



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 PRCU210414**

Dear Applicant,

A permit application has been received by this office on October 13, 2021. The following required items are outstanding:

- Structural Plans - Please provide any framing plans.
- Architectural Plans - Please provide existing floor plans. Are these the proposed floor plans?

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