

County of Los Alamos

Building Safety Division

Policy: Survey Certificate (form board survey)

Effective Date: May 01, 2017

Approved By: Michael Arellano (May 01, 2017)

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Elias Isaacson, CDD Director Date

Policy: A Licensed Surveyor's Certificate (form board survey) verifying the setback location of the stem wall is per the Los Alamos County-approved plans. A form board survey is required before the stem wall inspection, and the certificate must be at the job site at the time of the stem wall inspection.

1. Purpose

The purpose of this policy is to ensure that all building foundations are accurately located in accordance with approved site plans and zoning setback requirements before structural construction proceeds.

By requiring a **Licensed Surveyor's Certificate (form board survey)** verifying the stem wall location, this policy prevents property encroachments, ensures compliance with approved development standards, and maintains the integrity of site layout and boundary setbacks as approved by Los Alamos County.

2. Scope

- All **new building construction, additions, or structures** requiring foundation placement within Los Alamos County.
- All **contractors, property owners, builders, and design professionals** involved in projects where setbacks are regulated by zoning or site plans.
- All **residential and commercial** projects that require a **stem wall inspection** as part of the building permit process.

The policy governs the submission and presentation of the **Licensed Surveyor's Certificate** (form board survey) prior to the **stem wall inspection**.

3. Eligibility

This policy applies to:

- **Licensed professional surveyors** registered in the State of New Mexico, who are authorized to perform and certify boundary and setback surveys.
- **Permit holders** (contractors or property owners) responsible for ensuring that a form board survey is completed prior to scheduling the stem wall inspection.
- **Building inspectors** and **Building Safety staff**, who must verify that the certificate is available at the job site during inspection.

4. Procedures

4.1 Preparation of the Survey Certificate

- The **permit holder** must engage a **New Mexico licensed land surveyor** to perform a **form board survey** after the foundation form boards or stem wall forms are set in place and before concrete is poured.
- The surveyor must measure and verify that the stem wall location conforms to the **approved site plan** and **zoning setbacks**.
- The surveyor shall issue a **Survey Certificate** (form board survey) confirming compliance with the approved plan dimensions.

4.2 Submittal and Availability

- The **Licensed Surveyor's Certificate** must:
 - Be **signed and sealed** by the licensed surveyor.
 - Clearly identify the **project address, permit number, and survey date**.
 - State that the stem wall or foundation forms are located in accordance with the **Los Alamos County-approved plans**.
- The certificate must be **available at the job site** at the time of the **stem wall inspection**.
- The **Building Inspector** will verify the presence of the certificate before performing the inspection.

5. Requirements

To comply with this policy:

- A **Licensed Surveyor's Certificate (form board survey)** is **mandatory** for all projects requiring a stem wall inspection.
- The certificate must confirm that the **stem wall location meets approved setback and site plan requirements**.
- The document must be **signed and sealed** by a **New Mexico licensed land surveyor**.
- The certificate must be **on-site** at the time of the **stem wall inspection** and available for review by the Building Inspector.

- The form board survey must be conducted **after form boards are set** but **before concrete is poured**.

6. Enforcement

- **Stem wall inspections will not be conducted** unless the survey certificate is present and verified at the job site.
- If the certificate is not available or does not confirm compliance, the inspection will be **failed**, and the permit holder will be required to **reschedule** after compliance is achieved.
- Failure to comply with this policy may result in:
 - **Delays in construction and inspection scheduling,**
 - **Stop Work Orders,** or
 - **Additional survey verification** at the permit holder's expense.
- The **Building Official** has final authority for interpretation and enforcement of this policy and may require additional verification where site or boundary discrepancies are suspected.