



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

Notice of Incomplete Application

RE: Application Number PRAB210408

Dear Applicant,

A permit application has been received by this office on October 12, 2021. The following required items are outstanding:

- Structural Plans - No additional comments
- MEP Plans - No additional comments
- Heat Load Calculations - Heat loss calcs the heat loss calcs may submitted at a later date; prior to the installation of any heating/cooling equipment.
- Soil Report – Please provide soils report
- Architectural Plans - Please re submit foundation plans under Structural submittal.

Please upload the required items or documents we are requesting above to the CityView Portal under your permit number. At this time we cannot start the Plan Review process of your application because it's deemed incomplete, 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. We appreciate your time in advance on uploading these required items.

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

Yours truly,

Tammy Green

Administrative Assistant

(970) 870-5328

tkgreen@co.routt.co.us

Building Services