

MOBILE HOME CONVERSION FROM PERSONAL TO REAL PROPERTY SUBMITTAL CHECKLIST



Permit Application Center

2250 Las Vegas Boulevard North, North Las Vegas, Nevada 89030
(702) 633-1536 phone, (702) 649-9643 fax

This checklist is provided for the convenience of our customers and is intended to provide only general information. Please contact our Permit Application Center for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for corrections by City staff.

SECTION #1

APPLICANTS RESPONSIBILITY

Applicants are responsible for submitting complete applications.

Incomplete applications will result in plans being rejected for acceptance or delayed during the review process. City staff is committed to assist in coordinating the approval process, however, applicants are responsible for monitoring and providing all requested corrections and/or information during the review process in a timely manner. All applications expire 180 days from the date of submittal if permits are not issued. Upon expiration, all applications, plans, and documents will be disposed of by staff, unless a written request is submitted to have the documents returned.

SECTION #2

PREREQUISITES

Any items below which are applicable to your project must be completed **before** a building permit application can be accepted for review:

- Appropriate zoning is currently in place for this proposed use**
- A Special Use Permit, Conditional Use Permit or Variance has been approved**
- A Design Review or Planned Unit Development approved for this site**
- Compliance with Planning Commission and/or City Council action**

SECTION #3

APPLICABLE CODES

Projects must be designed to meet the following adopted codes, ordinances and regulations:

- ✓ **2024 International Building Code with local amendments**
- ✓ **2024 International Fire Code with local amendments**
- ✓ **2024 Uniform Mechanical Code with local amendments**
- ✓ **2024 Uniform Plumbing Code with local amendments**
- ✓ **2023 National Electrical Code with local amendments**
- ✓ **2024 International Energy Conservation Code with local amendments**
- ✓ **City of North Las Vegas Municipal Code (Title 15, 16 & 17)**
- ✓ **Conditions of approval for the site from any applicable land development application**

SECTION #4

SUBMITTAL PACKAGE

The following information is required at the time you submit your application for a building permit. Submit the required number of copies of plans and related documents for routing to reviewing departments. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. **Submittals need to comply with CNLV Electronic Submittal Guidelines.**

ONE (1) PDF SET

- ENTITLEMENT APPROVAL LETTERS**
From the Planning and Zoning Division
 - COMPLETED BUILDING PERMIT APPLICATION**
Accurately describe entire scope of work in the description. The application must be signed by the General Contractor, who must be licensed with the City of North Las Vegas
 - ELECTRICAL, MECHANICAL AND PLUMBING APPLICATIONS**
Must be completed and "electronically signed" by each sub-contractor licensed with the City of North Las Vegas. The percentage method is optional - please contact the Permit Application Center for further details.
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- STRUCTURAL CALCULATIONS (2 WET STAMPED COPIES)**
 - FOUNDATION PLAN DESIGNED BY A NEVADA -REGISTERED PROFESSIONAL CIVIL OR STRUCTURAL ENGINEER**
 - MATERIAL SPECIFICATIONS OR SUPPORTIVE DATA**
 - COLOR SAMPLES FOR STUCCO, TRIP AND ROOFING**
 - SITE PLAN**
Must show entire parcel

SECTION #5

PLAN CONTENTS

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. Certain items may not be applicable to your specific project. See the current State of Nevada Blue Book for more information.

ARCHITECTURAL

SITE PLAN

- Lot Location
- Accessory buildings with dimensions (Minimum 20'x20' garage is required)
- Easements
- Right-of-way
- Size and placement of mobile home
- Utility Locations
- All setbacks from property lines and existing structures
- North Arrow

ELEVATIONS

- Front, back, and side elevation
- Show pitch of roof
- Indicate roofing materials (clay or concrete tile, or other class A roofing materials of a similar appearance to concrete or clay tile)
- Body, trim finish, and roofing materials of the dwelling shall be earth tone, warm pastel or neutral colors
- Mobile home shall have stucco or brick exteriors

FLOOR PLAN

- Dimensioned floor plan
- Minimum of 1200 sf living area
- Mobile home shall consist of more than one section and shall have a minimum width and depth of 20 feet

STRUCTURAL

FOUNDATION PLAN AND DETAILS

- Details showing how foundation or anchoring system is masked
- Permanent foundations must also be in compliance with federal standards (ref: www.huduser.org/publications/destech/permfound.html or call 1-800-245-2691
- If installation is in a flood zone, the foundation must comply with the Federal Emergency Management's Agency requirements for Manufactured Home Installations in Flood Hazard Areas