



Park Manufactured / Mobile Home

(on existing developed site/lot)

Permit Submittal Checklist

02/16/2021 V1

City of Boulder City Community Development Dept Building and Safety Division

401 California Avenue
Boulder City, NV 89005
Main Line: (702) 293-9282
Email: buildingpermits@bcnv.org

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure your application includes all information necessary for a timely review of your plans.

The timeframe for permit issuance will be affected by how well and quickly an applicant responds to any corrections required as a result of the first review. The timeframe for permit issuance may also be affected if review or approval is required by the Historic Preservation Committee, Planning Commission or other City entity.

**The plan review timeframe for a first review of this project type is
1 – 2 weeks**

Part. 1 Applicant's Responsibility

Applicants are responsible for submitting complete applications.
Incomplete applications will not be reviewed until all plans/documents have been submitted.

Checklists are required to be filled out prior to submittal. A blank checklist will be considered an incomplete submittal and will not be reviewed.

Part. 2 Applicable Codes

The project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2018 International Building Code, with Southern Nevada Building Code Amendments
2018 International Residential Code, with Southern Nevada Building Code Amendments

2018 Uniform Mechanical Code, with Southern Nevada Building Code Amendments
2018 Uniform Plumbing Code, with Southern Nevada Building Code Amendments
2017 National Electrical Code, with Southern Nevada Building Code Amendments
Title 11, Zoning and Subdivisions (view at municode.com)

Part. 3 Submittal Package

**All submittals are to be emailed to buildingpermits@bcnv.org
Including key words in the subject line such as "Initial Submittal – [provide address]"; "Revision – [provide application #]", etc., will assist in faster processing**

We have a 20MB per email limit, so you may need to submit multiple emails or share your documents via Dropbox, OneDrive or other file-sharing site.

All documents must be digitally stamped/signed

Please provide the following items in your permit application package:

- Completed Building Permit Application**
Must include the property owner's email address
- Completed Owner Builder Affidavit of Exemption** (when permit is pulled by Owner/Builder) (this does not apply to commercial properties)
- Plans**
- Backup Documentation** (only applicable if foundation proposed)
Engineering/Structural Calculations

**Part. 4
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 building plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.
See the State of Nevada 2014 Blue Book for more information

- Architectural** **Site Plan**
Include a dimensioned site plan showing address
Indicate North arrow
Indicate all property lines and their dimensions
Indicate all new and existing structures and their dimensions
Indicate all setbacks
Indicate all streets and easements
Indicate all existing utility locations, proposed service routes and points of connection
Indicate driveway widths and slopes
- Structural** **Foundation Plan (if applicable)**
Indicate all footing sizes, locations, thicknesses, materials, strengths and reinforcing
Indicate all imbedded items such as anchor bolts, hold downs and post bases

**Part. 5
Other Information**

Nevada Requirement

Manufactured and mobile homes must be certified by, and bear a label of compliance from, the Nevada Housing Division – Manufactured Housing.

**For location in a residential zone
(not within a mobile home park
or mobile home subdivision)**

- Per Section 11-20-8 of the City Code, the following additional regulations apply beyond the requirements of the applicable R zone:*
 - A. Manufactured homes are allowed in Residential (R) Zones provided such use complies with all of the following:*
 - 1. Must be permanently affixed to a residential lot.*
 - 2. Must have been manufactured within six (6) years preceding the date on which it is affixed to the residential lot.*
 - 3. Must have exterior siding and roofing similar in color, material and appearance to the exterior siding and roofing primarily used on other single-family residential dwellings in the immediate vicinity.*
 - 4. Must consist of more than one (1) section and comply with minimum living area and setbacks required within the zone.*
 - 5. Must have at least five (5) sides to the building. This does not include architectural intrusions.*
 - 6. Must architecturally mask elevated foundations and anchoring systems.*
 - 7. If other homes in the immediate vicinity have garages or carports, then a garage or carport will be required of the manufactured home to match the architectural design of the neighborhood.*
 - B. This Section shall not apply in Historic Districts, and shall not void recorded restrictive covenants.*

- Utility Connections** *If new utility connections are required, submit a permit application and plans to the Public Works Department for review. They may be reached at (702) 293-9200 for guidance.*

- Additions** *Patio and carport covers require a separate permit. Any attachment to the home will also require approval by the Nevada Housing Division – Manufactured Housing.*

