



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

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Instructions for obtaining a PLAN APPROVAL

After a MHD license has been issued and the manufacturer is ready to build a structure to be delivered to the State of Nevada, the manufacturer must obtain approval of plans for the structure. **NAC 461.100**

1	Mail the attached <i>Plan Approval and Insignia Request Form</i> , along with the appropriate fees indicated on the form. *One form may be submitted for requesting a plan approval and insignia.	NAC 461.100 (2) NAC 461.140
2	The fee for reviewing plans is \$100. A fee of \$50 per each additional half hour will be charged. The division will notify you of the additional fee if applicable.	NAC 461.210 (1)
3	Mail two sets of plans to either of the MHD offices listed above. One set of plans must be no larger than 11 x 17. The plans must: <ul style="list-style-type: none"> • Conform to the current adopted codes • Be prepared by a design professional or stamped by an engineer • Be drawn to scale with sufficient clarity, detail, and calculations • Bear the stamp of the design professional 	NAC 461.100 (2)
4	After the plans have been approved, a plan approval number will be assigned and stamped on the plans, along with the reviewer's "APPROVED" stamp. A copy of the approved plans will be returned to the manufacturer. One copy will be retained by the Division.	NAC 461.117 (3)

Instructions for obtaining an INSIGNIA

Each unit of factory-built housing, manufactured building and modular component must bear an insignia of the Division's approval before the product is removed from the manufacturer's plant. **NAC 461.130**

1	Mail the attached <i>Plan Approval and Insignia Request Form</i> , along with the appropriate fees indicated on the form. *One form may be submitted for requesting a plan approval and insignia.	NAC 461.100 (2) NAC 461.140 NAC 461.210 (1)
2	The fee for issuing an insignia is \$50 for each unit.	NAC 461.210 (1)
3	The manufacturer shall assign a serial number to each unit or section.	NAC 461.170
4	A manufacturer shall notify the Division immediately of any insignia that has been lost or damaged.	NAC 461.160
5	An insignia is the property of the Division and is not transferable without the written approval of the Division.	NAC 461.150
6	All insignias are mailed to the Third Party Agency. After the agency verifies that the unit complies with the approved plan and has been produced according to the manufacturer's System of Construction, he or she will attach the insignia to a visible part of the unit.	NAC 461.340