



Notice of Incomplete Application

March 01, 2024

RE: Application Number SPRRN240169

Property Address:

Dear Applicant,

A permit application has been received by this office on February 28, 2024. The following required items are outstanding:

- Architectural Plans - Please submit Architectural Plans ONLY as ONE PDF titled "Architectural Plans."
- Site Plan - No additional documentation required at this time.
- Building Permit Site Plan Checklist - No additional documentation required at this time.
- Structural Plans and details - Please submit Structural Plans ONLY as ONE PDF titled "Structural Plans."
- Construction Specifications - Please submit Manufacturer's Data Sheet for Walk In Cooler. As Built Plans May be required.
- Heat Load Calculations - No additional documentation required at this time.
- Homeowner Agreement Form - No additional documentation required at this time.
- Construction Site Management Plan Checklist (optional) - No additional documentation required at this time.
- Construction Site Management Plan - No additional documentation required at this time.

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,

Nick Neiberger

Permit Tech

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