

MANUFACTURED STRUCTURE APPLICATION

**Douglas County Community Development
Manufactured Structure Permit Application**

Permit Number:
Permit Type: M A N R / M A N C
Submittal Date:

Assessor's Parcel #:		FLOOD ZONE DESIGNATION:	
Jobsite Street Address (with Space #):		ZONING DESIGNATION:	
MH Info	Make & Model:	Year:	
	Serial Number:		
	Size (ex.: 14' x 24'):	Square Footage:	
Owner	Owner's Name:		Phone Number:
	Mailing Address:		
	City:	State:	ZIP Code:
Applicant	Applicant's Name:		Phone Number:
	Mailing Address:		
	City:	State:	ZIP Code:
Contractor	Contractor's Name or "Owner / Builder":		Nevada License:
	Mailing Address:		Phone Number:
	City:	State:	ZIP Code:

I will save, indemnify, and keep harmless the COUNTY OF DOUGLAS, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Signature constitutes an attestation by the owner that application complies with all covenants, conditions, and restrictions.

Applicant's Signature _____ Date: _____

Sewer/Water	PROJECT LOCATION		(Check Applicable Systems)	
	Town of:	Water Service Area:	Water	
			Well <input type="checkbox"/>	Community Water <input type="checkbox"/>
	General Improvement District:	Sewer Service Area:	Sewer	
		Septic <input type="checkbox"/>	Community Sewer <input type="checkbox"/>	

FOR OFFICE USE ONLY	Deposit Amount:	Receipt Number:	PERMIT FEES	
	Replacement MH (Y / N):	Area Code:	Septic (Y / N): \$100.00	RCT School:
	Temporary Office (Y / N):		MH/Utility Fee: \$152.00	Foundation (Y / N): \$180.00
	Taken In By:		RCT Road:	
	Comments:		RCT Park:	
				BALANCE:

APPLICATION SUBMITTAL REQUIREMENTS FOR MANUFACTURED HOUSING

Each application for submittal shall be complete and accurate. Site plans submitted with application shall be drawn to scale on a minimum of 11"x17" paper and include a plan check deposit. Accessory structures, exterior decks, landings, stairs, handrails, and guardrails shall comply with the current Building Code adopted by Douglas County. Also, accessory structures and decks MAY require a separate Residential Permit Application at time of submittal. Please consult with the counter staff for requirements.

*Fees:

Manufactured Housing Permit Fee:	\$ 107.00	Temporary Office Permit Fee:	\$ 107.00
Utility Inspection:	\$ 45.00	Utility Inspection:	\$ 45.00
Residential Construction Tax Park: **	\$ 800.00	Septic:	\$ 100.00
Residential Construction Tax School:**	\$ 1600.00	Foundation:	\$ 180.00
Residential Construction Tax Road: **	\$ 500.00		

* - Additional fees will be required by the State Division of Manufactured Housing to cover the installation certification. Contact the Carson City office at (775) 687-5500 for complete fees.

** - Residential Construction Taxes (RCT) only apply to new homes and may not apply to replacement manufactured homes or commercial coaches. However, if you are replacing a MH that NEVER paid the RCT's, then they may be levied.

Submittal Requirements:

- 1. Contact the Douglas County Planning Division** for zoning and flood zoning designation, and general requirements. Call Planning at (775) 782-6217
- 2. Site Plan** - Provide a minimum of two (2), drawn to scale (1"=10', 1"=20', 1"=30') on minimum 11" x 17" paper showing lot size, setbacks, north arrow, all underground utility routing, all existing and proposed structures, with locations of flood zones, easements, and drainage arrows indicated. The site plan shall have an original signature of the person responsible for plan design.
- 3. For Properties Located Outside of a MH Overlay Area** - If the Planning Division has determined that your project is located in a zoning district that does not have a MH Overlay, the following additional information is required at plan submittal: Two sets of Elevation Plans, two floor plans and two foundations plans, including engineering calculations (if applicable).
- 4. Flood Zone** - If the Planning Division has determined that your project is within a flood zone, provide all required forms (i.e. Floodplain Development Application and/or Elevation Certification). Please contact the Planning Division for further requirements (775) 782-6217.
- 5. Septic (If Applicable)** - Provide completed Septic Application with two (2) additional Septic Site Plans, which comply with the requirements detailed in the Septic Application.
- 6. Community Sewer/Water** - Prior to issuing your Manufactured Home Permit, provide a copy of approval or receipt indicating payment has been made of all sewer and water fees. For Douglas County Sewer and Water districts, provide a completed application at time of submittal. The fees owed will be paid at the time of permit issuance. For a replacement home, please provide a copy of a current bill.
- 7. If project is a new Dwelling Unit:** An Allocation Application must be submitted concurrently with the Building Permit Application if not in a vested subdivision or a replacement home.

Required Inspections:

CERTIFICATE OF INSTALLATION ("Safety Seal") - This inspection is scheduled through the State of Nevada Division of Manufactured Housing. Please call (775) 684-2920 for information.

SITE DEVELOPMENT INSPECTION - This inspection is scheduled AFTER the State Division of Manufactured Housing has approved the home set and issued a Certificate of Installation. Please be aware that Douglas County does not allow utility connection (gas and/or electrical) prior to the completion of the Final Inspection.

FINAL INSPECTION - This inspection is requested once the home is ready for occupancy, and complies with all local ordinances and codes. Upon successful completion of this inspection, the home may be occupied.