



LOS ALAMOS
where discoveries are made

County of Los Alamos

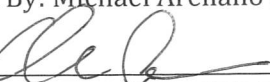
Administration Division

Permit Review Timeframe Policy

Effective Date: May 2, 2017

Approved By: Michael Arellano (5/02/2017)

Revised:


Elias Isaacson, CDD Director

8/14/2025
Date

Purpose:

To establish clear timeframes for completing residential and commercial permit application reviews, ensuring timely service delivery and efficient processing within the Tyler EPL system.

Policy:

1. Review Deadlines

- Once a permit application is entered into the Tyler EPL system, the assigned plan reviewer must complete the review within the following timeframes:
 - Residential Reviews – Maximum of 3 business days.
 - Commercial Reviews – Maximum of 5 business days.

2. Accountability

- It is the responsibility of the plan reviewer to manage workload to meet the established deadlines.
- If the plan reviewer is unable to meet these deadlines, they must notify their supervisor prior to the deadline to discuss options for timely completion.

3. Compliance

- Supervisors will monitor review timelines through Tyler EPL reports to ensure adherence to this policy.
- Consistent failure to meet deadlines without prior supervisor notification may result in corrective action in accordance with County policy.