



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

1830 E College Pkwy, Suite 120
Carson City, Nevada 89706
(775) 684-2940 • Fax: (775) 684-2949
mhd.nv.us

Manufacturing Plant Approval And Construction Plan Review and Inspection process

If you are a person, including, without limitation, a partnership, limited partnership, limited-liability partnership, limited-liability limited partnership or limited-liability company, or a corporation, engaged in the business of manufacturing of manufactured homes, mobile homes, travel trailers, manufactured buildings, modular buildings, commercial coaches or factory-built housing and their systems and components that are built off site, you must obtain a manufacturing plant license. NRS 489.021, NRS 489.115, NRS 489.301, NAC 486.183

The approval process is divided in two steps. The first step in the process is the approval of the manufacturing facility. The second step is the plan approval and inspections of the manufactured units being constructed.

Step One: Approval of the Manufacturing Facility and system of construction.
NAC 461.300

1. MHD must approve an inspection of the manufacturing plant: prior to issuance of the license; if the plant moves the operation to another location; or if it undergoes a substantial change in construction methods, ownership or management.
NAC 461.300 and NAC 461.310
2. The following fees will be required:
 - a. Plant Inspection performed by Manufactured Housing Division: \$750.00
 - b. Consideration of the system of construction: \$500.00
 - c. The Inspector's:
 - i. Actual expenses for travel; Varies
 - ii. Salary; and Varies
 - iii. Allowance for per diem. Varies
 - d. If recording a change in name of a manufacturer or owner: \$50NAC 461.210
3. Submit a written request for an inspection review of your facility along with the required fee of \$500 for the Division's review of the System of Construction. The inspector's expenses, if applicable, will be billed. If the request is for a change of name or owner, the fee will be \$50. NAC 461.100

4. MHD will perform a quality control audit review of the manufacturing plant to:
 - a. Approve the quality control system of construction and;
 - b. Verify the qualifications of its key personnelNAC 489.185 (b), NAC 461.110 (2)

5. Verifying the quality control system of construction:
Submit two sets of Quality Control Manuals. The Manual must include:
 - a. The name of the owner or responsible employee;
 - b. The name of the inspector who will control quality;
 - c. The name of the supervisor of production;
 - d. A list of the procedures or system used for the control of quality;
 - e. A list of the procedures used for QC inspections;
 - f. A list of the procedures used for QC test; and
 - g. A list of the procedures for record keeping.NAC 461.100 (3), 461.110 (2)

6. Verifying the qualifications of key personnel:
MHD will verify:
 - a. The experience and education of owner
 - b. The experience and education of the production manager
 - c. The experience, education, and building code knowledge of the QC manager or the contracted third party inspection agency.
 - d. The ability of QC personnel to identify code violations or deviations from the approved set of plans;
 - e. The ability of QC personnel to stop or halt production until violations or deviations are corrected.NAC 489.310

7. The Division may request any other proof that the Division may deem necessary to verify that the applicant is a manufacturer. NRS 489.321(1)(a)

8. The Division must be notified with 10 days if:
 - a. Change in his or her name or address; or
 - b. A substantial change in ownership or management of the business.NAC 461.180

9. The Division may periodically inspect manufacturing plants as well as constructed units of factory-built housing, manufactured buildings or modular components in the plants, at the Division's discretion. NAC 461.310.2(a)

Step Two: Construction Plan Review and Inspection. NAC 461.300 (2)

PLAN REVIEW

1. To obtain an approval for construction plans, a manufacturer must file an application with the Division or a third party reviewer. NAC 461.100
2. An application for plan review must be on a form provided by the division and accompanied by:
 - a. The appropriate fees;
 - i. Reviewing the plans for a model is \$100, or \$50 per half hour or fraction thereof, whichever is greater.
 - ii. Issuing an insignia: \$50
 - iii. Replacing an insignia: \$50
 - iv. Performance of any other kind of inspection or service is \$75, or \$37.50 per half hour or fraction thereof, whichever is greater.
 - b. A minimum of two sets of plans for each model that:
 - i. Conform to the currently adopted codes by the State of Nevada as listed in NAC 489.177 and NAC 461.205;
 - ii. Are prepared by a design professional acting within the scope of his or her authority;
 - iii. One set of plans needs to be either electronic or no larger than 11" x 17"
 - iv. Are drawn to scale with sufficient clarity, detail, and calculations to include the nature and scope of work proposed; and
 - v. Bear the stamp of the design professional who prepared the plans and any other stamp such as from any third party plan reviewer who reviewed the plans.

