


County of Los Alamos

Building Safety Division

Policy: Truss Submittals

Effective Date: May 2, 2017

Approved By: Michael Arellano (May 2, 2017)

Revised:  _____ 10/27/2025
Elias Isaacson, CDD Director Date

Policy: When Trusses are being used on a construction project, truss engineering stamped drawings by a design professional are required to be submitted at the time of permit application.

1. Purpose

The purpose of this policy is to ensure that all construction projects utilizing prefabricated truss systems are properly engineered, reviewed, and documented prior to permit issuance. Requiring stamped truss engineering drawings at the time of permit application ensures structural integrity, code compliance, and coordination between design professionals, contractors, and the Building Safety Division.

2. Scope

This policy applies to all building permit applications involving prefabricated roof or floor truss systems within the jurisdiction of the Building Safety Division.

It includes:

- Residential and commercial new construction.
- Additions or remodels incorporating truss systems.
- Any structure requiring engineered truss assemblies as part of its design.

This policy governs the submission, review, and approval of truss engineering documents as part of the permit application process.

3. Eligibility

This policy applies to:

- **Applicants, contractors, and design professionals** submitting permit applications that include truss systems.

- **Permit Technicians** responsible for verifying that truss submittals are included with the application.
- **Plan Reviewers** responsible for confirming that the truss designs comply with the approved construction documents and building code requirements.
- **Building Officials** responsible for final approval of truss documentation and ensuring compliance with this policy.

Only truss drawings stamped and signed by a licensed Professional Engineer (PE) registered in the State of New Mexico will be accepted.

4. Procedures

• Submittal at Time of Permit Application

- When trusses are used in a construction project, engineer-stamped truss drawings must be submitted with the initial permit application.
- The submittal must include:
 - Individual truss design drawings,
 - Truss layout or placement diagrams, and
 - Structural design criteria and loading information.

2. Plan Review Verification

- During the plan review process, staff will verify that the truss drawings correspond with the approved construction plans and structural design.
- Any discrepancies between the truss drawings and the submitted construction plans must be resolved prior to permit issuance.

3. Permit Issuance

- Permits will not be issued until the required truss submittals have been received, reviewed, and accepted by the Building Safety Division.
- Approved truss documents will become part of the official permit record.

4. Recordkeeping

- All truss drawings and supporting documentation must be scanned and uploaded into the permit tracking system as part of the permanent project file.

5. Requirements

To comply with this policy:

- Truss drawings must be prepared, stamped, and signed by a licensed Professional Engineer.

- Truss submittals must accurately reflect the design loads, building geometry, and conditions shown on the construction drawings.
- All required truss documentation must be submitted at the time of permit application; incomplete applications will not be accepted for review.
- Permit Technicians must confirm truss documentation is complete and properly logged before routing the application to plan review.
- Plan Review staff must confirm that truss drawings meet current building code and engineering standards.

6. Enforcement

- Incomplete permit applications lacking required truss submittals will be deemed deficient and not accepted for processing.
- If truss documentation is found to be inconsistent or invalid, the permit review process will be placed on hold until corrected documents are provided.
- Installation or construction of trusses without approved stamped truss drawings may result in:
 - Stop work orders,
 - Permit suspension or revocation, or
 - Administrative penalties as authorized by applicable codes.
 - Staff who fail to enforce this policy may be subject to corrective or disciplinary action in accordance with County personnel procedures.