



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

1830 E. College Pkwy, #120
Carson City, NV 89706
(775) 684-2945 • Fax: (775) 684-2949
mhd.nv.gov

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

1. I hereby authorize and request all law enforcement agencies, business associates, bank and lending institutions, any credit bureau, past or present employer(s), tax agencies including the IRS, to whom this request is presented, and that have information relating to or concerning me, to furnish such information to a duly authorized investigator of the Nevada State Division of Manufactured Housing.
2. I hereby authorize and request all persons, to whom this request is presented, having documents relating to or concerning me, to permit a duly authorized investigator of the Nevada State Division of Manufactured Housing to review and copy any such documents.
3. In regards to a brokerage firm, bank, savings and loan, credit union, credit bureau, or other financial institution, or an officer of same, I hereby authorize and request that a duly authorized investigator of the Nevada State Division of Manufactured Housing be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me, including but not limited to past loan information, notes cosigned by me, checking account records, trust account records, passbook records, credit records and general ledger folio sheets.
4. I understand that I am seeking the granting of a privileged license and acknowledge that the burden of proving my qualifications for a favorable determination is at all times on me. I accept any risk of financial loss which may result from action of the Nevada State Division of Manufactured Housing with respect to this application.
5. I do, for myself, my heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the person to whom this request is presented, and his agents and employees, known or unknown, in law or equity which I ever had, now have, may have or claim to have against the person to whom this request is presented, or his agents or employees, arising out of or by reason of releasing the information set forth in paragraphs 1 and 3 above.

I declare that I will faithfully comply with all the statues and regulations of the State of Nevada pertaining to the conduct of the Department of Business and Industry, Manufactured Housing Division.

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
Name of Notary Public

this _____ day of _____, 20____ by _____
Name of person whose signature is being notarized

Signature of Notary Public



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BACKGROUND DISCLOSURE STATEMENT

Please read carefully: If you misrepresent or omit any information, your application may be denied.

CRIMINAL BACKGROUND - The information you provide will be compared to the criminal history reports we receive from the Nevada DPS Criminal History Repository and the Federal Bureau of Investigation. Having been convicted of a crime does not automatically mean your application will be denied.

FBI: https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi

DPS: http://gsd.nv.gov/uploadedFiles/gsdnv.gov/content/Home/Features/DPS_006_Form112015.pdf

If you answer "Yes" to questions 1 or 2, you must submit the attached Criminal History Disclosure Form for each conviction.

YES NO

- 1. Have you ever been convicted of a misdemeanor, gross misdemeanor, or felony?
2. Have you ever been convicted of fraud, forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude, or violence against another person?

BUSINESS - If you answer "Yes," to either of the questions below, please provide a copy of the administrative order or explanation of the license suspension, revocation or denial.

- 3. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional occupational license?
4. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended, revoked, or denied?

BANKRUPTCY - If you answer "Yes," to the question below, please provide the date of bankruptcy discharge, _____. If you filed bankruptcy within the past 7 years, please provide a copy of the discharge.

- 5. Have you ever filed bankruptcy or has bankruptcy been filed against you?

CITIZEN - If you answer "No," to the question below, please provide proof of eligibility to work in the United States. Copies of Department of Immigration and Naturalization documents are accepted.

- 6. Are you a citizen of the United States of America?

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
(Name of Notary Public)

this _____ day of _____, 20____ by _____
(Name of person whose signature is being notarized)

(Signature of Notary Public)



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INSTRUCTIONS FOR OBTAINING FINGERPRINTS

This form must be submitted with your application packet.

Pursuant to the provisions in NRS 489.321 (1)(d) and NRS 489.341 (1)(d), all applicants are required to submit a complete set of fingerprints for the purpose of conducting a criminal background check. There are two ways to submit your fingerprints.

1. **Electronic Submittal** - To find a list of currently approved fingerprint agencies, go to the Department of Public Safety website at: <http://gsd.nv.gov/FeesForms/Fingerprints/>. Under "Fingerprint Information" (orange font heading), click on "Private Fingerprint Sites".

This form must be signed by a representative of the fingerprint agency and submitted with your application packet.

- ORI: NV920360Z
- MISCELLANEOUS NO. MNU: 880142 *This is a non-billable account*
The applicant must pay the fingerprinting agency directly.
- REASON FINGERPRINTED:
 - NRS 489.321 - If applying for a Serviceperson, Dealer or Manufacturer's License
 - NRS 489.341 - If applying for a Salesperson or RME for a Dealer License

To be completed by the Fingerprint Agency

NAME OF FINGERPRINT AGENCY: _____

FINGERPRINTS OF _____ HAVE BEEN TAKEN AND
SENT TO THE NEVADA CENTRAL REPOSITORY.

DATE: _____ TCN#: _____

SIGNATURE OF FINGERPRINT REPRESENTATIVE: _____

All applicants who do not reside in the State of Nevada or live in a rural area where a Department of Public Safety approved fingerprint agency is not available, you must obtain your fingerprints in the following manner:

2. **Manual Submittal** –Contact your local law enforcement agency to determine their fingerprinting fees and scheduling process. When submitting your application packet to the Manufactured Housing Division, include (2) FBI fingerprint cards and a cashier's check or money order, made payable to the Department of Public Safety (DPS), for **\$36.25**. A personal check will not be accepted. Do not forget to sign the fingerprint card on the appropriate line in the upper left corner.



