CHURCHILL COUNTY BUILDING DEPARTMENT 155 North Taylor, Suite 170, Fallon, NV 89406 775-428-0264

MOBILE HOME PLACEMENT PROCEDURES

As of January 1, 2000 all manufactured homes placed outside the boundaries of a mobile home park must be affixed to the lot and converted to real property, other than those mobile homes placed under a special use permit.

The following items are required for a mobile home placement permit:

1. MOBILE HOME PERMIT APPLICATION

- A. Building permit applications are available at 155 North Taylor Street, Suite 170, or on our web site at www.churchillcounty.org/building. The applicant should complete the top half of the form, and the requested manufactured home information. The Building Department must complete and sign off the bottom portion of the form.
- B. If a mobile home permit application is not completed, a permit CANNOT BE ISSUED.

2. OFFICIAL ADDRESS FOR JOB SITE

This is the actual address of the placement site. Addresses can be obtained from the Churchill County Planning Department

3. ELEVATION CERTIFICATE

If the manufactured home placement site is in any Flood Zone other than X an elevation certificate may be required.

4. WATER RIGHT DEDICATION

- A. If you are placing a manufactured home on vacant property and have valid water rights, you must dedicate 2.00 acre-feet to Churchill County. This can be done with a quitclaim deed through the Churchill County Planning Department. (Please check with them first to determine if your water rights are transferable.)
- B. If you do not have valid water rights, you must make a payment of \$3,276.00 in lieu of dedicating actual water rights. This can be paid with your building permit fee.

DUST CONTROL PERMIT

- A. If you are clearing 5 acres or more, a dust control permit must be completed.
- B. If you are clearing less than 5 acres, you will receive a handout outlining Churchill County's Dust Control Code. You will need to read this handout and initial the Building Permit Application where applicable.

6. PARK FEE

If you are placing a manufactured home on vacant property, you must pay a fee of 1% of the value of the manufactured home, (value is based on current building code standards), or \$1,000.00 whichever is less. This can be paid with your mobile home placement permit fee.

7. ROAD FEE

If you are placing a manufactured home on vacant property, you must pay a fee of \$2,300.00. This can be paid with your mobile home placement permit fee.

8. SCHOOL FEE

If you are placing a manufactured home on vacant property, you must pay a fee of \$900.00. This can be paid with your mobile home placement permit fee.

9. AVIGATION AGREEMENT

- A. If you are placing a manufactured home in an area near the Fallon Naval Air Station, check with the Churchill County Building Department to see if you are in an area designated as an AICUZ zone. Any manufactured home being placed in the AICUZ zone must be constructed to meet sound attenuation requirements. (This information is available from the Churchill County Building Department.)
- B. If your property is in this zone, you will be required to sign an avigation agreement. This agreement is available from the Churchill County Building Department.

10. SEPTIC APPROVAL

- A. The application for a septic permit can be obtained through the Churchill County Building Department, 155 N. Taylor Street, Suite 170. 428-0264, or on our web site www.churchillcounty.org/building.
- B. The fee is \$200.00
- C. Procedures for percolation tests, test holes, inspections and other information on septic are also available.
- D. If a septic permit is not approved, a building permit CANNOT BE ISSUED

11. PLOT PLAN SHOWING:

- A. Dimensions of plot.
- B. Sizes and locations of buildings on plot.
- C. Distances from all roads.
- D. Distances from all ditches, irrigation, drainage, canals, etc.
- E. Distances between structures.
- F. Locations for septic and well and distances between each.
- G. Easements, if possible.
- H. Utility poles and any other pertinent information.

NOTE: Your parcel map made into a plot plan can be used. If the information is sufficient, the same plot plan submitted with your septic application may also be used for your Building Permit.

NOTE: The dimensions should be to scale or as close to scale as possible. It is not our intention that you have a survey conducted unless absolutely necessary, but we would appreciate your supplying this information to the best of your ability. Thank you.

12. ARCHITECTURAL REVIEW

Homes placed in the E-1, R-1 and R-2 land use districts will require architectural review. Attach a copy of the mobile home blue print, brochure or a photo that will show the exterior siding, square footage and layout of the home.

13. MOBILE HOME PLACEMENT PERMIT

All mobile homes placed in Churchill County, require a mobile home placement permit, the fee is \$200.00

14. MOBILE HOME CONVERSION

A mobile home conversion permit must be obtained and completed. The fee is \$200.00.

15. STATE OF NEVADA MANUFACTURED HOUSING INSPECTION

The State of Nevada Manufactured Housing Division requires an inspection prior to occupying the home. To schedule an appointment you must either call 775-687-2060 or fax a request to 775-687-5521. There is a fee due at the time of inspection. The state inspector must issue a safety certificate before you can request the final foundation inspection from Churchill County Building Department.