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# Notice of Incomplete Application

**RE: Application Number PRRN220316**

Dear Applicant,

A permit application has been received by this office on April 05, 2022. The following required items are outstanding:

- Structural Plans - Please submit "As Built" structural plans with live and dead loads for roof and deck.
- Heat Load Calculations - May be required as a deferred 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,

Nick Neiberger

*Permit Tech*

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Building Services