

# MANUFACTURED STRUCTURE APPLICATION

## Douglas County Community Development Manufactured Home Permit Application

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

Assessor's Parcel #:	<i>FLOOD ZONE DESIGNATION:</i>
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Jobsite Street Address (with Space #):	<i>ZONING DESIGNATION:</i>
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<b>MH Info</b>	Make & Model:	Year:
	Serial Number:	
	Size (ex.: 14' x 24'):	Square Footage:

<b>Owner</b>	Owner's Name:		Phone Number:
	Mailing Address:		
	City:	State:	ZIP Code:

<b>Applicant</b>	Applicant's Name:		Phone Number:
	Mailing Address:		
	City:	State:	ZIP Code:

<b>Contractor</b>	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: \_\_\_\_\_

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

<b>FOR OFFICE USE ONLY</b>	Deposit Amount:	Receipt Number:	<b>PERMIT FEES</b>	
	Replacement MH (Y / N):	Area Code:	MH Permit Fee: \$107.00	
	Temporary Office (Y / N):		Utility Inspection: \$45.00	
	Taken In By:		RCT Park:	
	Comments:		RCT School:	
		Other (Specify)	RCT Road:	
		Septic:	TOTAL FEES:	
		Fee Calc'd By:	FEES DUE:	

## APPLICATION SUBMITTAL REQUIREMENTS FOR MANUFACTURED HOUSING

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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
Utility Inspection:	\$ 45.00
Residential Construction Tax Park: **	\$ 800.00
Residential Construction Tax School: **	\$ 1600.00
Residential Construction Tax Road: **	\$ 500.00
Septic:	\$ 100.00

\* - Additional fees will be required by the State Division of Manufactured Housing to cover the installation certification. Contact the Carson City office at **(775) 684-2920** for complete fees.

\*\* - Residential Construction Taxes (RCT) only apply to new homes and may not apply to replacement manufactured homes or commercial. HOWEVER, if you are replacing a MH that NEVER paid the RCT's, than 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 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. **Flood Zone** - If the Planning Division has determined that your installation is within a flood zone, provide all required forms (i.e. Floodplain Development Application and/or Elevation Certification). Please contact the Planning Department for further requirements (775) 782-6217.
4. **Septic (If Applicable)** - Provide completed Septic Application with two (2) additional Septic Site Plans, which comply with the requirements detailed in the Septic Application.
5. **Community Sewer / Water** - Prior to issuing your Manufactured Home Permit, provide a copy of approval or receipt indicating payment of all sewer and water fees. For Douglas County Sewer And Water districts, provide a completed application at time of submittal.

### 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 info.

**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.