

**PROPOSED REGULATION OF THE
ADMINISTRATOR OF THE HOUSING DIVISION OF THE
DEPARTMENT OF BUSINESS AND INDUSTRY**

LCB FILE NO. R195-24I

**The following document is the initial draft regulation proposed
by the agency submitted on 10/08/2024**

Section 1. NAC 489.177 is hereby amended to read as follows:

489.177 The Administrator hereby adopts by reference the following codes and standards for commercial coaches and accessory structures:

1. The International Building Code, ~~2012~~ 2018 edition, published by the International Code Council, with the following modifications:

(a) Any reference to the International Plumbing Code shall be deemed a reference to the Uniform Plumbing Code, ~~2012~~ 2018 edition, published by the International Association of Plumbing and Mechanical Officials;

(b) Any reference to the International Electrical Code shall be deemed a reference to the NFPA 70: National Electrical Code, ~~2011~~ 2018 edition, published by the National Fire Protection Association;

(c) Any reference to the International Mechanical Code shall be deemed a reference to the Uniform Mechanical Code, ~~2012~~ 2018 edition, published by the International Association of Plumbing and Mechanical Officials;

(d) The definition of “manufactured home” set forth in section G201.2 of Appendix G is deleted and replaced with “has the meaning ascribed to it in NRS 489.113”; and

(e) Section G501 of Appendix G is deleted.

Ê The International Building Code, ~~2012~~ 2018 edition, may be obtained from the International Code Council by mail at 25442 Network Place, Chicago, Illinois 60673-1254, or at the Internet address <http://www.iccsafe.org>. The price is ~~94~~ \$148.00 for members and ~~125~~ \$197.00 for nonmembers. This code is also available free of charge at the Internet address <http://publiccodes.cyberregs.com>.

2. The International Residential Code for One- and Two-Family Dwellings, ~~2012~~ 2018 edition, published by the International Code Council, with the following modifications:

(a) Any reference to the International Plumbing Code shall be deemed a reference to the Uniform Plumbing Code, ~~2012~~ 2018 edition, published by the International Association of Plumbing and Mechanical Officials;

(b) Any reference to the International Electrical Code shall be deemed a reference to the NFPA 70: National Electrical Code, ~~2011~~ 2018 edition, published by the National Fire Protection Association;

(c) Any reference to the International Mechanical Code shall be deemed a reference to the Uniform Mechanical Code, ~~2012~~ 2018 edition, published by the International Association of Plumbing and Mechanical Officials;

(d) The definition of “manufactured home” set forth in section R202 is deleted and replaced with “has the meaning ascribed to it in NRS 489.113”; and

(e) Appendix E is deleted.

Ê The International Residential Code for One- and Two-Family Dwellings, ~~2012~~ 2018 edition, may be obtained from the International Code Council, by mail at 25442 Network Place, Chicago, Illinois 60673-1254, or at the Internet address <http://www.iccsafe.org>. The price is ~~\$86~~ \$148.00 for members and ~~\$114~~ \$197.00 for nonmembers. This code is also available free of charge at the Internet address <http://publiccodes.cyberregs.com>.

3. The Uniform Plumbing Code, ~~2012~~ 2018 edition, published by the International Association of Plumbing and Mechanical Officials. This code may be obtained from the International Association of Plumbing and Mechanical Officials by mail at 4755 East Philadelphia Street, Ontario, California 91761-2816, or at the Internet address

<http://www.iapmmembership.org>. The price is ~~US\$88.80 for members and US\$111.00 for nonmembers.~~ **US\$128.00.**

4. The Uniform Mechanical Code, ~~2012~~ **2018** edition, published by the International Association of Plumbing and Mechanical Officials. This code may be obtained from the International Association of Plumbing and Mechanical Officials by mail at 4755 East Philadelphia Street, Ontario, California 91761-2816, or at the Internet address <http://www.iapmmembership.org>. The price is ~~US\$88.80 for members and US\$111.00 for nonmembers.~~ **US\$128.00.**

5. The NFPA 70: National Electrical Code, ~~2011~~ **2017** edition, published by the National Fire Protection Association. This code may be obtained from the National Fire Protection Association by mail at 1 Batterymarch Park, Quincy, Massachusetts 02169-7471, or at the Internet address <http://www.nfpa.org>. The price is \$80.55 for members and \$89.50 for nonmembers.