- Setbacks from Streets** *Property lines are not necessarily located at the back of sidewalk or street curb; in most older neighborhoods, the property line along a street is located up to several feet behind the sidewalk or street curb. Although required setbacks are measured to property lines, plans must also depict and label all abutting streets and sidewalks. For setbacks to property lines along streets, plans must also show the distance measured to the back of sidewalk or curb (actual distance to property line will be calculated by staff). In some cases a survey may be required to verify setbacks are met and to determine structures will not encroach into the right-of-way.*



City of Boulder City
 Community Development Department
 Building and Safety Division
 401 California Avenue
 Boulder City, NV 89005

Application For Building Permit

Main Line: (702) 293-9282

Building and Safety Division Email: buildingpermits@bcnv.org

Inspection Scheduling Hotline: (702) 293-9327

Inspection Scheduling Email: buildinginspections@bcnv.org

Website: www.bcnv.org/156/Community-Development

Project and Property Ownership Information

Section 1

Project Address Boulder City NV 89005 Parcel Number
City State Zip Code

Use Zone: _____ Project Type: Residential Commercial / Industrial Project Valuation: \$ _____

Scope of Work: _____

Are you applying as an Owner / Builder? (Check one)
 Yes No

Property Owner Name

Address Where You Currently Reside (Owner / Builder ONLY) City State Zip Code

Property Owner Phone Number Property Owner Email Address

Permit Applicant Information

Section 2

Indicate Type of Contractor (Owner / Builder may select multiple)

General Contractor Mechanical Contractor
 Plumbing Contractor Electrical Contractor

Company Name (if Owner / Builder, enter "O/B")

Street Address City State Zip Code

Company Email Address (required) Contact Person Phone Number

BC Business License No. State Contractor's License No. Additional State Contractor's License Nos. (if applicable)

Subcontractor Information (applicable only to General Contractors)

Check all subs that apply to your project: Mechanical Plumbing Electrical

<i>Staff Use Only</i>	
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____

Signature of Applicant

Section 3

I hereby certify that the information provided above and as included with this application to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction.

Applicant Signature Applicant Name (please print) Date

INFORMATION ON THIS PAGE TO BE COMPLETED BY COBC STAFF ONLY

Application Number: _____ Date of Application: _____ Routed by: _____
 Permit Number: _____ Date of Issuance: _____ Issued by: _____

Section 4	Code Analysis		
	Occupancy Type _____	Construction Type _____	Occupant Load _____
	Code Edition(s) _____		

Section 5	Structure Details	
	Total Area (sq. ft.) _____	Building Height _____
	Living _____	Number of Stories _____
	Accessory _____	Number of Exits _____
	Patio/Porch _____	Fire Sprinklers _____

Section 6	Valuation	Fees		
	Project Valuation \$ _____	Fee Breakdown		
	Breakdown (if necessary) \$ _____	Code	Fee Type	Fee Amount
	\$ _____	BLDPER	Issuance	\$ _____
	\$ _____	BLDPER	Building Permit	\$ _____
		PLNCK	Plan Review	\$ _____
		PLUPER	Plumbing Permit	\$ _____
		MECPER	Mechanical Permit	\$ _____
		ELEPER	Electrical Permit	\$ _____
		BLDPER *	BC Land Disturbance Fee	\$ _____
	TORLND **	Tortoise (CC Land Disturbance)	\$ _____	
	TORTSE **	Tortoise (CC Land Dist. Admin)	\$ _____	
	PRIVTX **	Privilege Tax	\$ _____	
	RESTX	Residential Tax	\$ _____	
	WATRHK	Water Connection (Size_____)	\$ _____	
	SEWRHK	Sewer Connection (Size_____)	\$ _____	
	ELECHK	Electrical Connection (AMP_____)	\$ _____	
	UFPOOL	Swimming Pool Utility Fee	\$ _____	
	MISBLD	Miscellaneous - Building Permit	\$ _____	
		Total Fees	\$ _____	

* Incidental grading only (< 100 CY); if grading activities are > 100 CY, a separate grading permit is required
 ** Fees collected on behalf of Clark County

Section 7	Staff Approval	
	Reviewed and/or Approved by: _____	Date: _____

Section 7	Conditions of Approval