


## County of Los Alamos

### Building Safety Division

#### Policy: Final Inspection

Effective Date: June 22, 2021

Approved By: David Martinez (June 22, 2021)

Revised:   
Elias Isaacson, CDD Director

10/27/2025  
Date

**Policy:** Before a final inspection can be scheduled all other applicable inspections must be signed off including Drainage (for new houses and commercial additions). If applicable: Electrical, Plumbing, Mechanical (by CID), Planning, Public Works, Utilities, Fire (LAC)

#### 1. Purpose

The purpose of this policy is to establish clear and consistent procedures for scheduling and approving final inspections for permitted construction projects. This ensures that all required discipline-specific inspections—including those performed by internal departments and external agencies—have been completed and approved prior to the final inspection request.

This policy is intended to maintain compliance with applicable building codes, promote interdepartmental coordination, and ensure that all systems and components of a project are safe, functional, and code-compliant prior to occupancy or project closure.

#### 2. Scope

This policy applies to all building permits issued by the Los Alamos County Building Safety Division that require a final inspection prior to permit closure or issuance of a Certificate of Occupancy (C of O).

It includes, but is not limited to:

- New residential and commercial construction
- Additions, remodels, and tenant improvements
- Accessory structures requiring multiple inspection disciplines
- Permits requiring coordination with other County departments or State agencies

### 3. Eligibility

This policy applies to:

- **Property owners, contractors, and authorized agents** requesting final inspections.
- **Permit Technicians** responsible for verifying that all applicable inspections have been signed off prior to scheduling a final inspection.
- **Inspectors and Plan Review staff** responsible for ensuring all required approvals have been obtained.
- **External agencies, such as the New Mexico Construction Industries Division (CID) and Los Alamos County Departments (Planning, Public Works, Utilities, Fire)**, when their inspections are required for project completion.

Only projects with all prerequisite inspections approved and documented in the permit tracking system are eligible for scheduling a final inspection.

### 4. Procedures

- **Verification Prior to Scheduling**
  - Before scheduling a final inspection, Permit Technicians must verify in the permit tracking system that all applicable inspections have been completed and approved, including:
    - **Building** (structural, framing, insulation, etc.)
    - **Electrical** (CID)
    - **Plumbing/Mechanical** (CID)
    - **Drainage** (for new houses and commercial additions)
    - **Planning/Zoning** (site compliance, setbacks, landscaping, etc.)
    - **Public Works** (driveway, curb cuts, grading, right-of-way)
    - **Utilities** (water, gas, sewer, electrical services)
    - **Fire Department (LAC)** (fire suppression, alarms, access, and life safety)
- **Drainage Inspection Requirement**
  - For new residential construction and commercial additions, a Drainage Inspection must be approved prior to final inspection scheduling.
- **Documentation**
  - All inspection approvals must be documented and visible in the permit tracking system before the final inspection is scheduled.

- If external agency inspections are required (e.g., CID Electrical or Plumbing), confirmation from those agencies must be obtained and logged.
- **Scheduling the Final Inspection**
  - Once verification is complete, the final inspection may be scheduled per the department's standard scheduling procedures.
  - The Permit Technician must ensure that the project record reflects "Final Inspection Ready" status prior to scheduling.
- **Post-Final Inspection**
  - After a successful final inspection, the inspector must mark the inspection as approved in the system, triggering permit closure and eligibility for Certificate of Occupancy issuance (if applicable).

## 5. Requirements

To comply with this policy:

- All applicable inspections must be approved before a final inspection is scheduled.
- The Drainage Inspection is required for new residential and commercial addition permits.
- CID inspections (Electrical, Plumbing, and Mechanical) must be signed off by the New Mexico Construction Industries Division and recorded in the County's permit tracking system.
- All departmental inspections—including Planning, Public Works, Utilities, and Fire—must be verified prior to scheduling.
- Permit records must include complete documentation of inspection approvals and dates.

## 6. Enforcement

- Final inspections shall not be scheduled if required inspections have not been completed and approved.
- If a final inspection is scheduled prematurely, the Building Inspector must cancel or fail the inspection and note the reason in the permit record.
- Noncompliance with this policy—such as scheduling a final inspection without proper verification—may result in:
  - Permit delays or denial of Certificate of Occupancy;
  - Reinspection fees charged to the permit holder; or
  - Administrative corrective action for staff who fail to follow verification procedures.

- The Building Official or designee has final authority to interpret and enforce this policy.