NAC 461.100, NAC 461.117

3. If a third party reviewer is used, the manufacture must:
 - a. Use a third party reviewer that has been approved by the Division; NAC 461.113
 - b. Provide a copy of the contract between the manufacturer and the third party; and
 - c. Provide an explanation of the procedures used by the third party reviewer to perform such reviews.

NAC 461.115

4. The third party reviewer must:
 - a. Comply with all applicable codes;
 - b. Comply with the plan requirements listed above;
 - c. Altered or amended plans or mark as such;
 - d. Affix their approval stamp and a unique approval number on the plans;
 - e. Return the original set to the manufacturer;
 - f. Retain one set for not less than one year after the expiration of the plan approval number. The plans may be retained physically or electronically; and

- g. Submit one set of plans to the Division accompanied by the application and appropriate fees.

NAC 461.117

INSPECTIONS

1. Each unit of factory-built housing, manufactured building or modular component must be inspected at least once during its construction.
 - a. Inspections will be performed by a representative of the Division unless the manufacturer contracts with a third party to have the inspections performed by either:
 - i. A government agency; or
 - ii. A third party agency, approved by the Administrator to perform such inspections.

NAC 461.300

2. If the manufacturer contracts a third party inspection agency, the manufacturer must submit the following information:
 - a. A copy of the contract between the manufacturer and the third party agency;
 - b. An explanation of the agreed method, scope and frequency of the inspections;
 - c. An explanation of the procedure to be used to report the results of the inspections to the Division, including copies of the forms to be used for this purpose;
 - d. An explanation of the procedure to be used to mark, record and ensure the correction of any variance from an approved plan; and
 - e. An explanation of the procedure the inspector will follow and a copy of the document he or she will use to certify that the unit, building or component complies with an approved plan and the applicable regulations.

NAC 461.320

3. The Inspector must:
 - a. Verify compliance with the approved set of plans;
 - b. Verify compliance with the currently adopted codes by the Division;
 - c. Compliance with the manufacturer's program of quality control;
 - d. Submit a report to the Division with 30 days after the inspection;
 - e. Verify that each unit produced has its unique manufacturer's assigned serial number; and
 - f. Attach an insignia of the Division's approval before the product is removed from the manufacturer's plant.

NAC 461.340, NAC 461.130, NAC 461.205, NAC 461.170

4. Whenever there is sufficient evidence that a unit does not comply with the codes or that any material or method of construction does not conform to the codes, the Division will require a test to determine compliance.
 - a. The test will be at no expense to the Division

- b. If the procedure is not specified in the codes, the procedure will be determined or approved by the Division; and
- c. Each test must be made by an agency approved by the Division and the Division will retain a report of the test.

NAC 461.370

- 5. Neither the Division nor the inspector is liable for the cost of removal of material during inspection if:
 - a. The removal or replacement is required to allow inspection;
 - b. The requirement is reasonable; and an alternative method is not acceptable.

NAC 461.350

- 6. The manufacturer must retain records to show each unit was inspected. Records must be maintained for a minimum of one year after the inspection was made. NAC 461.360

For more information regarding the Plant approval Procedure please go to our website at <http://mhd.nv.gov> or contact one of our Inspectors at:

MHD – Inspection Dept.
2501 E. Sahara, #204
Las Vegas, NV 89104
702-486-4135

MHD – Inspection Dept.
1830 E College Pkwy #120
Carson City, NV 89706
7774-684-2940

For information regarding the licensing requirements for a Manufacture License contact, Karen Fox, Licensing Officer at 775-684-2945 or kfox@mhd.state.nv.us.