



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 702-485-4135 Fax 702-486-4309  
mhd.nv.gov

## Instructions for figuring Time and Travel Fees

Pursuant to NAC 461.210., effective November 2<sup>nd</sup>, 2015 the Manufactured Housing Division will be charging fees for time and travel expenses on permits with site addresses that are greater than 25 miles from our office

If you are applying for your permit by email or fax, please follow these instructions for figuring your correct time and travel expenses on your application.

1. Log on to [google.com/maps](http://google.com/maps)
2. Enter the correct address of your local Manufactured Housing Division office into the search box:
  - a. 1830 E. College Parkway, Suite 120, Carson City, NV 89706
  - b. 2501 E. Sahara Avenue, Suite 204, Las Vegas, NV 89104
3. Google will display a small map along with other results. Directly above the small map to the left will be several options, click on "Maps"
4. Once the large map has loaded, move the mouse over the address bar in the top, left-hand corner. A pull down menu will appear and click on directions.
5. Enter the **SITE ADDRESS** of the property the permit is to be issued for.
6. The map will plot a course from our office to your site address. Please write down the travel time and mileage in the pull down box.
7. Using the *MHD Time and Travel Calculator* (available on our website) enter the miles noted from Google maps in the highlighted cell below the blue words **BOX A**. Enter the time (**IN MINUTES**) noted from Google maps in the highlighted cell below the blue words **BOX B**.
8. Your mileage charge, travel charge and your total fee due will be calculated for your use on the permit application.

Failure to correctly figure the time and travel expenses on your application will cause unnecessary delays in your permit issuance. If you have any questions, please contact your local office at the phone numbers above.

Thank you for your cooperation.