



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 PRSF220187**

Dear Applicant,

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

- Please submit all documents in response to the Corrections notice sent on 3/24/22. The document submitted yesterday does not include response to the Building Department review comments. Once these are received, we will begin the review process.

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.

Thank you,

Malea Michael-Ferrier

*Administrative Assistant/Plan Reviewer Assistant*

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Building Services