


## County of Los Alamos

### Building Safety Division

#### Policy: Plan Review

Effective Date: May 2, 2017

Approved By: Michael Arellano (May 2, 2017)

Revised:   
Elias Isaacson, CDD Director

10/27/2025  
Date

**Policy:** After a permit application is entered into the system (EnerGov) the plan reviewer will have a maximum of 3 days for residential or a maximum of 5 days for commercial plan review.

#### 1. Purpose

The purpose of this policy is to establish clear timeframes and procedures for conducting plan reviews following the entry of permit applications into the EnerGov permit tracking system. This ensures that both residential and commercial projects are reviewed promptly, promoting efficiency, consistency, and transparency in the permitting process while maintaining compliance with applicable codes and departmental standards.

#### 2. Scope

This policy applies to all building permit applications submitted to the Los Alamos County Building Safety Division that require plan review prior to permit issuance.

It covers the following project types:

- **Residential projects** — including new construction, additions, remodels, and accessory structures.
- **Commercial projects** — including new construction, tenant improvements, additions, and renovations.

The policy applies to all plan reviews performed by Building Safety staff or any designated plan review personnel.

#### 3. Eligibility

This policy applies to:

- **Permit Technicians**, who are responsible for ensuring permit applications are properly entered and routed into the EnerGov system.

- **Plan Reviewers**, who are responsible for reviewing submittals for code compliance within the established timeframe.
- **Supervisors** and the **Building Official**, who are responsible for monitoring compliance with review timelines and addressing any delays.
- **Applicants, contractors, and design professionals** submitting plans for review under this policy.

All projects that require plan review through EnerGov are subject to the timelines and procedures defined herein.

#### 4. Procedures

- **Permit Entry into System**
  - Once a complete permit application and required documentation have been submitted, the Permit Technician will enter the permit into EnerGov and assign it to the appropriate Plan Reviewer based on project type and complexity.
- **Plan Review Timeframes**
  - Residential projects: The assigned Plan Reviewer must complete the plan review within a maximum of three (3) business days from the date the application is entered into EnerGov.
  - Commercial projects: The assigned Plan Reviewer must complete the plan review within a maximum of five (5) business days from the date the application is entered into EnerGov.
- **Review Process**
  - The Plan Reviewer will assess the submitted plans for compliance with applicable building, electrical, plumbing, mechanical, energy, and other relevant codes.
  - Any deficiencies or corrections required must be documented in EnerGov and communicated clearly to the applicant.
  - If additional information is required, the plan review timeline may be paused until the applicant provides the requested information.
- **Completion of Review**
  - Upon completion of the review, the Plan Reviewer must:
    - Record the completion date in EnerGov.
    - Upload all review notes and approval comments.
    - Mark the plan as “Approved” or “Resubmit Required” as applicable.

- The Permit Technician will be notified automatically through EnerGov when the review status is updated.
- **Monitoring and Oversight**
  - Supervisors or the Building Official will periodically review plan review logs in EnerGov to ensure compliance with the 3-day (residential) and 5-day (commercial) deadlines.

## 5. Requirements

To comply with this policy:

- Plan Reviewers must complete assigned reviews within the established maximum timeframes unless additional information is pending from the applicant.
- All plan review notes, corrections, and approvals must be documented and stored in EnerGov.
- Delays or extensions beyond the allowable timeframe must be reported to the Building Official or designee prior to the deadline.
- All plans must be reviewed in accordance with applicable building codes, local ordinances, and departmental policies.
- Communication with applicants regarding plan status or deficiencies must be professional, timely, and documented in the permit record.

## 6. Enforcement

- Plan reviews not completed within the required timeframes may be subject to review by the Building Official to determine cause and corrective action.
- Consistent failure to meet the 3-day or 5-day plan review deadlines without documented justification may result in performance review or corrective measures in accordance with County personnel procedures.
- Permit issuance shall not proceed until all plan review requirements are completed and properly recorded in EnerGov.
- The Building Official or designee retains authority to interpret, enforce, and grant exceptions to this policy when justified by workload, complexity, or extenuating circumstances.