



LOS ALAMOS  
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## County of Los Alamos

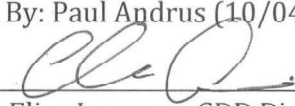
### Administration Division

## Same-Day Processing of Permits, Notifications, and Tasks Policy

Effective Date: October 4, 2024

Approved By: Paul Andrus (10/04/2024)

Revised:

  
Elias Isaacson, CDD Director

08/14/2025  
Date

### Purpose:

To ensure timely processing of all permits, notifications, and tasks to maintain efficient operations and provide consistent service to customers.

### Policy:

#### 1. Same-Day Processing Requirement

- All permits, notifications, and tasks must be processed on the same business day they are received.
- Items submitted on weekends (Saturday and Sunday) or after 4:30 p.m. on a business day will be processed on the next business day.

#### 2. Supervisor Notification

- Permit Technicians must notify their supervisor or designated staff by no later than 3:00 p.m. if they are unable to complete permits, notifications, or tasks by the end of the business day.
- The supervisor or designee will ensure that appropriate assistance is provided to meet required deadlines.

#### 3. Daily Status Updates

- Permit Technicians must provide a daily update to their supervisor regarding any outstanding permits, notifications, or tasks.
- This update must be submitted by 3:00 p.m. and copied to the supervisor and any other staff members as directed by the supervisor.