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# Notice of Incomplete Application

**RE: Application Number PRSF220187**

Dear Applicant,

A permit application has been received by this office on March 01, 2022. The following required items are outstanding:

- Structural Plans - Please re-submit per submittal requirements ( should be structural only)
- Heat Load Calculations - The Heat Loss Calcs may be submitted at a later date, prior to the installation of any heating or cooling equipment.
- Site Plan - Please submit per submittal requirements
- Soil Report - Please submit soil report
- Architectural Plans - Please submit Architectural Plans only per submittal requirements.

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

*Permit Tech*

(970) 870-5328

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Building Services