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Notice of Incomplete Application

Permit Application Number: PRSF241698

Property Address:

December 27, 2024

Dear Applicant,

A permit application has been received by this office on December 19, 2024. The following required items are outstanding:

- Structural Plans - Please provide a full set of structural plans prepared and stamped by a structural engineer.
- Heat Load Calculations – Can be a deferred submittal
- Site Plan - Please provide a site plan showing property lines, setbacks, easements, location of all structures on the property, utilities and driveway.
- Soil Report - Please provide a soils report
- Architectural Plans - Please provide a full set of Architectural plans. These plans must include the Code Analysis, floor plans, elevations building sections, energy code compliance.

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,

Heidi Spengler

Sr Permit Tech

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Building Services