

DEPARTMENT OF BUSINESS AND INDUSTRY  
**MANUFACTURED HOUSING DIVISION**

1830 E. College Parkway, Suite 120, Carson City, NV 89706 775-684-2940 Fax 775-684-2949  
3300 W. Sahara Avenue, Suite 320, Las Vegas, NV 89102 702-486-4135 Fax 702-486-4309

**REQUIREMENTS FOR PLAN SUBMISSION**  
**Modification to Existing Manufactured Building**

These plan submission requirements are intended for additions, modifications and/or remodels to existing manufactured homes, mobile homes and commercial coaches.

1. The plans must be sent on paper no larger than 11"x17".
2. The approved plans will be returned to the individual specified on the application via United States Postal Service. Please include a completed shipping label with your plan submission if you require your plans to be shipped using FedEx or UPS.
3. Plans must be clear, legible and detail all work intended.
4. Plans must be drawn with a non-erasable instrument. Pencil drawings are not permissible.
5. A Nevada registered engineer or architect must stamp all plans involving commercial buildings.
6. Drawings of an existing building must indicate the location and dimensions of all doors, windows, and interior walls. .
7. Plans for remodels and alterations must show a floor plan of the building before the start of the project and a floor plan of the proposed changes.
8. Plans for additions must include a cross section view showing that additions are free standing.
9. Plans for additions must show the connection of utility services. Note: Source of utilities for additions must not be the existing structure.

Please submit plans directly to the nearest Manufactured Housing Division office. Office location and contact information is specified in the header at the top of this page.

The fee for a basic plan review is \$75 and is due at the time of submission. If the plan review requires more than one hour to complete, a fee of \$37.50 per each additional half hour will be charged. The Division will notify you of the additional fee if applicable. Payment must be received prior to the final plan approval (NAC 489.380).

Any approval issued by this division pertains to only to a manufactured home, mobile home, or commercial coach that falls within MHD's jurisdiction. All notes and regulations posted on plans must be adhered to. Any alteration or noncompliance with any portion of proposed and approved drawings shall immediately void any MHD approval.

Plans will be reviewed by MHD to ensure the construction will not take the building out of compliance with its original standards. MHD will verify that there are no apparent safety hazards in the structure. MHD will not check the plans for compliance of the adopted codes of the local municipal building departments.

**Please contact your local jurisdiction for additional requirements.**



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mhd.nv.gov

Please Note:

Any modification or alteration to an existing structure must be done so in a way that will not take the structure out of established compliance. Please follow the design criteria below to ensure the structure remains compliant with the standards established by the manufacturer as regulated.

1. No portion of any new structure shall bear any load onto existing structure in any way. New structure must be completely self-supportive. The structure may have flashing attached only for weatherization. Plans showing the proposed attachment with calculations and a current-dated approval letter from the manufacturer or an approval (wet stamp) from a certified Professional Engineer are required if requesting an exception to this rule.
2. No existing windows, doors, walls and/or any other permanent structure may be removed, altered, covered, or added without prior approval by the Manufactured Housing Division (MHD). All lighting, ventilation, and egress openings must remain in compliance with governing codes.
3. All utility systems needed for use in new structures and additions must remain completely separate of any utility system of an existing mobile/manufactured home to include electrical, heating, cooling, gas plumbing, and potable plumbing or drainage. All new service connections for new structures must be supplied-by main property service feed or supply.
4. All notes and code requirements issued or labeled on all approved or disapproved submitted plans must be abided by unless otherwise noted by this division.