

**HUMBOLDT COUNTY BUILDING DEPARTMENT**  
**25 W FOURTH ST**  
**WINNEMUCCA, NV 89445**  
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**MANUFACTURED HOME BASEMENT PERMIT GUIDE**

## GENERAL INFORMATION

This guide outlines the requirements for obtaining a building permit to construct a manufactured home basement in Humboldt County. In order to ensure that your application is processed in a timely manner, your submittal package must be complete.

Once submitted, your plan package will require review and approval from the following County and State Agencies:

Zoning Approval  
Regional Planning Department  
(Site Plan/Zoning Codes)  
(775)623-6393

Street Excavation  
Humboldt County Road Department  
(775)623-6416

Excavation permits are available from the Road Dept for any excavation in a county road easement or right of way.

Plan Review  
Humboldt County Building Department

Flood Zone Area Review  
Humboldt County Building Department

Water/Domestic Well Installation  
Nevada State Water Resources

IBC Built Homes/Manufactured Homes  
Nevada State Manufactured Housing Division  
(702)486-4138 – Las Vegas

## Zoning Information:

Before you apply for a building permit you should contact the Planning Department (623-6393) to confirm and/or check on zoning requirements for the property you wish to develop. Including restrictions on recreational vehicles, mobile homes/manufactured homes, and mobile homes used as storage and age restrictions on mobile homes/manufactured homes.

If zoning action (that requires a review by the Planning Commission or Board of County Commissioners) is needed, you may want to submit your proposed plans to the Building Department while you wait for the Board(s) action to take place. A plan review fee will be assessed when the plans are submitted. This step may assist in reducing process time.

## Plans Submittal

### I. Application

- \_\_\_\_\_ Complete Building Permit Application
- Assessor's Parcel Number (APN) must be included on application.

### II. Plan Preparation

Construction design plans and supporting documents must be prepared, signed, and stamped by a Nevada registered architect or professional engineer for the manufactured home basement.

#### Design Criteria:

Wind Load – 90 mph fastest mile; 105 mph 3-second gust, Exposure C

Seismic Design Category – D1

Roof Load – 20 lb live load

Ground Snow Load

Up to 5,000 ft elevation – 5 lb

Over 5,000 ft elevation – 10 lb

Soil Classification – 2003 IBC Table 1804.2

General (City and County – See exception below) – 2,000 psf

SW, SP, SM, GM and GC – Sand, silty sand, clayey sand, silty gravel, and clayey gravel

Other Areas – North (Denio/Virgin Valley); Sand Dunes Area (Artemesia, Delaney, Lambert) – 1,500 psi CL, ML, MH, and CH – Clay, sandy clay, silty clay, clayey silt, silt and sandy silt

Note: Geotechnical reports may be required on commercial or large residential projects to determine soil capacity.

If the property is located in a designated flood zone, additional requirements may be imposed.

#### Current Adopted Codes

##### Local Ordinances/Codes

Humboldt County Ordinance 11-04-13a

Humboldt County Code 15-04

##### National Codes

2012 International Residential Code

2012 International Building Code

2009 International Energy Conservation Code

2012 Uniform Mechanical Code

2012 Uniform Plumbing Code

2011 National Electric Code

III. Plans and Supporting Documents (must be legible and drawn to scale in ink) Upon submittal of a plan package the applicant is required to pay a plan review fee based on the size of the structure.

Two (2) sets of building plans: Drawn to scale, which include the following:

\_\_\_\_\_ Site Plan: Drawn to scale. Include lot dimensions, street names, building footprint and location, easements, right of ways, all setbacks from property lines and existing structures, utility locations and north arrow.

A. Locate your sewage disposal system before placement of residence. A min. of 8' is required to the nearest portion of the septic tank.

\_\_\_\_\_ Grading: If grading or excavating occurs before a permit is issued a grading permit is required. Provide finish grade detail.

\_\_\_\_\_ Foundation Plans and Footing Details: Shall be stamped by a Nevada engineer or architect.

A. Provide details on posts and beams in basement

B. Footing dimensions

C. If beams rest on top of wall, how will the perimeter wall be finished?

D. Attachment details

\_\_\_\_\_ Marriage line: Indicate marriage line support locations.

\_\_\_\_\_ Tie Down System: Shall be provided per manufacturer's requirements or per engineer/architect design.

\_\_\_\_\_ Floor Plan: Fully dimensioned, with all rooms labeled, and showing all window and door locations & sizes, location of plumbing fixtures, appliances, fireplaces/woodstove, electrical fixtures.

A. Window Area Requirements

1. Finished basement: All habitable rooms require window area of not less than 1/8 the floor area. Bathrooms require window area of 1/20 of the floor area with a minimum of 3 s.f. or mechanical ventilation at (5) air changes per hour. Bedrooms require emergency escape & rescue windows with a finished sill height of not more than 44" above the floor, minimum opening width of 20" and a minimum opening height of 24" with a net clear opening of 5.7 s.f.

2. Unfinished basement: Shall be provided with natural light by means of exterior glazed openings with an area not less than 5 % (1/20) of the total floor area. The unfinished basement shall be provided with an emergency escape and rescue windows or doors complying with IRC Section R310. The unfinished basement shall also be provided with smoke detectors & carbon monoxide alarms complying with Section R314 & R315. All finished residential basements shall be provided with a minimum of one window in each habitable room.

\_\_\_\_\_ Stair details

\_\_\_\_\_ Floor/wall framing with all header & beam sizes

\_\_\_\_\_ Cross sections showing construction details

\_\_\_\_\_ Elevations (front, rear, and sides) including labeling of building exterior finish. Indicate finished grade.

\_\_\_\_\_ Electrical Plans: Two (2) sets indicating location of electrical outlets, lighting fixtures and equipment, smoke & carbon monoxide alarms, GFCI outlets and electrical service size and location.

\_\_\_\_\_ Plumbing and mechanical (HVAC) plan: Two (2) sets.

\_\_\_\_\_ Woodstove/pellet stove manufacturer's specifications

## **NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSUANCE**

The normal processing time, not including any needed land use approvals to obtain a permit to construct a manufactured home basement is approximately 2 weeks or 10 working days. This process includes plan reviews by the Building Department. If there are problems with your plans during the review or if there is an increased volume of submittals from the public, this processing time could increase. This it is in your best interest to properly submit all required documents and plans and to responde promptly to any requests for information or corrections.

Once your plans have been approved you will be notified that your permit is ready to be issued. At this time, you will be informed of the remaining fees that are due for the building permit. When you return to the Building Department and pay your fees, the permit and inspection record form (job card) will be issued. In addition, one set of approved plans will be returned to the permittee, and the Building Department will retain one set.

## **INSPECTION REQUIREMENTS**

When you begin construction, you will be **required** to call the Building Department (623-6322) 24 hours in advance for inspections as each phase is completed.

The inspection record form received at permit issuance lists the required inspections for your project. These inspections must be done in sequence as shown on the inspection record form and **no work** should be covered before it receives an approved inspection.

Each permit must have an approved required inspection with 180 days from the permit issue date or from the last approved inspection otherwise the permit becomes null and void.

After passing all required inspections (including the final) the Building Department will issue a certificate occpancy (inspection record). At this point you may move into your new home.