6. The NFPA 101: Life Safety Code, ~~2012~~ **2018** edition, published by the National Fire Protection Association. The code may be obtained from the National Fire Protection Association by mail at 1 Batterymarch Park, Quincy, Massachusetts 02169-7471, or at the Internet address <http://www.nfpa.org>. The price is ~~US\$83.70~~ **US\$144.00** for members and ~~US\$93.00~~ **US\$160.00** for nonmembers.

7. The International Energy Conservation Code, ~~2012~~ **2018** edition, published by the International Code Council. This code may be obtained from the International Code Council by mail at 25442 Network Place, Chicago, Illinois 60673-1254, or at the Internet address <http://www.iccsafe.org>. The price is ~~US\$31~~ **US\$51.00** for members and ~~US\$41~~ **US\$68.00** for

nonmembers. This code is also available free of charge at the Internet address <http://publiccodes.cyberregs.com>.

Sec. 2. NAC 489.183 is hereby amended to read as follows:

489.183 For the purposes of obtaining the approval of the Administrator *or his or her designee* for a system of construction or a plan for a model of a commercial coach, a manufacturer of commercial coaches shall be deemed a manufacturer of manufactured buildings subject to the requirements set forth in NAC 461.050, 461.100 to 461.120, inclusive, 461.130 to 461.200, inclusive, 461.207 and 461.300 to 461.380, inclusive.

Sec. 3. NAC 489.303 is hereby amended to read as follows:

489.303 The holder of a dealer's, distributor's, general serviceperson's, specialty serviceperson's, responsible managing employee's or salesperson's license issued by the Division pursuant to chapter 489 of NRS may submit a written petition to the Administrator *or his or her designee* for an extension of time in which to comply with the requirements for continuing education set forth in NRS 489.323. The Administrator *or his or her designee* may grant an extension if he or she finds that the holder of the license has a severe hardship resulting from circumstances beyond the holder's control which have prevented him or her from complying with the requirements.

Sec. 4. NAC 489.311 is hereby amended to read as follows:

489.311 **1.** An applicant for a specialty serviceperson's license pursuant to NRS 489.325 must submit to the Division:

1. **(a)** An application on a form provided by the Division; and
2. **(b)** Proof that the applicant holds a license issued by the State Contractors' Board

which indicates proficiency in the category of license for which he or she is applying to the Division.

2. The specialty serviceperson's license becomes inactive immediately if the license issued by the State Contractors' Board is revoked, suspended, or otherwise inactive. The license as a specialty serviceperson may be reactivated if the license issued by the State Contractors' Board is reinstated. The specialty serviceperson must submit proof to the Division that the license issued by the State Contractors' Board has been reinstated before the license as a specialty serviceperson can be reinstated.

3. A specialty serviceperson shall provide notice to the Division that his or her State Contractors' Board license is revoked, suspended, or otherwise inactive within 5 business days of the license becoming revoked, suspended, or otherwise inactive.

4. A specialty serviceperson whose license as a specialty serviceperson is inactive who engages as a specialty serviceperson is grounds for disciplinary action.

Sec. 5. NAC 489.331 is hereby amended to read as follows:

489.331 1. *A business doing business as a manufacturer, dealer, distributor, general serviceperson or specialty serviceperson in this State shall provide notice to the Division of any transfer of control or ownership of the partnership, limited partnership, limited-liability partnership, limited-liability limited partnership, or limited-liability company within 30 days of such transfer of ownership or control.*

2. If a business doing business as a manufacturer, dealer, distributor, general serviceperson or specialty serviceperson in this State transfers ownership or control of the partnership, limited partnership, limited-liability partnership, limited-liability limited partnership or limited-liability company the new owner must submit an application pursuant to NRS 489.343

3. A license issued to a designated member or corporate officer of a business pursuant to NRS 489.343 on behalf of the business becomes inactive immediately if the member or officer:

- (a) Is disabled from engaging in the business; or
- (b) Ceases to be engaged in or connected with the business.

2. The business may continue to operate pursuant to the inactive license if the business:

(a) Notifies the Division that its license has become inactive; and

(b) Designates another member or officer who submits an application for a license on behalf of the business.

