactured home park or subdivision, regardless of flood zone:

- CCMC 12.09 exempts installations within manufactured home parks or subdivisions from having to consider the base flood elevation, therefore flood elevation certificates are not required.
- New and replacement mobile homes are treated alike.
- Same grading and drainage requirements as Case #2.
- No grading and drainage certification letter required.

MANUFACTURED HOME INSTALLATION WITHIN A SINGLE FAMILY ZONING DISTRICT

Policies & Procedures:

The following standards shall be used in the review of and the placement of a manufactured home in a Single Family Zoning District per Carson City Municipal Code Title 18 Section 18.05.075 and Development Standards Division 1.15. These standards DO NOT apply to manufactured homes installed within an approved Mobile Home Park or Mobile Home Zoning district :

- The manufactured home shall be permanently affixed to a residential lot and converted to real property. A foundation permit is required. Foundations designs shall comply with the requirements established by the Carson City Building Division.
- The manufactured home shall be manufactured within six years immediately preceding the date on which it is affixed to the single family zoned residential lot.
- The owner/owner’s agent shall provide written and photographic documentation that the manufactured home shall have:
 - Siding which is similar in color, material and appearance to the exterior siding primarily used on other single family residential dwellings in the immediate vicinity of the proposed location of the manufactured home.
 - Roof pitch/slope, eaves and roof covering which is consistent with those roofs primarily used on other single family residential dwellings in the immediate vicinity of the proposed location of the manufactured home.
 - Foundation that is masked architecturally with materials primarily used on other single family residential dwellings in the immediate vicinity of the proposed location of the manufactured home.
- For the purpose of this chapter, the term “primarily” shall mean “51%” and the term “immediate vicinity” shall mean “within 300 feet” of the subject parcel, excluding commercial, multi-family and industrial development.
- The manufactured home shall consist of more than one section.
- The manufactured home shall consist of at least 1,200 square feet of living area.
- The owner/owner’s agent shall provide written documentation that the subject site is not located within:
 - An “A” flood zone.
 - The Historic District as recognized by Carson City pursuant to NRS 384.005 and NRS 384.100
- The placement complies with all Covenants, Conditions and Restrictions (CC&R’s) of the subdivision where the manufactured home is proposed to be placed. The owner/owner’s agent shall provide a copy of the CC&R’s or written documentation of the non-existence of CC&R’s within the subject area.
- If there are no single family residential dwelling units in the immediate vicinity, a minimum 4:12 roof pitch/slope is required and a minimum eave length of 12 inches is required.
- The owner/owner’s agent shall provide a copy of the purchase agreement, with elevations and floor plans of the unit including proper dimensions.
- The owner/owner’s agent shall arrange for a pre-placement inspection appointment prior to placement of the manufactured home on the subject site.
- **A \$500 non-refundable review fee** shall be paid to the Planning Division and is required at the time of submittal.
- Contact the Planning Division at 887-2180 prior to submitting the required documents and fee so that we may review the process and paperwork.