



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

2501 E. Sahara Avenue, Suite 204

Las Vegas, Nevada 89104

(702) 486-4135 • Fax: (702) 486-4309

nmhd@mhd.state.nv.us

Plant Certification Procedure

To Whom It May Concern:

The procedure to obtain certification for your company to manufacture modular homes, closed modular components, commercial buildings and commercial coaches manufactured off site and subject to the Nevada State, Factory-Built Housing law, Nevada Revised Statute (NRS) 461 and 489 is as follows:

1. Submit two complete sets of structural system plans and structural calculations, with a Nevada Registered Engineer's wet stamp. Also, you include a letter of review from a third party registered engineer. The third party engineer need not be a Nevada Registered Engineer. These plans must include all details and methods of construction, seismic, heat loss, plumbing, electrical, structural, fastening schedules, and all related specifications. If your drawings are larger than 11 X 17 please supply one copy 11 X 17 or smaller. Fee for checking and approval of system of construction is \$500.
2. Include two copies of your quality control manual **with a flow chart**, or equivalent, of the management levels and personnel down to station supervisors. Each level on the chart must show the person's name holding that position and a brief resume of these people must be in the quality control manual.
3. Provide a copy of the third party inspection contract between the manufacturer and the government agency or private agency (financial information can be omitted). The document(s) must include;
 - (a) An explanation of the agreed method, scope and frequency of the inspections;
 - (b) 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. The form(s) must include, date of inspection(s), plan approval number, serial number and Nevada insignia number. Nonconformance's can be on a separate form but must be included.

- (c) An explanation of the procedure to be used to mark, record and ensure the correction of any variance from an approved plan; and
- (d) An explanation of the procedure the inspector will follow and a copy of the document he will use to certify that the unit, building or component complies with an approved plan and the applicable regulations.

4. Written request for an inspection of your facility.

Your plans will be checked to the adopted model codes listed in our regulations (2006 ICC, IRC, UMC, UPC, & 2005 NEC). An appointment will be made to inspect your plant. When submitting your QC manual and plans also remit a check in the amount of \$1250 for the systems plan approval (\$500) and plant inspection (\$750). The balance of the costs for the inspection must be collected at the time of inspection. I will supply you with an invoice when we schedule the inspection.

We ask that the third party inspector be present for approximately an hour during the inspection. You may want to give the inspector a copy of the NRS Chapter 461, and the NAC Chapter 461 to review prior to the plant inspection so any questions can be answered at that time.

I have enclosed a copy of the NRS and NAC, Chapter 461. You will find the fee schedules in the NAC. [NEVADA REVISED STATUTES: CHAPTER 461](#) and [NEVADA ADMINISTRATIVE CODE: MANUFACTURED BUILDINGS](#)

Please contact Joan Hutchings for the information regarding licensing at 702-486-4590 or email at mhlicens@mhd.state.nv.us.

If you have any questions please contact me at 702-486-4138 or 702-486-4135 ex 266, Fax at 702-486-4309, or e-mail at gchilder@mhd.state.nv.us.

Sincerely,



Gary Childers
Codes & Compliance Officer