Ê Except as otherwise provided in subsection 3, the business must submit the notice within 5 business days after the license becomes inactive. If the application for a license on behalf of the business is not submitted within 15 days after the license becomes inactive, the business shall cease to operate until such an application has been submitted and approved by the Division.

~~3.~~ 4. The Division may grant an extension of time to comply with subsection 2 if the business requests an extension in writing within the 5-day period.

~~4.~~ 5. If a business dissolves or fails to designate a new member or corporate officer within the period allowed pursuant to this section, the business shall return to the Division all licenses issued to the business by the Division.

~~5.~~ 6. As used in this section, “business” means a partnership, limited partnership, limited-liability partnership, limited-liability limited partnership or limited-liability company or a corporation, whether or not for profit, doing business as a manufacturer, dealer, general serviceperson or specialty serviceperson in this State.

Sec. 6. NAC 489.470 is hereby amended to read as follows:

489.4470 1. A person shall not attach a structure to a manufactured home or mobile home unless:

(a) The structure is an awning, carport, steps or porch that is constructed of a light-weight metallic material;

(b) The attachment complies with all applicable technical codes; and

(c) The person first obtains the approval of the Division.

2. An application for approval of the attachment must be accompanied by two copies of the plan for the attachment. The Administrator *or his or her designee* will keep a copy of the plan for at least 2 years after it is submitted to him or her. The Administrator *or his or her designee* will approve or deny the application within 15 days after receiving it.

3. Any structural element of an attached awning, carport, porch or steps must be constructed or installed in accordance with the plan approved by the Division.

Sec. 7. NAC 489.618 is hereby amended to read as follows:

489.618 “Instructor” means a person approved by the Administrator *or his or her designee* to teach a course.

Sec. 8. NAC 489.622 is hereby amended to read as follows:

489.622 “Sponsor” means any person, business, school or organization which is approved by the Administrator *or his or her designee* to act as surety for an approved instructor of a course.

Sec. 9. 489.624 is hereby amended to read as follows:

489.624 1. A person shall not:

(a) Offer or teach a course unless the course and the instructor have first been approved by the Administrator *or his or her designee*; or

(b) Hold himself or herself out as a sponsor unless the person has first been approved by the Administrator *or his or her designee*.

2. A person who applies for approval as an instructor or sponsor or for approval of a course must submit an application to the Administrator *or his or her designee* on a form provided by the Division.

Sec. 10. NAC 489.626 is hereby amended to read as follows:

489.626 1. An application for approval of a sponsor, instructor or course must include:

(a) The name and address of the person, business, school or organization offering the course;

(b) The type of business, school or organization;

(c) The name of the owner of the business, school or organization and the name and address of each director, principal, officer and any other person who has a financial interest in that business, school or organization;

(d) The name and resume of the instructor of the course;

(e) An outline of the course;

(f) ~~The amount of time allocated for each subject included in the course;~~

~~(g) The title, author and publisher of each textbook, if any, required for the course;~~

~~(h) A copy of the form that will be used to evaluate the course upon its conclusion;~~

~~(i)~~ (g) A statement of ~~the~~

~~(1) The~~ purpose of the course ~~;~~

~~(2) The fee for the course;~~

~~(3) The number of examinations, if any;~~

~~_____ (4) The grading system, if any, including the method of testing and standards of grading;~~

~~_____ (5) The requirements for attendance; and~~

~~_____ (6) The location where records of the students will be maintained; and~~

~~_____ (j) A copy of each examination, if any, for the course and the correct answer for each question.] and how attendance will be recorded.~~

2. The Administrator *or his or her designee* will, within 30 days after receiving an application, approve or deny it and give written notice of his or her decision to the applicant by ~~[certified]~~ *electronic* mail. If the application is approved, the Administrator *or his or her designee* will include in the written notice an identification number for the course.

Sec. 11. NAC 489.628 is hereby amended to read as follows:

489.628 1. The Administrator *or his or her designee* will not approve an instructor for a course unless he or she ~~[is of good moral character and, except as otherwise provided in subsection 2:~~

~~_____ (a) Holds a bachelor's degree or graduate degree in the area of instruction;~~

~~_____ (b) Teaches at a college or university within the Nevada System of Higher Education or any other accredited college or university in the area of instruction;~~

~~_____ (c) Is approved by the Real Estate Division of the Department to teach courses relating to real estate; or~~

~~_____ (d) Has] *has* at least 5 years of full-time experience, other than clerical experience, in the area of instruction.~~

2. The Administrator *or his or her designee* may approve an employee of the Division or any other person as an instructor of a course if the Administrator *or his or her designee* is satisfied that he or she has the knowledge and experience required to teach that course.

