



CITY OF WEST WENDOVER
www.westwendovercity.com

RESIDENTIAL MOBILE HOME (MOBILE HOME PARK RESIDENCE)
PERMIT SUBMITTAL GUIDE
January 2016

**NOTE: The information provided herein is not meant to be all inclusive but is meant to provide overall guidance to prospective mobile home owners. Additional items or processes may be required depending on the project type and specifics as required by the City's Community Development Department.*

1) Let's Meet

Your point of contact with the City for your potential project will be the Community Development Department. The Community Development Department administers and oversees all planning, zoning, land use and development matters for the City of West Wendover including the review and issuance of Building Permits.

Prior to any plan or drawing submittals, it is highly recommended that you meet with the City to discuss the generality of your project. This meeting will give you an opportunity to become acquainted with the City and will also serve in familiarizing you with the procedures of the City. At this meeting, we will be able to begin our dialog with you and answer those questions you may have from a planning/ development perspective.

Below is a breakdown of information for your review/consideration of your project. You may find this document and additional information available under the Community Development Department Resources at: westwendovercity.com/services/resources-and-forms-online

- a) City of West Wendover Quick Facts, showing information and statistics. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- b) Wendover area utilities and services information available in the City of West Wendover Quick Facts. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- c) City of West Wendover Zoning Codes for Residential Mobile Homes/Mobile Home Park Residences (RMH 1, 2 or 3). West Wendover City Code Title 8, Chapter 5, Section (B). On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- d) **Mobile Home Moving (Installation, Removal) Application.** The Mobile Home Moving (Installation, Removal) Application for units being located into a Residential Mobile Home Park within the City Limits of West Wendover is required. It is a simple form and is available on the website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-174>

Depending on the particular mobile home park, there are requirements related to unite type, age and configuration, so please check with the Community Development Department and the related Mobile Home Park for specific requirements.

**Note: Under Title 7, Chapter 1 of the West Wendover City Code, building codes are updated to the latest edition as issued and when formally approved which coincides with formal adoption of such codes by the State of Nevada. Thus, please check to verify proper code use for your project.*

- 2) West Wendover Mobile Home Application Fee Schedule. For the moving of Mobile Homes into mobile home parks within the City Limits of West Wendover there is a **flat fee of \$100 due and payable at time of permit issuance**.
- 3) For any additions, alterations or other changes to the structure of a mobile home/manufactured home within a mobile home park (i.e. the addition of a carport), a regular Residential Building Permit Application is required.
- 4) Mobile Homes/Manufactured Homes which are located within mobile home parks and the mobile home parks themselves are ultimately governed by the specific requirements for mobile home parks under the Nevada Division of Manufactured Housing. <http://mhd.nv.gov/>
- 5) Once Community Development is satisfied with the provided submittals, you can pay the applicable fees and will be issued a Mobile Home Permit.
- 6) **Start Construction of your project.** Once the Building Permit is issued, copies of the documents are forwarded by the Community Development Department to the Building Official who along with Nevada Division of Manufactured Housing will commence appropriate inspections related to locating mobile homes into/out of mobile home parks, connections for electrical grounding, utilities, home electrical as well as appropriate tie downs for units. Inspection information:

Jeff Knudtson, Fire Chief/ Building Official
935 Wendover Boulevard (Fire Station)
775-664-2274

Nevada Division of Manufactured Housing
Carson City: (775) 684-2943

7) **Project completion**

- a) Once the project is complete, verification of inspections is conducted with final inspections occurring with Nevada Division of Manufactured Housing who issues appropriate occupancy approvals for the residence inside the mobile home park.

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