



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  
 2501 E. Sahara Avenue, Suite 204, Las Vegas, NV 89104 702-486-4135 Fax 702-486-4272  
 mhd.nv.gov

**Plan Approval and Insignia Request Form**

- Insignia - NAC 461.210(1) \$ 50 x \_\_\_\_\_ = \_\_\_\_\_ Date: \_\_\_\_\_
- Plan Review - NAC 461.210(1) \$100 x \_\_\_\_\_ = \_\_\_\_\_
- TOTAL = \_\_\_\_\_

Please note: If the plan review requires more than one hour to complete, a fee of \$50 per each additional half hour will be charged. The Division will notify you of the additional fee if applicable. Payment must be received prior to the final plan approval. All insignias are sent USPS Certified Mail to the Third Party Agency. If you did not submit your plans electronically and have submitted a hard copy to be returned, a completed UPS or FedEx shipping label must be included when submitting this form.

**APPROVED PLANS TO BE RETURNED TO:**      **Manufacturer**       **Third Party Reviewing Agency**

**Manufacturer:** \_\_\_\_\_ Nevada MHD License #: \_\_\_\_\_  
 Address of Manufacturer where the approved stamped plans will be sent via US POSTAL SERVICE:

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Third Party Reviewing Agency:** \_\_\_\_\_  
 Address of Third Party Reviewing Agency where the insignia(s) will be sent via US POSTAL SERVICE:

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IF REQUESTING INSIGNIAS ONLY, PLEASE SUBMIT THIS FORM TO THE CARSON CITY OFFICE AND ENTER THE NEVADA MHD PLAN APPROVAL NUMBER HERE:**

<i><b>To be completed by the manufacturer</b></i>		<i><b>For MHD use ONLY</b></i>	
Date Manufactured _____ / _____ / _____ <small>Month Year</small>		<input type="checkbox"/> MC <input type="checkbox"/> FH	
MODEL	SERIAL NUMBER	PLAN APPROVAL #	INSIGNIA #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			