Sec. 12. NAC 489.630 is hereby amended to read as follows:

489.630 The Administrator *or his or her designee* will consider, without limitation, the following criteria in determining whether to approve a course:

1. Whether the course consists of at least 4 hours of instruction.
2. The willingness of the sponsor or instructor of the course to certify to the attendance of persons at the course.
3. The willingness of the sponsor or instructor of the course to maintain for 5 years a record of attendance which contains:
 - (a) The name, address and number of the student's license issued by the Division;
 - (b) The name of the instructor of the course;
 - (c) The title and description of the course; and
 - (d) The hours of instruction attended and dates of attendance.
4. The willingness of the sponsor of the course to ensure that an approved instructor will preside throughout the course.
5. If the course is offered by correspondence or videotape, whether the sponsor will:
 - (a) Administer an open-book final examination;
 - (b) Administer at least one examination or evaluation during the course in addition to the final examination; and
 - (c) Establish a policy for retaking an examination which a student fails.
6. If a course is presented by videotape, whether the sponsor will provide an instructor approved by the Administrator *or his or her designee* at the place where the course is offered.
7. If the sponsor or instructor of the course is licensed by the Division, whether his or her license is in good standing, as determined by the Administrator *or his or her designee*.

Sec. 13. NAC 489.644 is hereby amended to read as follows:

489.644 1. The Administrator *or his or her designee* may withdraw his or her approval of an instructor, sponsor or course if the Administrator finds that:

(a) The quality of the instruction is unsatisfactory; or

(b) The instructor or sponsor has violated any of the provisions of NAC 489.610 to 489.662, inclusive.

2. If the Administrator *or his or her designee* withdraws his or her approval of an instructor, sponsor or course, the Administrator *or his or her designee* will send, by ~~certified~~ *electronic* mail, a written notice to the instructor or sponsor. The notice will include the reason for the withdrawal of approval.

3. The instructor or sponsor may request a hearing if he or she sends a written request for a hearing to the Administrator within 20 days after receiving the notice from the Administrator.

4. The Administrator will hold the hearing within 45 days after the request for a hearing is submitted to the Administrator.

5. The Administrator will, within 20 days after the hearing, send, by ~~certified~~ *electronic* mail, written notice of his or her decision to the instructor or sponsor.

6. The decision of the Administrator is a final decision for the purpose of judicial review.

Sec. 14. NAC 489.646 is hereby amended to read as follows:

489.646 Each sponsor or instructor who is approved by the Administrator *or his or her designee* shall:

1. Maintain a record of each student's attendance and completion of the course for 5 years after the course is offered.

2. Make the records described in subsection 1 available for inspection by the Division.

3. Within 15 days after the occurrence of any change in the information included in his or her application, notify the Division, in writing, of that change.

4. Provide, upon the request of a student, proof of attendance and a copy of his or her certificate of completion.

5. Send written notice to the Administrator *or his or her designee* at least 30 days before the course is offered. The notice must include the identification number for the course assigned by the Division and the date, time and location of the course.

Sec. 15. NAC 489.648 is hereby amended to read as follows:

489.648 A sponsor or instructor who offers a course by correspondence or videotape shall require each student to:

1. Take an open-book final examination with a proctor present at a location as designated by the sponsor in its application for approval filed with the Administrator *or his or her designee*;
2. Take at least one examination during the course in addition to the final examination;
3. Prove his or her identity before the student is allowed to take any examination; and
4. Complete the course within the period required by the Administrator *or his or her designee*.

Sec. 16. NAC 489.652 is hereby amended to read as follows:

489.652 A sponsor shall not employ a person as an instructor of a course unless the person and the course have first been approved by the Administrator *or his or her designee*.

Sec. 17. NAC 489.654 is hereby amended to read as follows:

489.654 An organization which offers a course approved by the Administrator *or his or her designee* shall not restrict enrollment in the course solely to members of that organization.

Sec. 18. NAC 489.656 is hereby amended to read as follows:

489.656 1. An instructor or sponsor shall not make any misrepresentation in the advertisement of any course offered pursuant to NAC 489.610 to 489.662, inclusive.