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CHILD SUPPORT STATEMENT

NRS 489.342 Payment of child support: Statement by applicant for license; grounds for denial of license; duty of Division. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. A natural person who applies for the issuance or renewal of a manufacturer's, dealer's, distributor's, general serviceperson's, specialty serviceperson's, salesperson's or responsible managing employee's license shall submit to the Division the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Division shall include the statement required pursuant to subsection 1 in:

- (a) The application or any other forms that must be submitted for the issuance or renewal of the license; or
- (b) A separate form prescribed by the Division.

3. A manufacturer's, dealer's, distributor's, general serviceperson's, specialty serviceperson's, salesperson's or responsible managing employee's license may not be issued or renewed by the Division if the applicant is a natural person who:

- (a) Fails to submit the statement required pursuant to subsection 1; or
- (b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Division shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Please mark the appropriate statement. Failure to mark one of the three will result in denial of the application.

_____ I am not subject to a court order for the support of a child.

_____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Print Name

Signature of Applicant

Date



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FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by Manufactured Housing Division that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada. 2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize Manufactured Housing Division, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.



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6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT: LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Manufactured Housing Division

Address: 1830 E. College Parkway, Suite 120, Carson City, NV 89706

Agency Representative: Karen Fox

Agency Representative's Signature: _____

Date: _____



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1830 E. College Parkway, Suite 120, Carson City, NV 89706 775-684-2940 Fax 775-684-2949
 2501 E. Sahara Avenue, Suite 204, Las Vegas, NV 89104 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)

STATE OF NEVADA

BRIAN SANDOVAL
Governor



BRUCE BRESLOW
Director

JIM dePROSSE
Administrator

Department of Business & Industry **MANUFACTURED HOUSING DIVISION**

October 26, 2015

Attention: All MHD Licensed Manufacturers and Third Party Review Agencies

INSTRUCTIONS FOR SUBMITTING PLANS AND REQUESTING INSIGNIAS

To better serve you and provide a high quality of customer service, the Nevada Manufactured Housing Division has made some changes to streamline the process of submitting plans and requesting insignias. **PLEASE NOTE:** Plan approval and insignia requests will no longer be processed in the Carson City office. All plans and insignia requests must be submitted to:

Manufactured Housing Division
2501 E. Sahara Avenue, #204
Las Vegas, NV 89104
702-486-4135

What is the most expedient and efficient way to submit plans?

The Manufactured Housing Division has a File Transfer Protocol (FTP) site for use by our customers. This site allows you to send plans and retrieve approved plans, documents and other information from the Division electronically.

To access the site you will first need a username and password. To request a username and password, please email your request to plans@mhd.state.nv.us. In your request, please include your company name and MHD license number. Your username and password will be emailed back to you.

Once you have your username and password, please follow the following steps to log on:

INTERNET EXPLORER

- Open your browser and go to [ftp.mhd.state.nv.us](ftp:mhd.state.nv.us)
- At the log in screen, type in the username and password provided to you.
- You will be connected to the FTP site and will be able to view files available for download. To download a file simply right clicks on the filename and select "Save target as".

To view this FTP site in File Explorer:

- After completing the steps above, press **Alt**, click **View**, and then click **Open FTP Site in File Explorer**.
- A new window will open in file explorer. You may now drag and drop files like you would do with any other open window in file explorer

To send submissions to the division, please attach your files to an email with your request to plans@mhd.state.nv.us. Do not forget to include the "Plan Approval and Insignia Request Form". If you have any questions or problems, please contact Marc Gohres at mgohres@mhd.state.nv.us

How do I submit hard copy plans that need to be returned with a wet signature?

Mail your hard copy plans to the Las Vegas office at 2501 E. Sahara Ave., #204, Las Vegas, NV, 89104. You must include a completed UPS or FedEx shipping label along with the “Plan Approval and Insignia Request Form”, for the Division to return your plans.

How do I pay for the plan approval and/or insignias?

Once the plans have been received in our MHD FTP Site, a staff member from the Las Vegas office will call you to retrieve your credit card payment information. If submitting plans as hard copy, you may include a check with your application and shipping label.

When can I expect our plans to be assigned an approval number and the insignias mailed to our Third Party Agency?

Please allow 10 business days for processing. Plans will be reviewed in the order they are received in our MHD FTP Site. Insignia requests will also be processed in the order they are received. The Division will make every effort to process all requests as soon as possible.

How do I access the “Plan Approval and Insignia Request Form”?

<http://mhd.nv.gov/uploadedFiles/mhdnvgov/Content/Resources/PlanApprovalInsigniaRequestForm.pdf>

Respectfully,
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



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Effective December 14, 2014, all new plans reviews and inspections must be performed according to the newly adopted codes below:

2012 International Building Code from ICC;
2012 International Residential Code for ICC;
2012 International Energy Conservation Code from ICC;
2012 Uniform Plumbing Code from IAPMO;
2012 Uniform Mechanical Code form IAPMO;
2011 National Electric Code from NFPA; and
2012 NFPA 101 Life Safety Code from NFPA.