



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
mhd.nv.gov

Application for a System of Construction Approval

Date: _____ \$500 check made payable to MHD - Ck# _____

Manufacturer: _____ **Contact Name:** _____

Phone: _____ Email: _____

Third Party Review Agency: _____ **Contact Name:** _____

Address of Third Party Review Agency where INSIGNIAS will be sent. City _____ State _____ Zip _____

Phone: _____ Email: _____

Instructions for obtaining a System of Construction Approval

Pursuant to Nevada Administrative Code 489.185, the following documents are required to complete the licensing process. Item 1 must be mailed to: MHD, 1830 E. College Parkway, #120, Carson City, NV 89706. Please submit items 2 – 4 electronically to kfox@mhd.state.nv.us.

1	The <i>Application for a System of Construction Approval</i> , along with the \$500 fee.	NAC 489.380 (i) NAC 461.100 (1) NAC 461.100 (2)(a) NAC 461.210 (1)
2	An electronic copy of the manual for assurance of quality. The QC Manual must include: <ul style="list-style-type: none">• The name of the owner, or responsible employee• The name of the inspector who will control quality• The name of the supervisor of production• Verification of the qualifications of key personnel• List of the procedures to be used for inspections, tests, control of quality and keeping of records.	NAC 489.185 (1)(b) NAC 461.100 (3)
3	<i>After</i> the Division has approved the System of Construction, please submit an electronic copy of the plant inspection report performed by the contracted Third Party Review Agency.	NAC 461.300 (1) NAC 461.110 (2)
4	An electronic copy of the contract between the Third Party Review Agency and your manufacturing plant.	NAC 489.185 (1)(c)