


County of Los Alamos

Building Safety Division

Policy: Permits Waiting for Payment Pick-Up

Effective Date: April 13, 2022

Approved By: David Martinez (April 13, 2022)

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

Policy: All building permits that have not been paid for and issued within 30 days of approval will be considered abandoned and void.

1. Purpose

The purpose of this policy is to establish clear procedures and enforcement actions for building permits that have been approved but remain unpaid or unissued. Timely payment and issuance ensure regulatory compliance, prevent unauthorized construction, and maintain efficient operations within the Building Safety Division.

2. Scope

This policy applies to all building permit applications approved by the County of Los Alamos Building Safety Division that have not been paid for and issued within the specified timeframe.

3. Eligibility

- Subject to this policy:
All applicants with approved building permits are awaiting payment and pick-up.
- Exemptions:
None. All building permits are subject to this policy.

4. Procedures

- Notification:
Upon permit approval, permit technicians will notify the responsible party that the permit is ready for payment and pick-up.
- Payment Window:
Applicants must complete payment and pick-up of the permit within thirty (30) calendar days from the date of approval.
- Failure to Pay Within 30 Days:

- Permits not paid for and issued within 30 days will be considered abandoned and void.
- Applicants must resubmit a new permit application, with all supporting documentation and applicable fees, before commencing construction.
- Paid but Not Issued:
 - If the permit fees have been paid but the permit has not been picked up and issued within thirty (30) days, the permit will be voided.
 - A new application will be required, along with all supporting documentation.
 - A non-refundable reapplication fee of \$47.00 will be assessed in addition to any other required permit fees.

5. Requirements

- No construction activity may begin until the permit has been fully paid for, issued, and posted on-site as required by County code.
- Applicants are responsible for ensuring timely payment and pick-up within the required timeframe.
- Permit technicians must document notifications made to the party responsible on the date of approval.

6. Enforcement

- Code Compliance Verification:
 - If a permit has been waiting for payment and pick-up for more than thirty (30) days, the Building Safety Manager may request Code Compliance follow-up.
 - Code Compliance will inspect the site to ensure that work described in the permit has not begun or has been completed.
- Unauthorized Work:
 - If work is observed to have begun without a valid issued permit, Code Compliance will initiate a code case.
 - The Building Safety Manager will issue a Stop Work Order.
 - Work that begins before permit issuance is subject to a fine of double the permit fees.
- Void Permits:
 - Permits unpaid and unissued after thirty (30) days are void.
 - Permits paid for but not issued after thirty (30) days are void, requiring resubmission and a \$47.00 reapplication fee.