



LOS ALAMOS
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County of Los Alamos

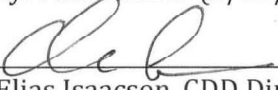
Building Safety Division

Signed Contract Requirement for Commercial Projects

Effective Date: March 20, 2023

Approved By: Paul Andrus (3/20/2023)

Revised:


Elias Isaacson, CDD Director

8/14/2025
Date

Purpose

To ensure clarity of scope, accountability, and compliance with Community Development Department requirements by requiring a signed contract between the property/business owner and the licensed contractor for all commercial projects prior to permit issuance.

Policy

1. Contract Requirement

- All commercial permit applications must include a signed contract between the property/business owner and the licensed contractor.
- The contract must contain the signatures of both the property/business owner and the licensed contractor.

2. Contractor To Be Determined (TBD)

- If the commercial permit application lists the contractor as “To Be Determined,” the permit will not be issued until:
 - a. The licensed contractor has been selected; and
 - b. A signed contract between the property/business owner and the licensed contractor has been submitted to the Community Development Department.

3. Enforcement

- Permit applications that do not meet the above requirements will be deemed incomplete and will not proceed to issuance until compliance is achieved.