

## County of Los Alamos

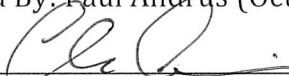
### Building Safety Division

#### Policy: Permit Intake – Date Stamping

Effective Date: October 01, 2024

Approved By: Paul Andrus (October 01, 2024)

Revised:

  
Elias Isaacson, CDD Director

10/27/2025  
Date

**Policy:** All permits and plans submitted through the front counter or via mail/email shall be date and time-stamped upon acceptance, utilizing the electronic date-stamping machine. The permit application and the coversheet of large-format plans must be stamped at the time of acceptance. Any supplementary documentation submitted through the front counter must also be appropriately dated and time-stamped.

#### 1. Purpose

The purpose of this policy is to ensure consistent and accurate recording of the date and time that permits, plans, and related documents are received by the Building Safety Division. Proper date and time stamping establishes an official record of submission, supports transparency, and ensures accountability in the permitting process.

#### 2. Scope

This policy applies to all staff responsible for receiving and processing permit applications, plans, and related documentation at the Building Safety Division. It covers all submissions received:

- In person through the front counter,
- By mail, and
- Electronically via email.

This policy applies to both initial permit applications and any supplemental or follow-up documentation provided by applicants or contractors.

#### 3. Eligibility

This policy applies to:

- **Permit Technicians** and other designated staff who accept and process permit applications and plan submittals.

- **Supervisors** who oversee the intake process and are responsible for ensuring compliance with document control standards.  
Contract or temporary employees assigned to intake duties are also expected to comply with this policy during their assignment.

#### 4. Procedures

##### 1. Date and Time Stamping

- All permit applications and plans received through the front counter, by mail, or via email must be date and time-stamped immediately upon acceptance using the designated electronic date-stamping machine.
- The permit application form and the coversheet of all large-format plans must be stamped at the time of acceptance to establish an official record of receipt.

##### 2. Supplementary Documentation

- Any additional or supplementary documents submitted through the front counter (such as revisions, addenda, or supporting materials) must also be appropriately dated and time-stamped upon acceptance.

##### 3. Electronic Submittals

- For materials received electronically, staff must apply an electronic date and time annotation or record the received timestamp in the permitting system or tracking log.

##### 4. Record Keeping

- All date-stamped documents must be filed, scanned, or entered into the permit tracking system on the same day they are received.

#### 5. Requirements

All employees responsible for permit intake must:

- Utilize the electronic date-stamping machine for all applicable documents.
- Verify that the date and time stamp are clear and legible.
- Ensure both the permit application and plan coversheet are stamped.
- Apply the same procedure for supplemental submissions.
- Maintain accurate electronic or paper records of all received items.

Supervisors must:

- Ensure staff are trained in the proper use of date-stamping equipment and procedures.
- Conduct periodic checks to confirm compliance and accuracy.
- Address any equipment malfunctions promptly to avoid processing delays.

#### 6. Enforcement

Compliance with this policy is mandatory. Failure to follow proper date-stamping procedures may result in:

- Verbal or written counseling for minor or first-time omissions.
- Retraining or performance improvement measures for repeated errors or noncompliance.
- Further disciplinary action, up to and including suspension or termination, for continued or willful violations.

Supervisors are responsible for documenting and reporting any instances of noncompliance in accordance with County personnel policies and HR guidelines.