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NEW MANUFACTURED/MOBILE HOMES REPLACEMENT MANUFACTURED/MOBILE HOMES STICK BUILT ADDITIONS (Attached to Manufactured/Mobile Homes)

How to Apply for a Building Permit:

- Visit our online portal at www.carsoncity.gov/building
- Click on the link called "Online Portal – Submit Your Building Permit Application Online."
- Click on the box called "Login or Register" to either create an online account or log into your account to start the permit process.

Plan Submittal:

- Upload one complete set of digital plans with supporting documents in PDF format, ensure pages are accurately named/labeled, and that the pages face the same way and are fully legible. Minimum Plan size is 36"X24", landscape format, all pages to be uniform in size. Embed all supporting documents.
- Documents submitted for review are required to be stamped or sealed, pursuant to the legal requirements for that specific design professional.

General Information:

- 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 2018 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 (775) 887-2180 before submitting the required documents so that we may review the process and the required paperwork.

General Plan Submittal Requirements: (As dictated by the scope of the project):

- Plans shall be fully dimensioned and drawn to a minimum 1/4"-1'-0" scale or greater. Interior elevations or details shall be drawn to a minimum 1/2"-1'-0" or greater scale. The scale shall be indicated on each page and on each separate detail or elevation.
- Cover Sheet
 - Indicate the design professionals involved with the project, with address and contact number.
 - Indicate all contractors involved with the project, with address, and project manager's name and contact numbers.
 - Index of Plan Sheets
 - Clearly show the location of all buildings, septic system components, wells, water lines, other existing utilities, a North arrow, and a vicinity map.
- Design Criteria
 - Construction Codes
 - Building Construction Type

- Indicate if the building is equipped with an Automatic Fire Extinguishing System
- Indicate if the building is equipped with an approved Fire Alarm System
- Total square footage of proposed construction – For additions; provide a square footage breakdown of existing area versus proposed area.
- Occupancy Type(s)
- Total Occupant Load (If applicable, broken down between the existing portion of the building and the addition)
- Indicate the project Roof Snow Load, with site elevation.
- Indicate the Seismic designation.
- Indicate the Wind Load

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
- 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”.
- Mobile home 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 other structures on the same parcel (existing and proposed).
- Provide dimensioned setback lines between the proposed construction and the property lines.

Utilities

- Show all existing and proposed utility laterals to the building (water, sewer, power, TV, phone, septic, replacement field, fire hydrants, etc.). For parcels served by City water and sewer, a completed Water and Sewer Application must accompany the permit application.
- Wells and septic systems: Show existing and proposed wells and septic systems. Show all wells within 100' of septic systems.
- Indicate the street name(s) that border the property
- 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 to the property. Include the direction of the hydrant and distance from the property line. (Ex. “Hydrant is 200'-0” from property line, west on Elm Street”)
- If in a flood zone per FEMA’s designations, provide flood zone boundary lines and designation
- Provide a topographical site plan if the proposed project location has a change in elevation >5%. Plan must also indicate cut and fill lines. Consult with Carson City Engineering Division staff to determine if this applicable to your project.

Plans prepared by a Nevada licensed Registered Design Professional (Architect or Engineer) shall bear an original licensing seal (“wet stamp”), in compliance with Nevada Administrative Code (NAC)

Architectural plans prepared by a Nevada licensed General Contractor shall have the following information 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

NEW MANUFACTURED/MOBILE HOME SET

Scope:

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

- 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**
- 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:

- Dimension all construction points
- Provide a plan view of the foundation footprint, with the location and size of all pier’s footings
- Indicate through a solid line the stem wall location on the Foundation Plan
- Provide foundation sectional details for the foundation (footing/stem wall), 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/MOBILE 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 obtaining a permit from the Carson City Building Division.
- 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/MOBILE 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 uploading digital 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. This will be included in the digital submittal.

GRADING AND LOT DEVELOPMENT REQUIREMENTS FOR MANUFACTURED HOME INSTALLATIONS

Policies & Procedures:

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 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 drawing 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.
- AU provisions of CCMC I 2.09 Flood Damage Prevention apply.

CASE #4 - New or replacement mobile home within a manufactured home park or subdivision, regardless of flood zone:

- CCMC 1 2.09 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 1 8 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.
- The purpose of this chapter, the term “primarily” shall mean “517” 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 in digital format 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&Rs 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 (775) 887-2180 **prior** to submitting the required documents and fee so that we may review the process and paperwork.