

# INSPECTION FOLLOW UP



## HOW TO DOWNLOAD YOUR INSPECTION REPORT

1. Log into your NM-PLUS account
2. Navigate to the “Inspection” tab on top of page
3. Click the “View” tab to access your most recent inspection report
4. Download, print and post the inspection where is is visible to the public
5. Click “Submit”

## WHAT TO EXPECT AFTER A FAILED INSPECTION

1. All violations identified at the time of inspection shall be corrected immediately
2. You should anticipate receiving a pre-settlement offer based on the violations identified at the time of your inspection
3. If you choose not to accept the settlement offer, a Notice of Contemplated Action will be issued giving you an opportunity for a hearing

## HOW TO REQUEST OR RESCHEDULE AN INSPECTION

1. Log into the NM-PLUS and select “Inspection” tab
2. Locate the orange box labeled “New Inspection Request”
3. Enter available inspection dates and any other relevant details
4. Click “Submit”

**Note:** We will make every effort to inspect your establishment within 30 days. If the request is to re-inspect due to a “Failed” inspection, there is a re-inspection fee of \$200.00 that will be assessed prior to the inspection.

**SCAN TO  
ACCESS  
NM-PLUS**



**NMRLD**

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REGULATION &  
LICENSING DEPARTMENT

**BOARDS AND COMMISSIONS DIVISION**

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