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## Notice of Incomplete Application

**Permit Application Number: PRRN240950**

**Property Address:**

September 23, 2024

Dear Applicant,

A permit application has been received by this office on August 08, 2024. The following required items are outstanding:

- Structural Plans - If adding any type of rooms please provide the framing plans.
- Construction Specifications - Please provide the manufacturer's specification on windows including the number of windows and siding.
- MEP Plans - Not required at this time
- Heat Load Calculations - not required at this time.
- Site Plan - Not required
- Homeowner Agreement Form - <https://www.co.routt.co.us/documentcenter/view/10612> please go to this web site and fill out homeowners agreement form and submit.
- Architectural Plans - Please provide drawing with the insulation R value and where you are placing it along with wall panels. Please provide existing and proposed plans for rooms inside of the barn (bathrooms, locker room and offices).

Please upload the required items or documents requested above to the CityView Portal under your permit number. Once we receive the required submittal items we will then begin the Plan Review process. Permit applications become void after 180-days if left incomplete.

Should you require further information, please do not hesitate to contact me.

Thank you,

Tammy Green  
*Permit Tech*  
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Building Services