2. Each advertisement or form for registration for a course must include:

(a) A statement that the course, instructor and, if applicable, sponsor are approved by the Administrator *or his or her designee*;

(b) The number of hours of credit for the course;

(c) The identification number for the course assigned by the Division; and

(d) Information concerning the cancellation of the course and the refunding of the fee for the course.

Sec. 19. NAC 489.658 is hereby amended to read as follows:

489.658 Each course approved by the Administrator *or his or her designee* must include in the materials required for the course:

1. A statement that the course is approved by the Administrator *or his or her designee*;

2. A statement of the number of hours of credit for the course; and

3. The identification number for the course assigned by the Division.

Sec. 20. NAC 489.662 is hereby amended to read as follows:

489.662 1. An instructor approved by the Administrator *or his or her designee* shall not issue a certificate of completion to any student who has not attended the required number of hours of instruction for the course.

2. As used in this section, “hour of instruction” means 50 minutes of instruction or more.

Sec. 21. NAC 489.775 is hereby amended to read as follows:

489.775 ~~HH~~ Before a landlord or manager of a mobile home park may sell a used mobile home or manufactured home acquired at a sale to enforce a lien pursuant to NRS 108.265 to 108.367,

inclusive, or acquired through a voluntary surrender by the owner of the mobile home or manufactured home, the landlord or manager must obtain a limited lien resale license from the Division. The license may be obtained by applying to the Division on a form supplied by the Division. Except as otherwise provided in this section, in addition to completing the application, the applicant must submit with the application:

~~{(a)}~~ 1. A fee of \$50;

~~{(b)}~~ 2. A copy of the state business license issued for the mobile home park where the used mobile home or manufactured home to which the limited lien resale license will apply is located; and

~~{(c)}~~ 3. An affidavit stating that the applicant:

~~{(1)}~~ (a) Owns or leases the mobile home park, if the applicant is the landlord of the mobile home park; or

~~{(2)}~~ (b) Is an employee of the landlord and has the written permission of the landlord to sell the used mobile home or manufactured home, if the applicant is the manager of the mobile home park.

~~{2. Except as otherwise provided in subsection 3, an applicant who submits an application for a limited lien resale license to the Division within 2 years after submitting a previous application for such a license is not required to submit a copy of the state business license for the manufactured home park where the used mobile home or manufactured home to which the limited lien resale license will apply is located.~~

~~——— 3. If a landlord or manager of a mobile home park has applied for or holds a limited lien resale license and the landlord of the mobile home park changes the name or address of the mobile home park, the landlord or manager shall submit to the Division a copy of the business~~

~~license which indicates the new name or address of the mobile home park not later than 10 days after the local government issues such a business license.~~

Sec. 22. NAC 319 is hereby amended by adding thereto a new section to read as follows:

The Division may use money in the Account for Housing Inspection and Compliance created pursuant to NRS 319.169 for the following:

1. The costs to the Division for issuing licenses for:

(a) Manufactured homes, mobile homes, manufactured buildings, commercial coaches, factory-built housing or manufactured home parks pursuant to chapters 118B, 461, 461A and 489 of NRS;

(b) Manufacturers, general servicepersons, dealers, responsible managing employees, salespersons, distributors and specialty servicepersons pursuant to chapter 489 of NRS;

2. The costs to the Division for regulating the following:

(a) Housing for persons of low-income that is financed pursuant to this chapter;

(b) Manufactured homes, mobile homes, manufactured buildings, commercial coaches, factory-built housing or manufactured home parks pursuant to chapters 118B, 461, 461A and 489 of NRS; and

(c) Manufacturers, general servicepersons, dealers, responsible managing employees, salespersons, distributors and specialty servicepersons pursuant to chapter 489 of NRS;

3. The costs to the Division for maintaining title records, and issuing certificates of title, property liens and conversions to real property of a mobile home or manufactured home;

4. The costs to the Division for investigating complaints, including, without limitation, complaints:

(a) Between a landlord and a tenant of a mobile home park; and

(b) Alleging unlicensed activity;

5. Administering any educational and training program for a provider of manufactured housing; and

6. The purchase of vehicles for carrying out the duties of the Division set forth in chapters 118B, 461, 461A and 489 of NRS.

Sec. 23. NAC 489.342 are hereby repealed.