

## Notice of Incomplete Application

December 04, 2023

RE: Application Number SPRAB231725

Property Address: 2305 MT WERNER CIR;

Dear Applicant,

A permit application has been received by this office on December 01, 2023. The following required items are outstanding:

- Landscape plan - No additional Documents required at this time.
- Architectural Plans - The NEC ( electrical code ) IS 2023, please review the design to ensure it is accordance with 2023 codes.
- Soil Report - No additional Documents required at this time.
- Building Permit Site Plan Checklist - No additional Documents required at this time.
- MEP Plans - No additional Documents required at this time.
- Structural Plans and details - Please note that barrels will not be used for Sauna use. What kind of structure will the barrels be setting on?
- Photos - No additional Documents required at this time.
- Construction Specifications - No additional comments
- Heat Load Calculations - No additional Documents required at this time.
- Utility Plans - No additional Documents required at this time.
- Construction Site Management Plan Checklist (optional) - No additional comments
- Construction Site Management Plan - Please provide a Construction Site Mangement Plan.
- Other / Miscellaneous - Please email updated insurance certificate, and electrical license,( masters and contractors) please email to [building@co.routt.co.us](mailto:building@co.routt.co.us)

Please upload the required items or documents requested above to the CityView Portal under your permit number. 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 items.

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

Thank you,

Tammy Green  
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