



# DOUGLAS COUNTY

## COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,

Minden, Nevada 89423

TEL (775) 782-6224 \* FAX (775) 782-9007

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## DOUGLAS COUNTY PRE-MANUFACTURED STRUCTURE INSTALLATION CERTIFICATE

ATTACH TO THE INSPECTION CARD

PERMIT # \_\_\_\_\_ APN # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ YEAR (MH): \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ SERIAL # \_\_\_\_\_

CONTRACTOR\*: \_\_\_\_\_ NV. LICENSE # \_\_\_\_\_

SAFETY SEAL # IN \_\_\_\_\_ SAFETY SEAL ISSUE DATE: \_\_\_\_\_

I, the Nevada licensed contractor or owner / builder understand that the state issued Safety Seal does not authorize occupancy of this pre-manufactured structure until Douglas County has completed the required inspections and finalized the permit.

Douglas County will issue the Tags to receive the power meter and the gas meter after all required inspections from the state and Douglas County have been completed:

1. Douglas County will recheck all setbacks per the approved site plan, drainage, and slopes.
2. Douglas County will inspect the feeder connections and grounding at the **Main meter Panel only**. The state inspects the feeders connections and continuity test at the Sub-panel. The State inspects the trench and conduit for proper installation from the meter to the pre manufactured structure. The Power Company inspects the trench and conduit for proper installation up to the meter location.
3. Douglas County will inspect the outside propane trench and test prior to any covering: If the trench is back-filled prior to the inspection approval, the gas line will have to be totally exposed and re-tested.
4. Douglas County will inspect the Septic System prior to covering. The system must match the approved plans or as built plans must be submitted to Douglas County and approved prior to any covering.
5. Douglas County will inspect all landings and steps for IRC compliance **at all** exterior doors.  
(See: 2018 IRC, Section R311)

I, the Nevada licensed contractor or owner / builder installing the pre-manufacture structure stated above, certify that the state has witnessed and approved the entire installation per NAC 489: which included but not limited to, the Electrical trench from the Meter location to the manufactured structure, feeder connections (Landed and sized Correctly) at the sub-panel inside the structure, and that a manometer test was completed on the gas system throughout, and the gas line is properly connected at each gas appliance. And all was approved by the state.

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

\* Write "O/B" to identify Owner / Builder

# Requirements for Manufactured Housing Inspections within Douglas County

The State Division of Manufactured Housing, through a cooperative agreement with the U.S. Department of Housing & Urban Development (HUD) is responsible for certifying the installation of manufactured housing within the State of Nevada. The Douglas County Building Division is tasked with the enforcement of all county ordinances and adopted construction codes for inspection items beyond the footprint of the manufactured home.

## **SCHEDULING INSPECTIONS:**

The State Division of Manufactured Housing will issue a Certificate of Installation (the blue “safety seal”) once the manufactured home is installed per Nevada Administrative Code (NAC) 489. The Certificate of Installation is **NOT** a final inspection or a Certificate of Occupancy. Please schedule a Certificate of Installation inspection through the State prior to contacting Douglas County for a final inspection. NOTE: Additional fees to cover this inspection will be assessed by the State of Nevada, please contact them for further information:

**State Division of Manufactured Housing**  
**788 Fairview Drive, Suite 100**  
**Carson City, Nevada 89701**  
**(775) 687-5500**

Your fees paid through Douglas County cover the costs associated with plan reviewing your manufactured home installation for compliance with all local ordinances and construction codes, and two inspection site visits. These site inspections shall include a Lot Development Inspection and a Final Inspection. Any corrections notices requiring additional site visits by Douglas County Building Division staff may include a \$45.00 re-inspection fee. This re-inspection fee shall be paid prior to any further inspections being performed by Douglas County.

Listed below is a brief explanation of each Douglas County inspection. For a complete itemized list, please contact the Douglas County Building Division at (775) 782-6224. To schedule these inspections, please refer to the front of your inspection record card for instructions, and call (775) 782-9006.

- **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.